Setting Availability

My Attendance Manager lets you set your availability to work shifts on a weekly or bi-weekly rotation basis, beginning on the date you select. Shifts can be defined daily in either 60-minute or 30-minute intervals. Color coding is used to indicate your preferences.

To set your availability, access the Preferences screen by tapping the menu button ☰ in the home screen and then the Preference Settings button ⚙ in the employee panel.
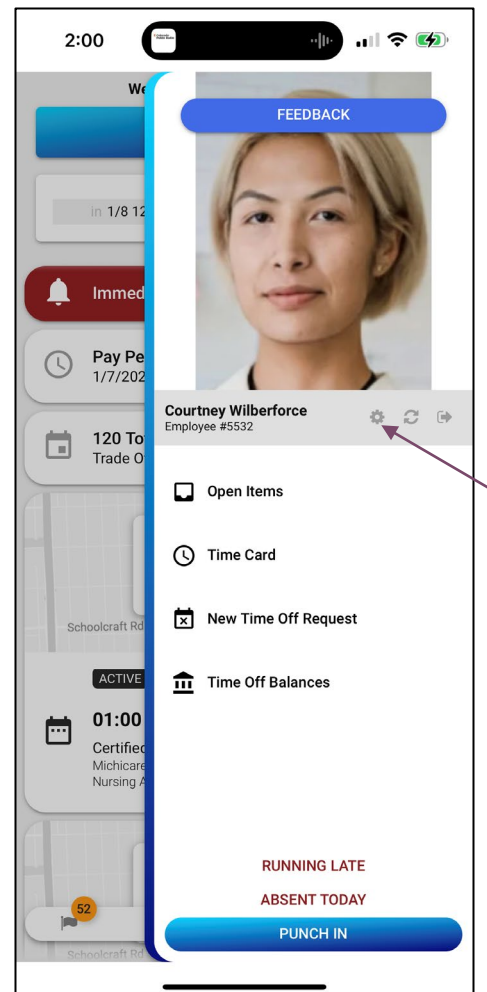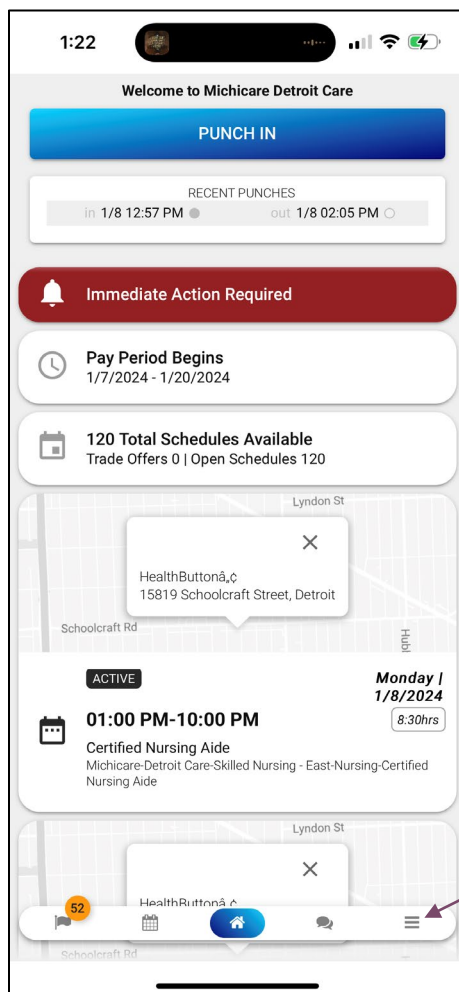
In the Preferences screen indicate your availability by tapping **edit** in the Availability field. In the Daily Availability screen, tap **ADD**.
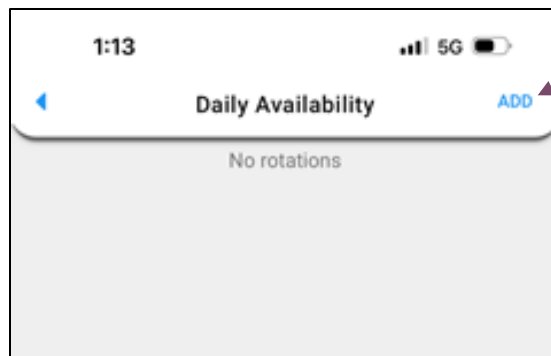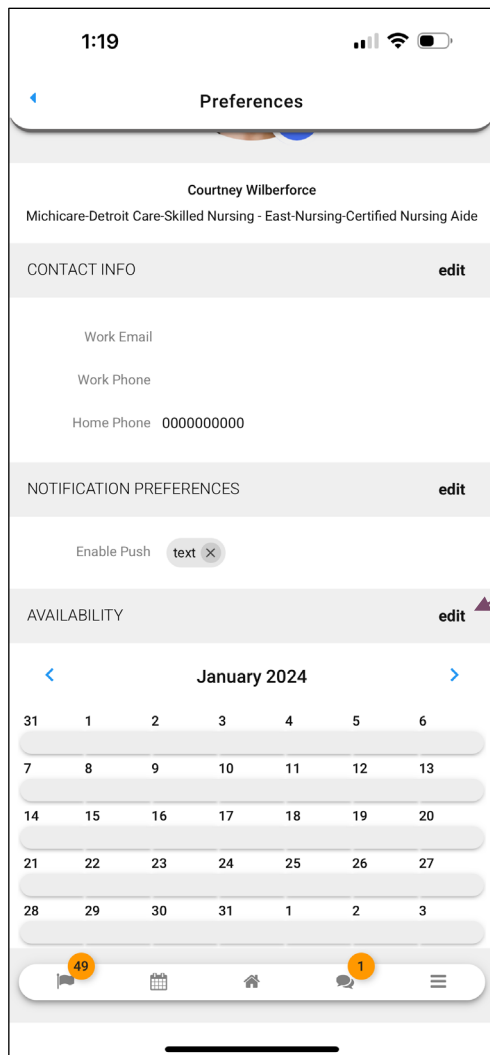
In the New Daily Availability screen, select a rotation length, weekly or bi-weekly, for your availability.

