



Override Availability

Use override availability to define availability for one or more days, overriding any previously defined availability.

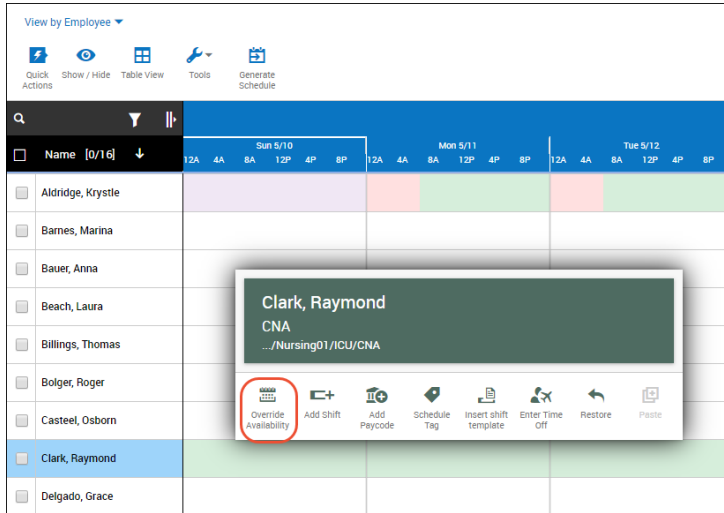
Define one availability type for an entire day

1. Right-click a day and select **Override Availability**.
2. Click **Add Availability Segment**.
3. From the menu select the availability you want to assign to the day.
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** icon and select a date in the future.
5. Click **Apply**.

Define different availability types for different segments of the day

Note: The maximum length of a segment is 24 hours, but you can cross the day divide if you wish.

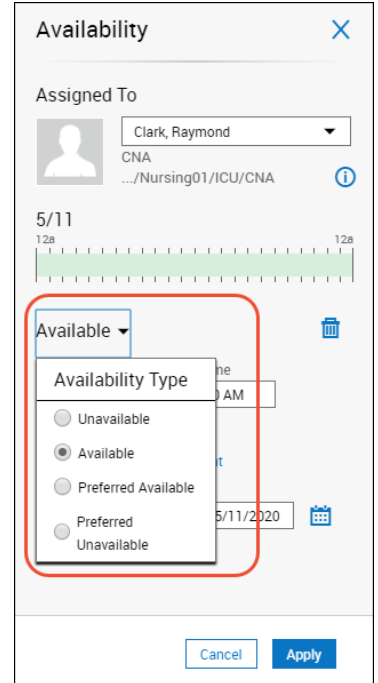
1. Right-click a day and select **Override Availability**.



2. Click **Add Availability Segment**.
3. From the menu, select the availability you want to assign to the first segment of the day.
4. Specify an **End Time** and, if needed, a **Start Time**.
5. Click **Apply**.
6. Repeat steps 1, 2, 3, and 4 until complete. Gaps are permitted.

Modify availability types or timing

1. To modify the **Start Time** or **End Time** of any segment, type the new time in the field.
2. To modify the availability type for any segment, click the [Availability Type] down arrow for that segment, and select the desired availability type.
3. Click **Apply**.



Availability

Assigned To

Clark, Raymond

CNA

.../Nursing01/ICU/CNA

5/11

12a 12a

Available

Availability Type

- Unavailable
- Available
- Preferred Available
- Preferred Unavailable

Cancel Apply

Delete availability

1. Click the **Delete** next to the segment you want to delete.
2. Click **Apply**.