

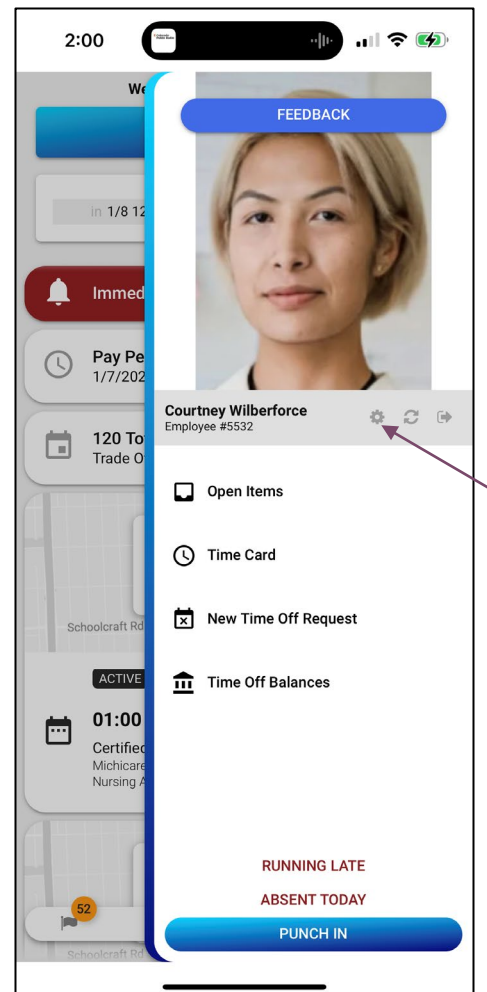
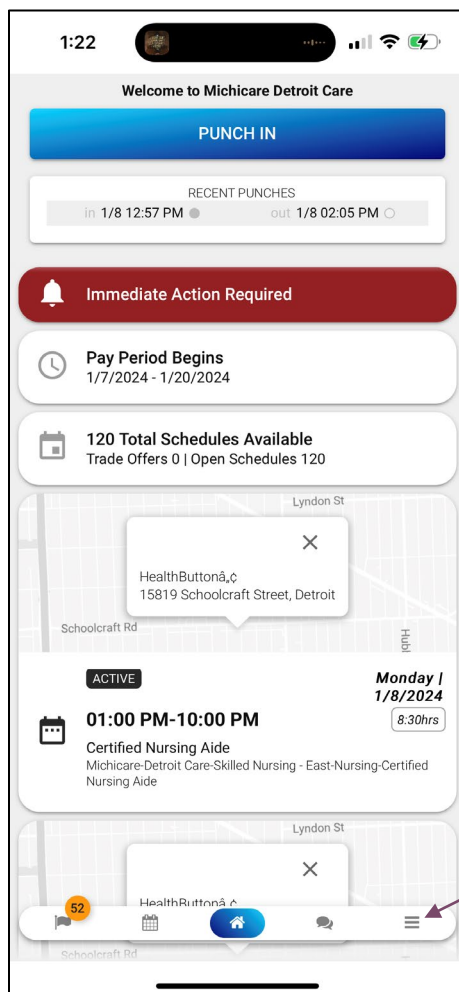




