

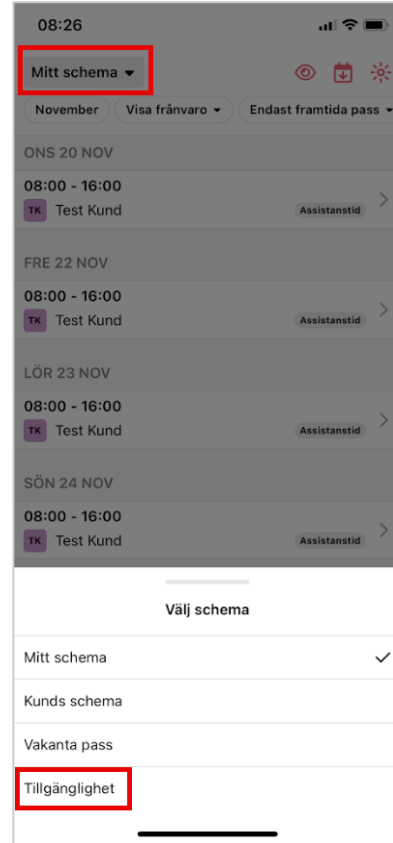
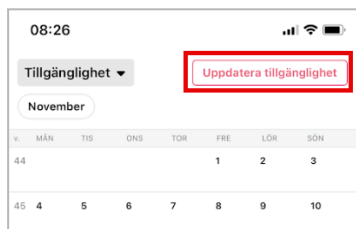
Availability (Tillgänglighet) - via app

As an assistant, you can set your availability in the schedule by logging into the app as usual. (The app needs to be version 3.7.2.1 or later)

Go to the Schedule icon. To set your availability, follow these steps:

1. Switch from "My Schedule" to "Availability."

2. Click on "Update Availability."

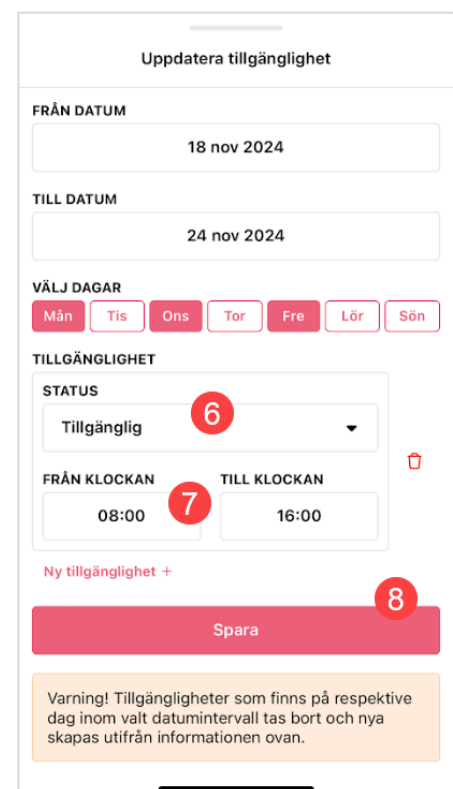


3. Set the "From" and "To" dates.
4. Select the days you are available/unavailable.
5. Click on "New Availability +."



6. Choose the status: "Available" or "Unavailable."
7. Set the time you are available/unavailable and specify the applicable time range.

8. Then click "Save"

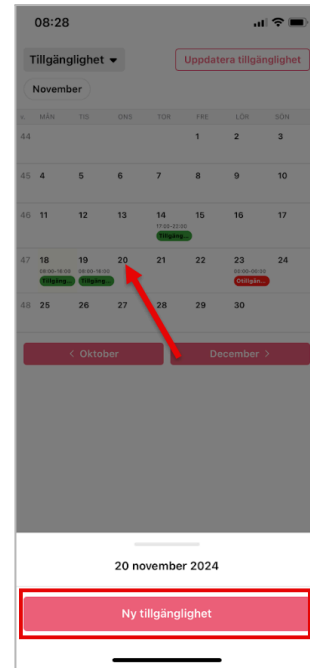


Varning! Tillgängligheter som finns på respektive dag inom valt datumintervall tas bort och nya skapas utifrån informationen ovan.

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You can also do this directly from the schedule (day by day).
Follow these steps:

1. Click on the date you want to set availability for, then click on "New Availability."



2. Choose the status: "Available" or "Unavailable."
3. If it applies to the entire day, check the "Entire Day" button. Otherwise, set the specific time range using the "Select Time" button.
(You can add more time slots for the same day after saving, as outlined in step 4.)
4. Then click "Save."

