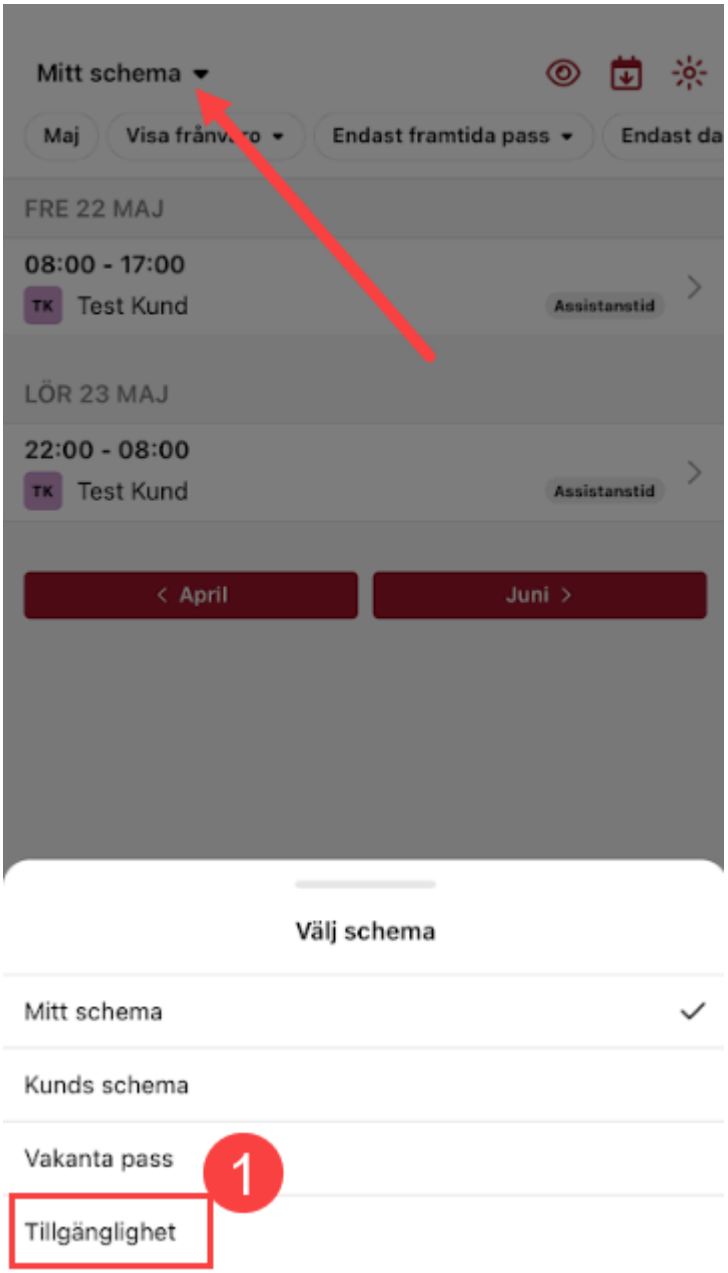
Availability - app

As a personal assistant, you can set your availability in the schedule by logging in at Assistansstöd on your downloaded app.

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

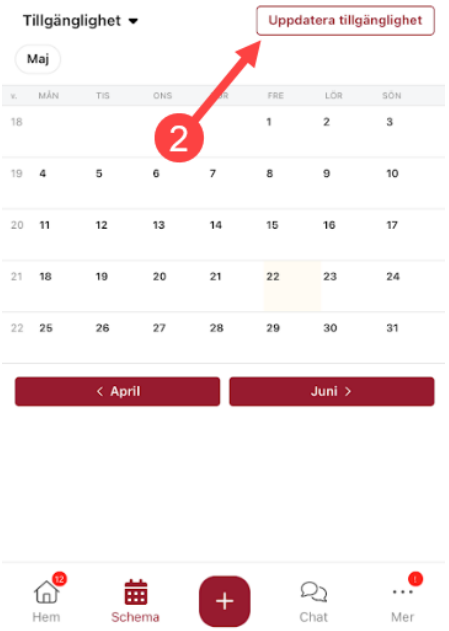
1. Switch from **Mitt schema** to **Tillgänglighet**