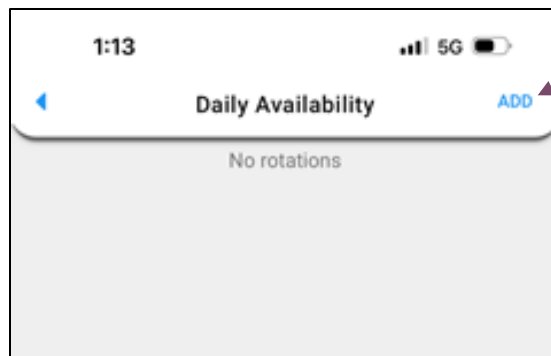
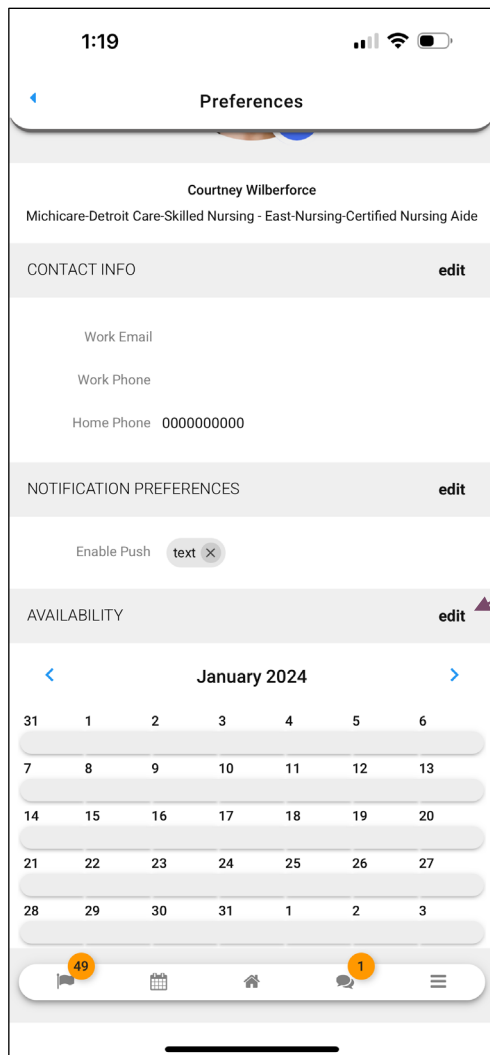
# Setting Availability

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.

The screenshot shows the 'New Daily Availability' screen on a mobile device. At the top, the status bar displays the time 1:32, signal strength, Wi-Fi, and battery icons. Below the title bar, there is a header with a back arrow and the text 'New Daily Availability'. The main content area features a calendar grid with columns for times 00:00, 01:00, 02:00, and 03:00. The rows represent dates from Monday, 01/08 to Sunday, 01/14. Each cell in the grid contains a small square icon. Below the calendar grid, there is a section for 'Rotation Length' with a dropdown menu currently set to 'Weekly'. A purple arrow points to the dropdown arrow. Below this, there is a 'Time Interval' section with a dropdown menu set to 'Weekly', and an 'Active Date' section with a dropdown menu set to 'Bi-Weekly'. A 'SUBMIT' button is located below these sections. At the bottom of the screen, there is a navigation bar with icons for a flag (49), a calendar, a home icon, a speech bubble (1), and a menu icon.

	00:00	01:00	02:00	03:00
Mon, 01/08				
Tue, 01/09				
Wed, 01/10				
Thu, 01/11				
Fri, 01/12				
Sat, 01/13				
Sun, 01/14				

