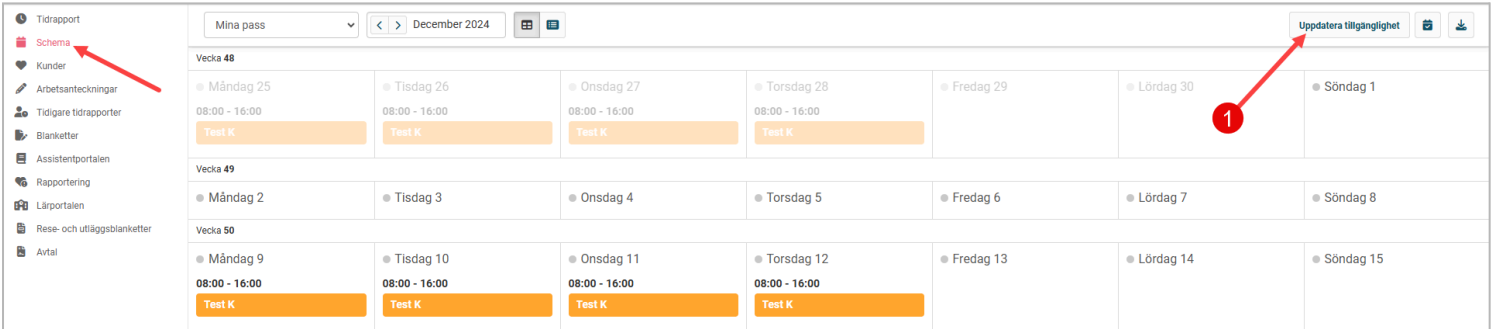


Availability - web browser or computer

As a personal assistant, you can set your availability in the schedule by logging in at <https://humana.assistanstod.se> on your mobile or computer.

Go to the Schedule menu. To update your availability, follow these steps:

1. Click the Update availability button (**Uppdatera tillgänglighet**).



UPPDATERA TILLGÄNGLIGHET

Från datum Till datum

Välj dagar Mån Tis Ons Tors Fre Lör Sön

Status Klockslag

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

2. Then set the **From** and **To** dates.

3. Select the days you are available/unavailable.

4. Click **+Add row** under the **Status** section.

5. Select **Available/Unavailable** and set the time.

6. You can set multiple time intervals for the days you have chosen.

7. Once you have made your selections, click **Save**.

UPPDATERA TILLGÄNGLIGHET

Från datum Till datum

Välj dagar Mån Tis Ons Tors Fre Lör Sön

Status Klockslag

+ Lägg till rad

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

UPPDATERA TILLGÄNGLIGHET

Från datum Till datum

Välj dagar Mån Tis Ons Tors Fre Lör Sön

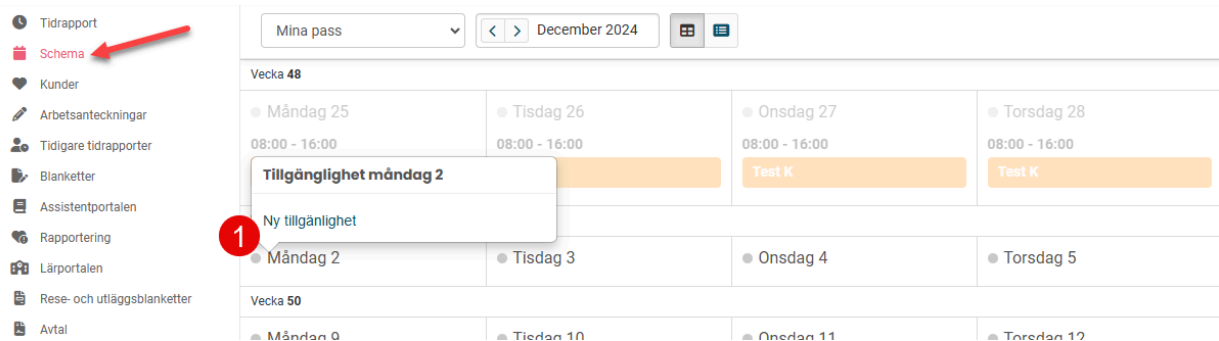
Status Klockslag

+ Lägg till rad

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

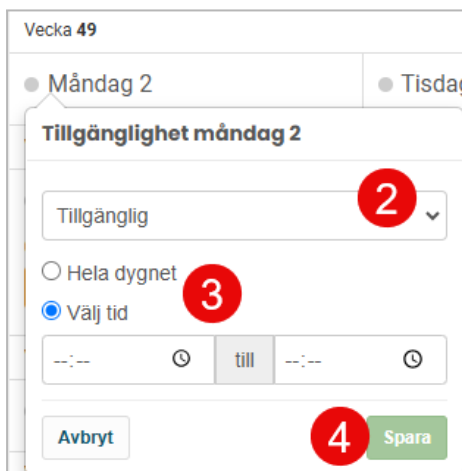
You can also do this directly from the schedule (day by day). Follow these steps:
Please note that the steps below can only be done via a web browser on a computer.

1. Click the small circle next to the date for the day you want to set yourself as available, then click New availability, (**Ny tillgänglighet**).

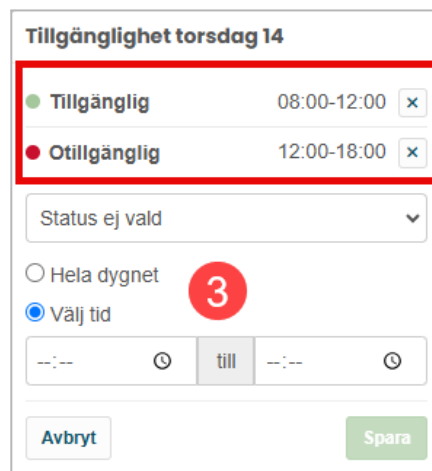


The screenshot shows the Humana scheduling interface. On the left is a navigation menu with items like 'Tidrapport', 'Schema', 'Kunder', etc. The main area displays a calendar for December 2024. A pop-up window titled 'Tillgänglighet måndag 2' is open, showing a red circle with the number '1' next to the 'Ny tillgänglighet' button.

2. Select the status Available/Unavailable.
3. Set the time you are available/unavailable under Select time. If it applies to the entire day, you can check the box All day. (You can add more times for the same day after saving as per step 4).
4. Click Save.



This screenshot shows the 'Tillgänglighet måndag 2' pop-up window. A red circle with the number '2' highlights the 'Tillgänglig' status dropdown. A red circle with the number '3' highlights the 'Välj tid' radio button. A red circle with the number '4' highlights the 'Spara' button.



This screenshot shows the 'Tillgänglighet torsdag 14' pop-up window. A red box highlights the 'Tillgänglig' (08:00-12:00) and 'Ottillgänglig' (12:00-18:00) time slots. A red circle with the number '3' highlights the 'Välj tid' radio button.