Select a time interval of 60 minutes or 30 minutes for setting your availability.

Type or select from the calendar the start date you want your availability preferences to be applied.
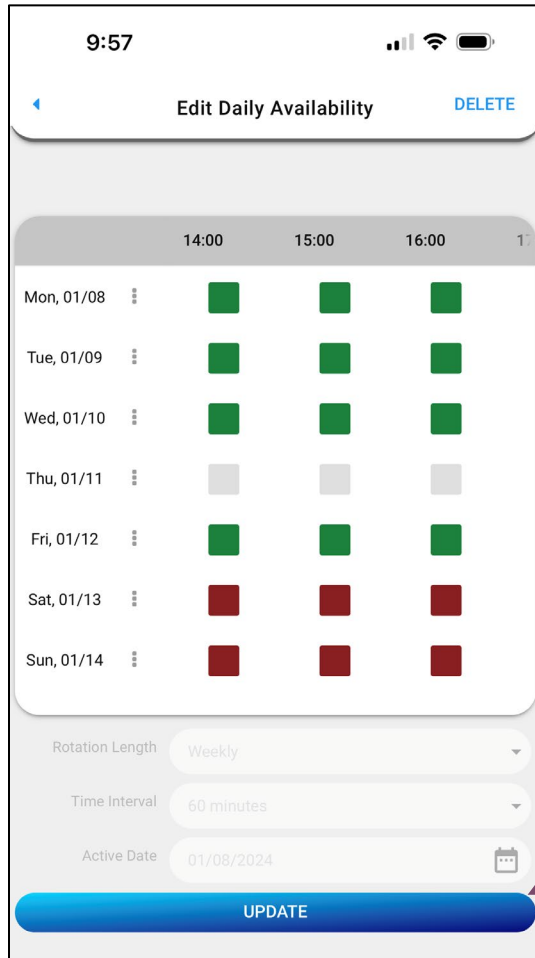
To set individual date and time preferences, tap the square:

■ Available – single tap

■ Not available – double-tap

■ No preference – no tap or tap either a green or red square again to return to the gray square setting

Tap the **Update** button after you have finished making your selections.