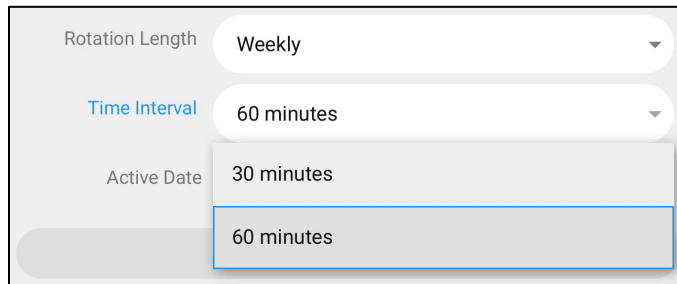
Rotation Length: Weekly

Time Interval: Weekly

Active Date: Bi-Weekly

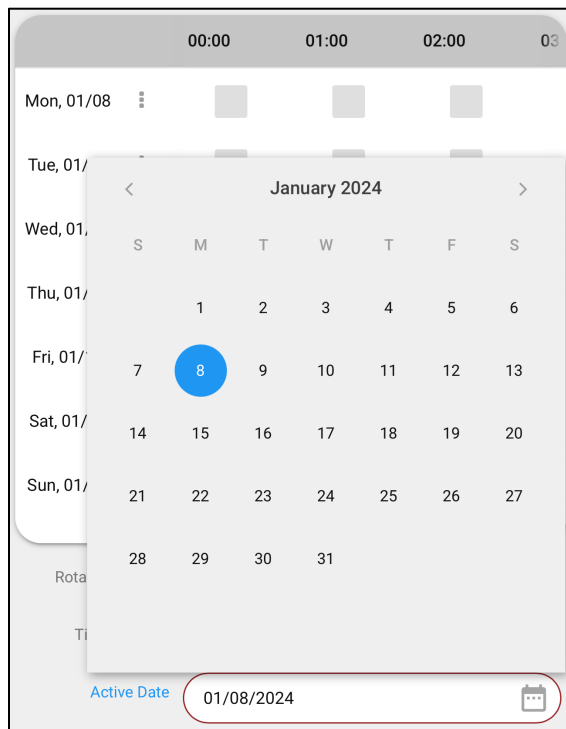
SUBMIT

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




A screenshot of a settings form. The 'Rotation Length' dropdown is set to 'Weekly'. The 'Time Interval' dropdown is open, showing two options: '30 minutes' and '60 minutes'. The '60 minutes' option is highlighted with a blue border. The 'Active Date' field is visible below the dropdowns.


Type or select from the calendar the start date you want your availability preferences to be applied.




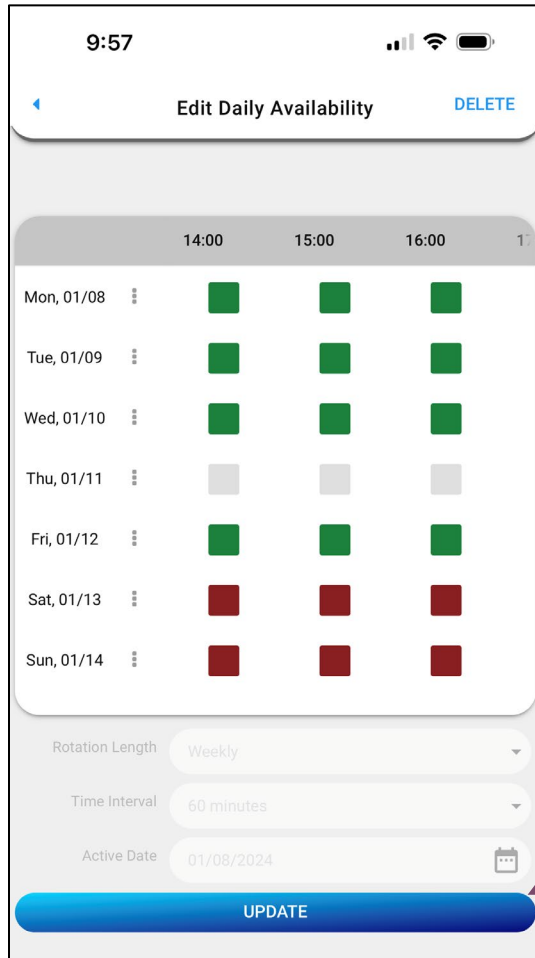
A screenshot of a settings form showing a calendar selection. The 'Active Date' field is highlighted with a red border and contains the date '01/08/2024'. A calendar pop-up is open, showing the month of January 2024. The date '8' is selected, which corresponds to Friday, January 8th. The calendar pop-up shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31.

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



9:57

Edit Daily Availability [DELETE](#)

	14:00	15:00	16:00
Mon, 01/08			
Tue, 01/09			
Wed, 01/10			
Thu, 01/11			
Fri, 01/12			
Sat, 01/13			
Sun, 01/14			