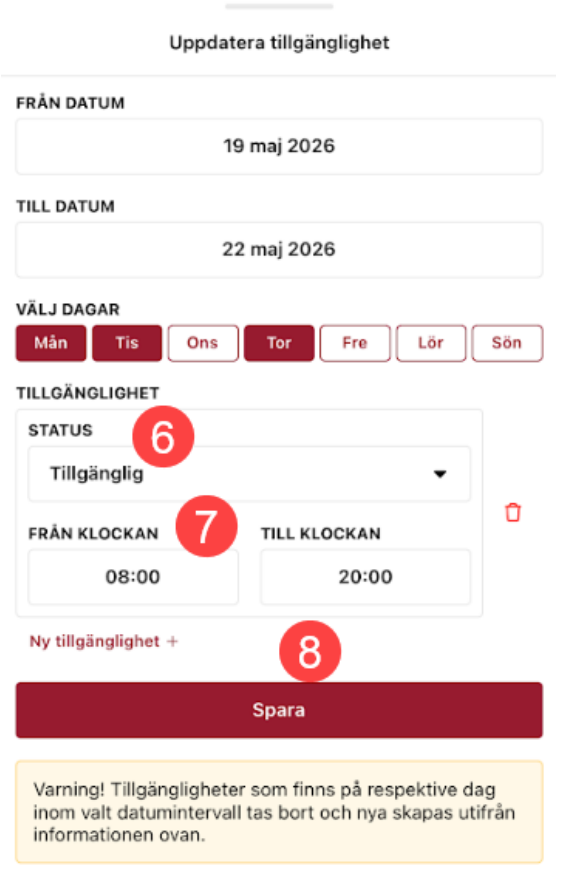


2. Click on **Uppdatera Tillgänglighet**
3. Then set the From and To dates
4. Select the days you are available/unavailable
5. Click **Ny tillgänglighet +**

6. Select Available/Unavailable
7. Set the time for when you are available/unavailable

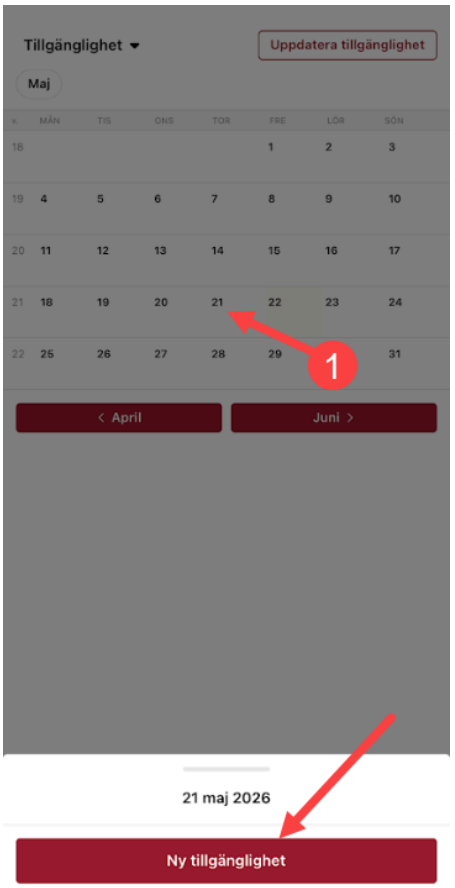
8. Click on **Spara** to save your choices



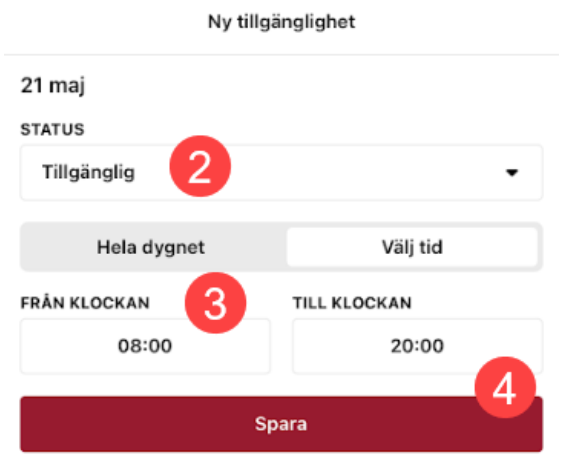


You can also do this directly from the schedule (day by day). Follow these steps:

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



2. Select the status Available/Unavailable

3. Set the time you are available/unavailable under **Välj tid** (Select time). If it applies to the entire day, you can check the box **Hela dygnet** (All day). You can add more times for the same day after saving as per step 4.

4. Click on **Spara** (Save)