To set availability for an extended period of time on a select day, tap the ⋮ menu to set a specific time range.
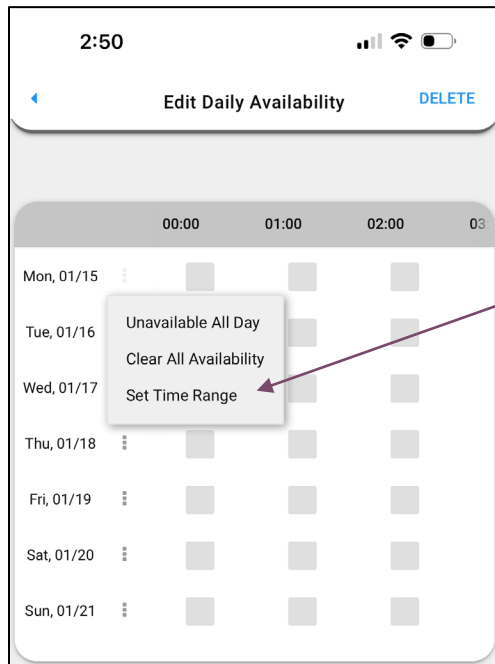
To enter from and to times for the range in the Set Time Range screen, tap the clock icon. Select the hours and minutes by swiping the clock arm and tapping the AM and PM button. Tap OK to save your clock settings.
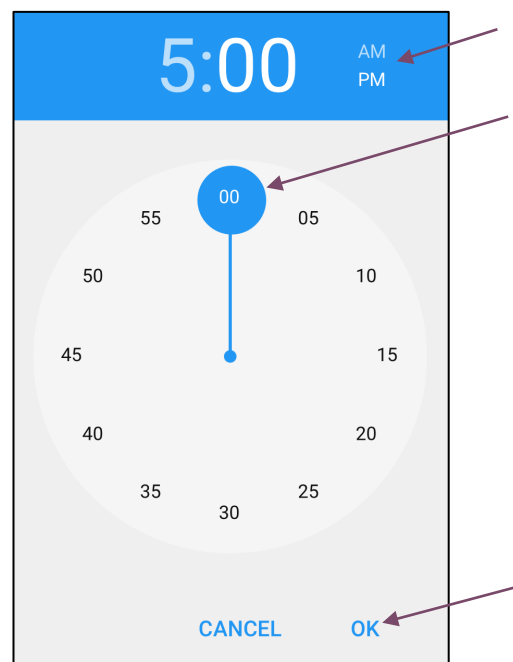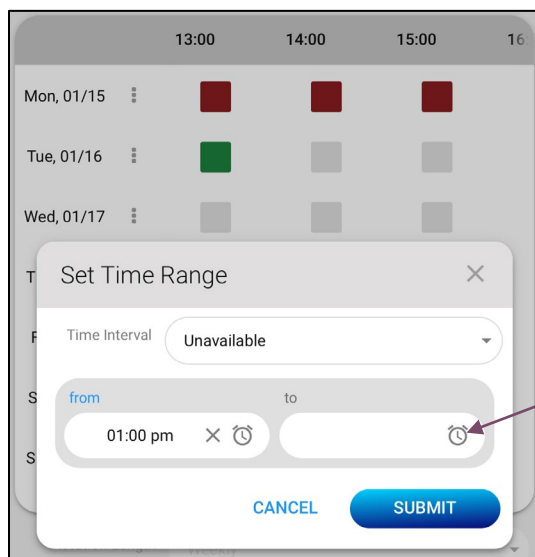
After updating your selections, the Availability calendar in your Preferences screen will display red, green and gray indicators reflecting your availability preferences.
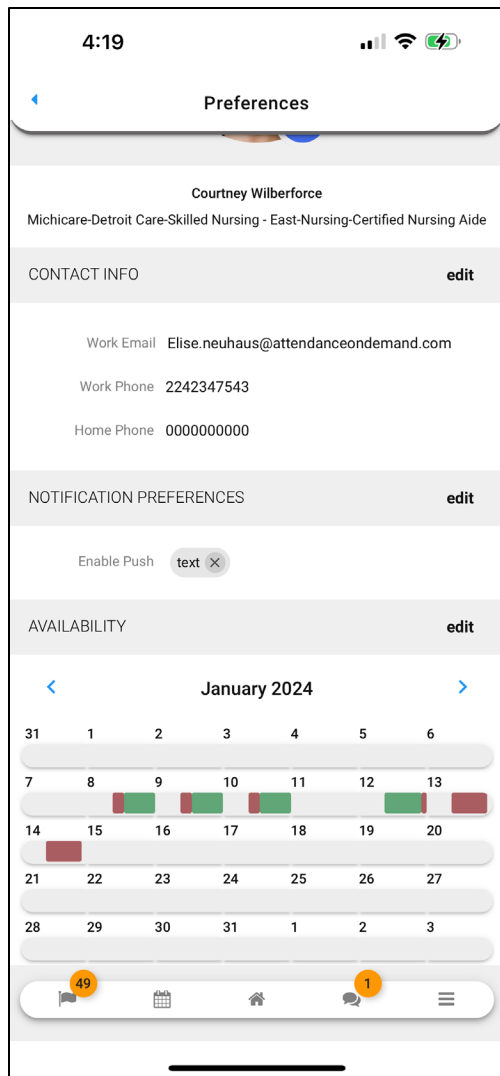
Availability Preferences in Calendar View