Rotation Length: Weekly

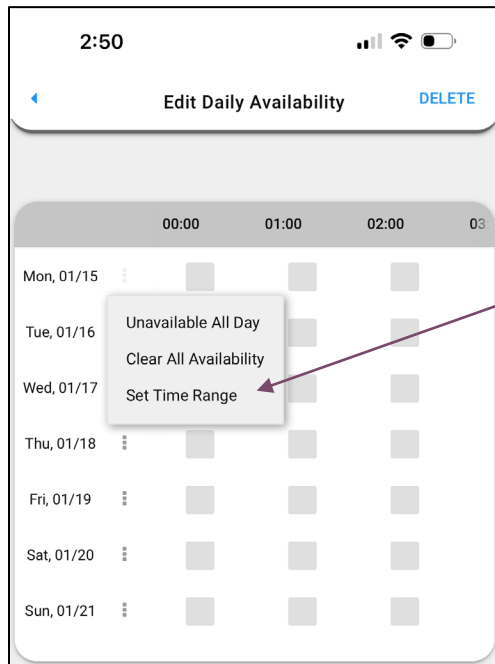
Time Interval: 60 minutes

Active Date: 01/08/2024

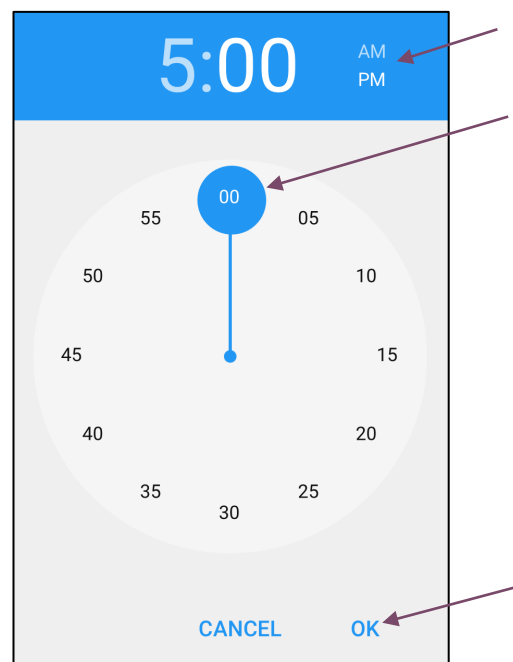
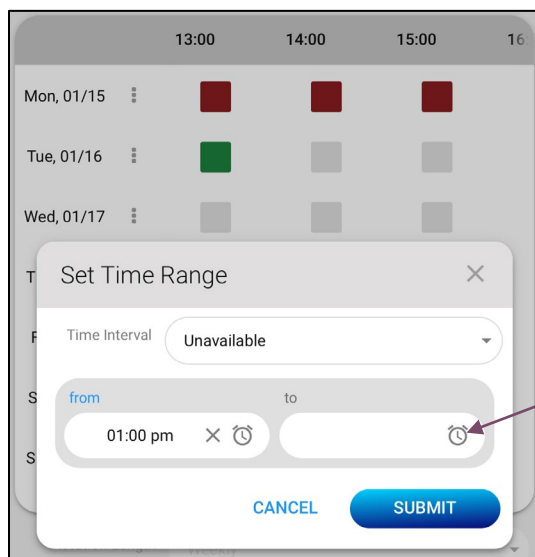
[UPDATE](#)

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

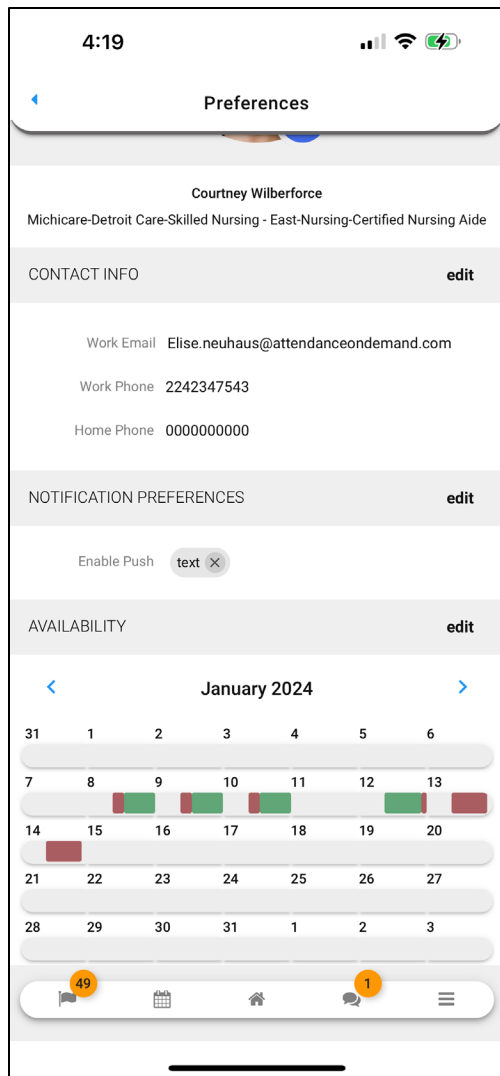
To set availability for an extended period of time on a select day, tap the  menu to set a specific time range.



