



Availability

Availability gives employees and managers the ability to classify times when the employee has agreed to be scheduled, times when the employee prefers to be scheduled, and times when the employer has agreed not to schedule the employee.

Availability Visual Indicators

By default, all employees are assigned the availability Unknown for all times on all days.



Available: Employee is available to work during this time.



Preferred: Employee prefers to work during this time.



Preferred Time Off: Employee prefers to have this time off.



Unavailable: Employee is not available to work. If an employee is scheduled when unavailable, the system can generate a schedule rule violation (Advanced Scheduling only).

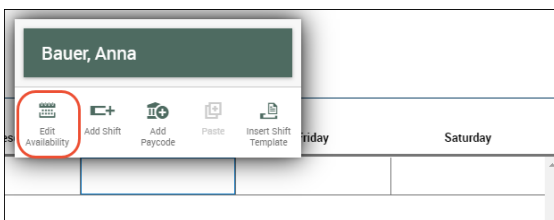


Unknown: Availability is not defined.

Define availability as part of a Schedule Pattern

Access the availability panel from the Schedule Pattern glance when creating or editing a pattern.

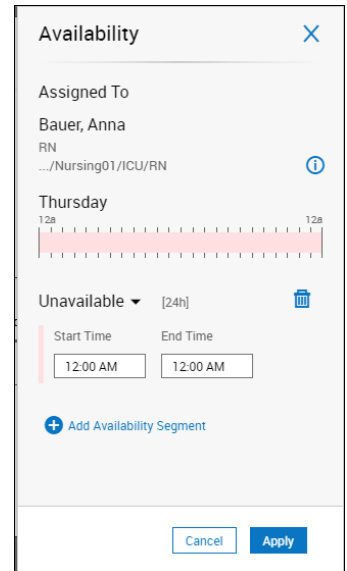
1. Right-click a day in the pattern.
2. On the glance, click Edit Availability.



3. In the **Availability** panel, you can:

Define one availability type for an entire day

- a. Click Add Availability Segment.
- b. From the menu select the availability you want to assign to the day.
- c. Click Apply.



4. To define different availability types for different segments of the day:

- a. Click Add Availability Segment.
- b. From the menu and select the availability you want to assign to the first segment of the day.
- c. Specify an End Time and, if needed, a Start Time.
- d. Click Apply.
- e. Repeat steps a, b, c, and d until complete. Gaps are permitted.
- f. **Note:** The maximum length of a segment is 24 hours, but you can cross the day divide if you wish.

Modify availability types or timing

- a. To modify the Start Time or End Time of any segment, type the new time in the field.
- b. To modify the availability type for any segment, click the availability type for that segment, and select the desired availability type.
- c. Click Apply.

Delete availability

- a. Click the Delete next to the segment you want to delete.
- b. Click Apply.

5. Click Apply. The pattern is applied to the loaded time frame so you can check the impact.

6. Click Save. The pattern, including availability, is rolled out for its entire length.

Define availability for one or more days

You can define an employee's availability for a specific time using Override Availability:

1. Right-click a day in the schedule.
2. On the glance, click Override Availability.
3. Assign one availability type for an entire day or assign different availability types to different segments of the day.

Define one availability type for an entire day

- a. Click Add Availability Segment.
- b. From the menu select the availability you want to assign to the day.
- c. Click Apply.

Define different availability types for different segments of the day

- a. Click Add Availability Segment.
- b. From the menu and select the availability you want to assign to the first segment of the day.
- c. Specify an End Time and, if needed, a Start Time.
- d. Click Apply.
- e. Repeat steps a, b, c, and d until complete. Gaps are permitted.
- f. **Note:** The maximum length of a segment is 24 hours, but you can cross the day divide if you wish.

Modify availability types or timing

- a. To modify the Start Time or End Time of any segment, type the new time in the field.
- b. To modify the availability type for any segment, click the availability type menu for that segment, and select the desired availability type.
- c. Click Apply.

Delete availability

- a. Click the Delete next to the segment you want to delete.
 - b. Click Apply.
4. (Optional) Specify that the availability you defined for the current day be repeated in either of these ways:
 - a. In the Repeat from [current date] to: field, enter an end date in the future.
 - b. Click Calendar and select a date in the future.