Daily availability can also be displayed in your calendar view, if enabled, with a purple badge appearing on each day that availability preferences have been applied. Details of the times that you are available and unavailable are displayed below the calendar.
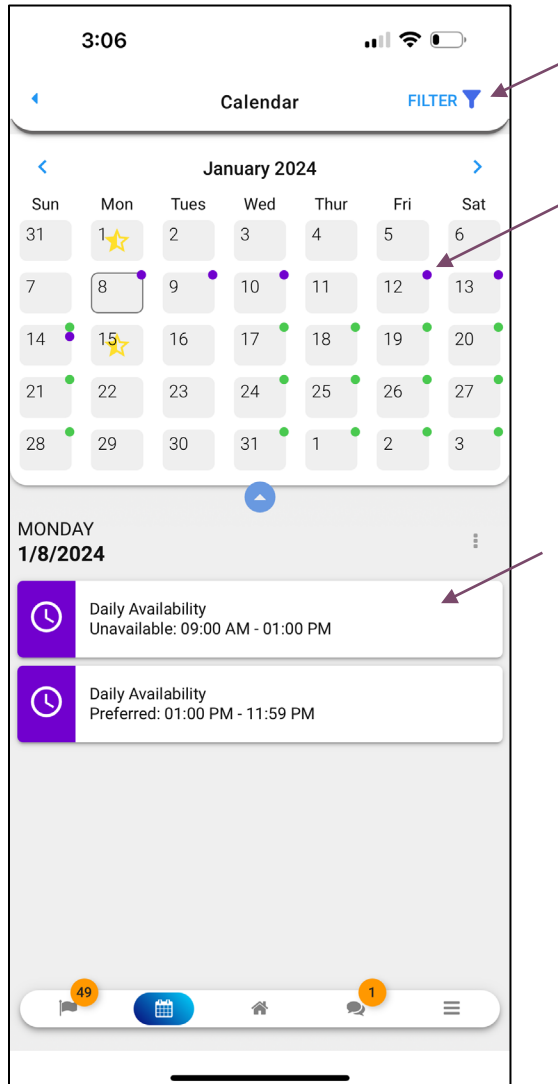
In the Calendar Filter screen, slide the purple My Availability button to the right to enable the calendar badges and details tiles to be displayed. If you prefer not to have availability details and calendar badges displayed, slide the filter button to the left. Tap the Filter button to save your selection.