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.

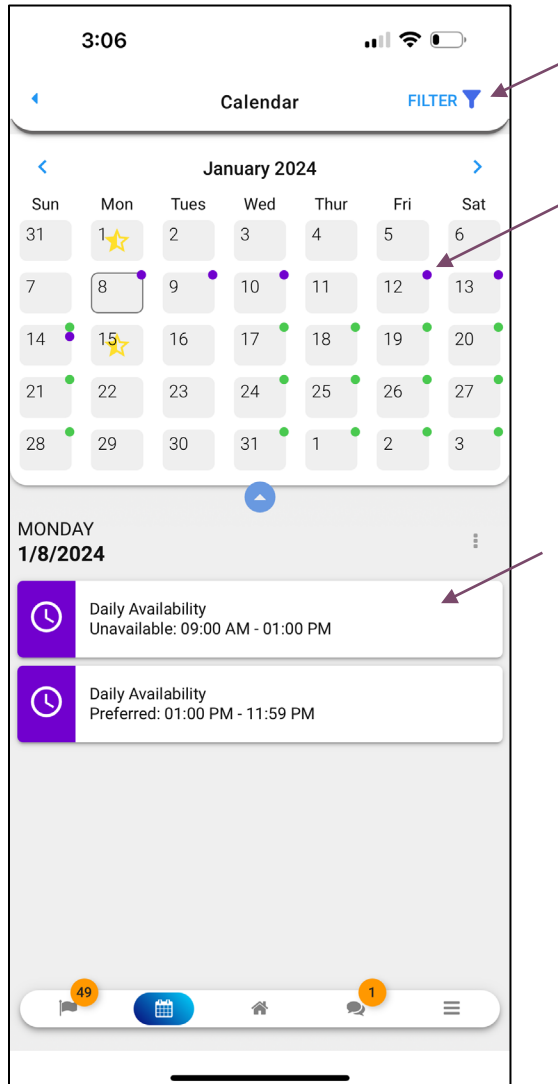


After updating your selections, the Availability calendar in your Preferences screen will display red, green and gray indicators reflecting your availability preferences.



