

# People Availability

Wed, Jan 17, 2024 **People and Profiles**

Contacts of a Resource may only be available at certain times and on certain days it may be required that this is recorded within the system. This can be done by going to the Person Record, select the Time Off tab, and select the "Availability" button.

1. Upon clicking the "Availability" button, the Availability of Contact screen is displayed. This shows a table of the days of the week and the times of the day shown in half an hour blocks ranging from 0:00 to 23:30.

Availability of Contact

	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30
Monday																																																
Tuesday																																																
Wednesday																																																
Thursday																																																
Friday																																																
Saturday																																																
Sunday																																																
Bank Hol																																																

Available Not avail

OK Cancel

2. To signify that the Contact is available at a specific day and time, click the "Available" button and drag the cursor on the relevant times on the required days. Doing this will colour the chosen blocks Green and will make users aware that this Contact is available at the times and days coloured in green.

**Note:** Each block on the table is half an hour of time and by colouring that block in green, the user is stating that this Contact will be available for this half an hour slot which starts from the time specified in the column header.

For example, by colouring the 0:00 block the user is stating the Contact will be available from 0:00 till 0:30.

3. If the Contact is not available at a certain time or day, click the "Not avail" button and dragging the cursor on the relevant times on the required days will colour them grey signifying that this Contact is not available at these points.

4. It may be possible that a Contact will be available at the same times on several days. If this is the case, right click a day that has been set up and the option "Copy XXXday..." will be present. By hovering over this, the other days will be shown and clicking a day will copy the times to that day.

For example, if Friday was set up so that the Contact is available from 8:00 - 18:00 but this is

also the case for Monday then by right clicking and selecting "Copy Friday..." to "Monday" will copy the exact same times set up on Friday directly to Monday as well.

5. If the Contact will be available at the same time no matter what day it is, then the easiest way to do this would be to set the times up for one day and perform the "Copy XXXday..." function and select "...to all." Doing this copies the times of the selected day to every other day.

6. Once the times have been selected, click "OK" to save them.

**Note:** Make sure to click "Finish" on the Resource Contacts screen, otherwise the changes made to the Contact will not be saved.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=40>