Enabled

Disabled

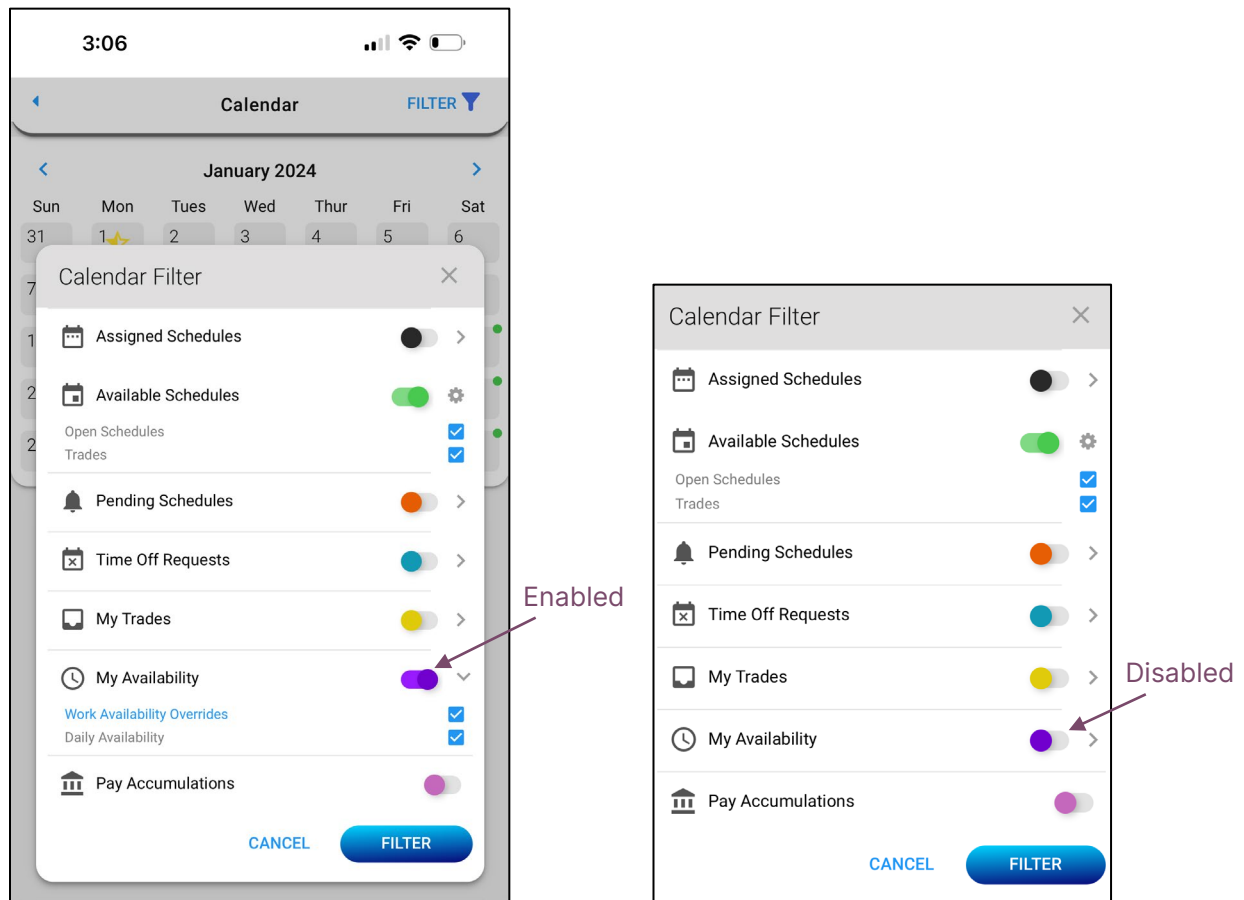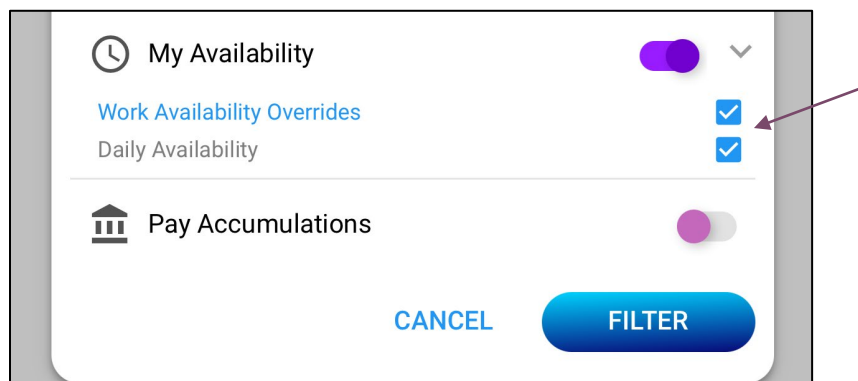There are two options for displaying availability badges in the calendar:

- **Work Availability Overrides** - If this option is enabled, the days that have unavailability are highlighted on the calendar.