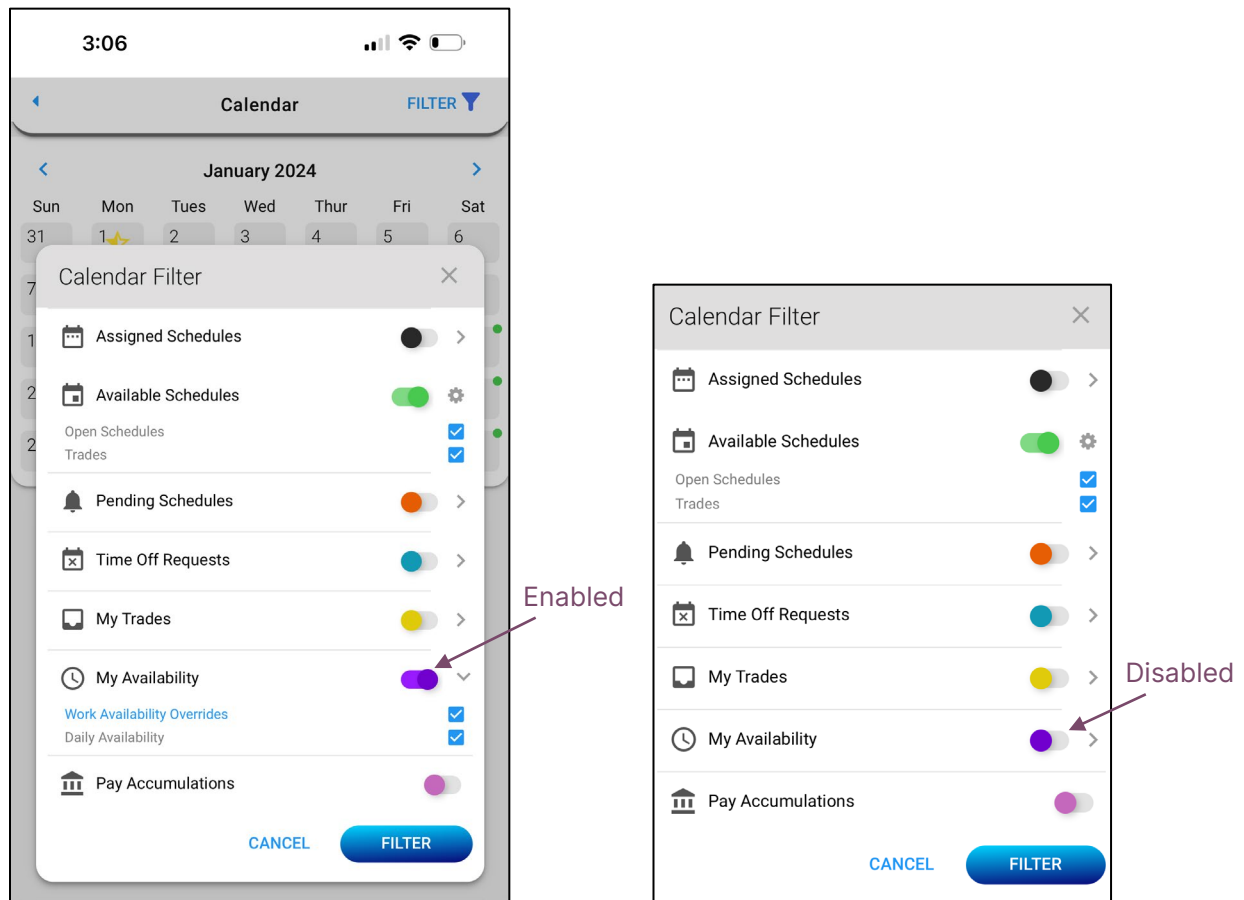
# Availability Preferences in Calendar View

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.



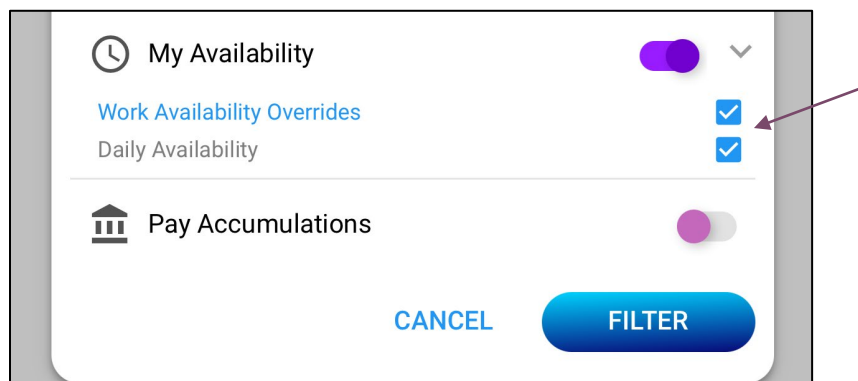


In the Calendar Filter screen, slide the purple My Availability button to the right to enable the calendar badges and details tiles to be displayed. If you prefer not to have availability details and calendar badges displayed, slide the filter button to the left. Tap the Filter button to save your selection.