- **Daily Availability** - If this option is enabled, the days that have availability are highlighted on the calendar.
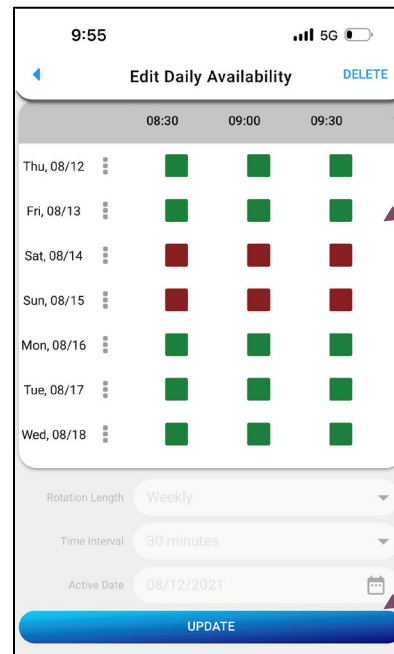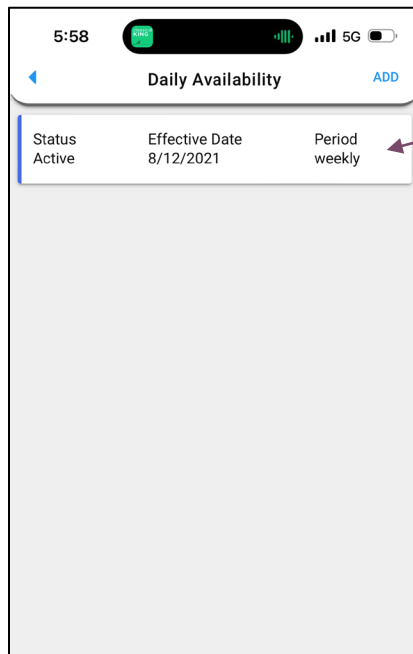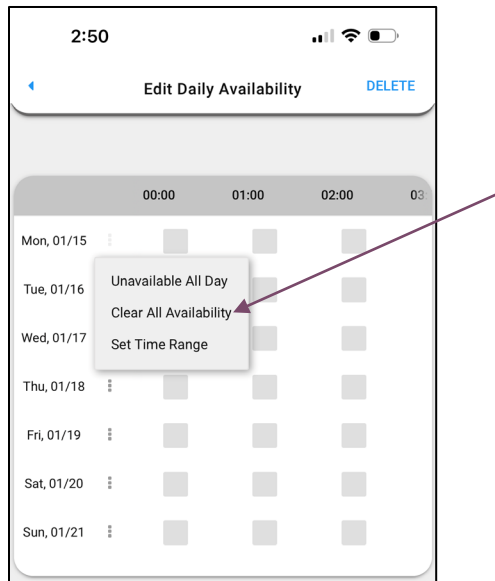
Editing Availability Preferences

To edit your availability preferences, tap **edit** in the Availability field of Preferences screen.
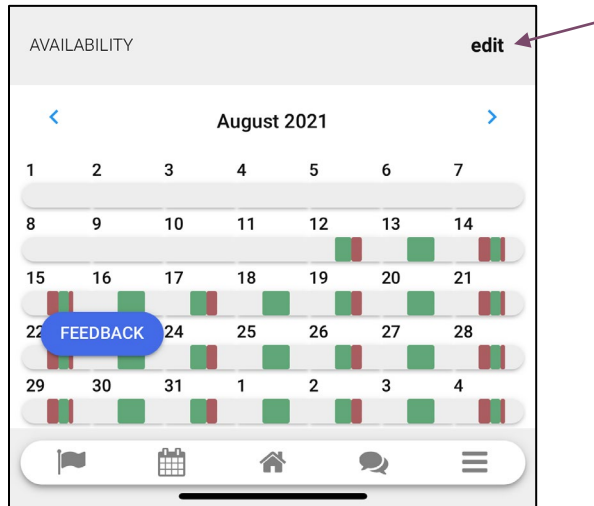
Change individual availability settings by tapping the squares in Edit Daily Availability screen and tapping the Update button to save your changes.

Another way to reset your availability settings is to clear all of the settings for the day. Remove availability settings by selecting the ⋮ menu to clear all availability for the day and add new settings for individual times or a time range.