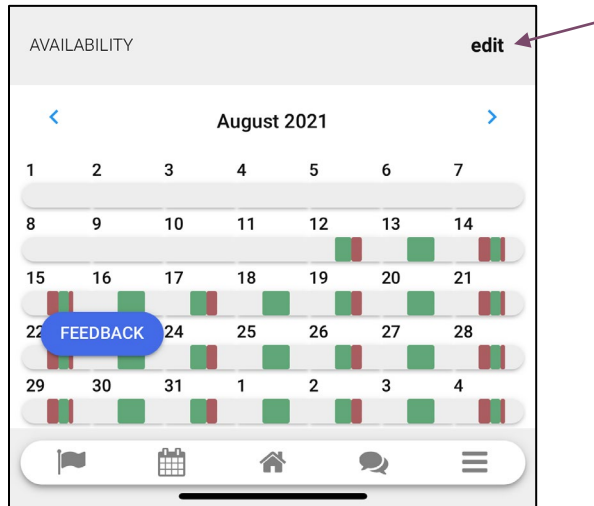
There are two options for displaying availability badges in the calendar:

- **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.

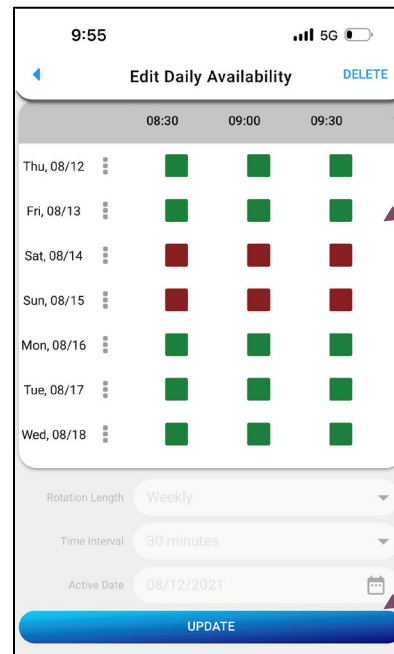
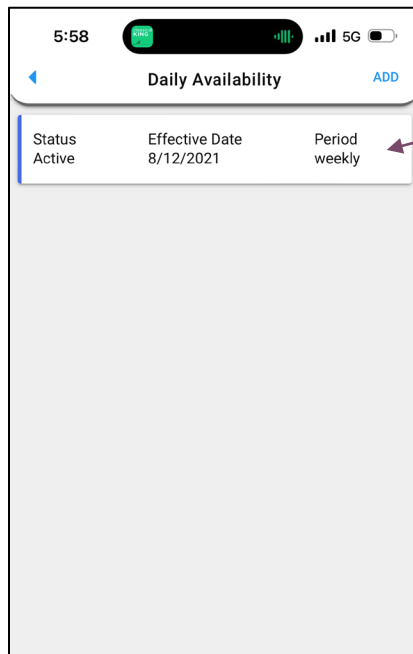



# Editing Availability Preferences

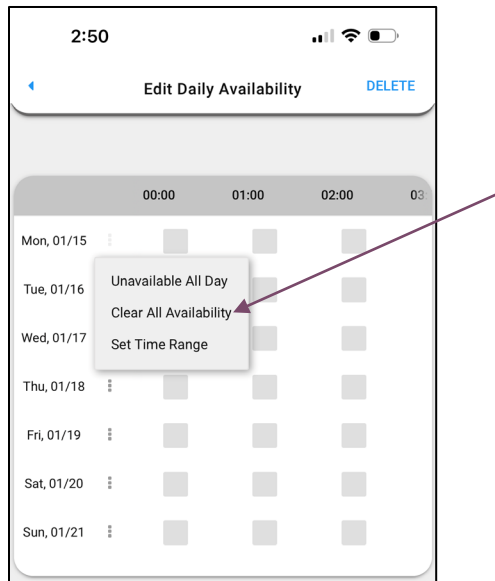
To edit your availability preferences, tap **edit** in the Availability field of Preferences screen.



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.



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