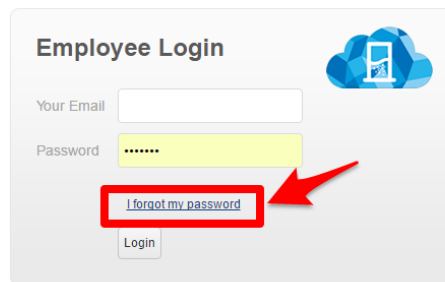


Using the Availability Function (for employees)

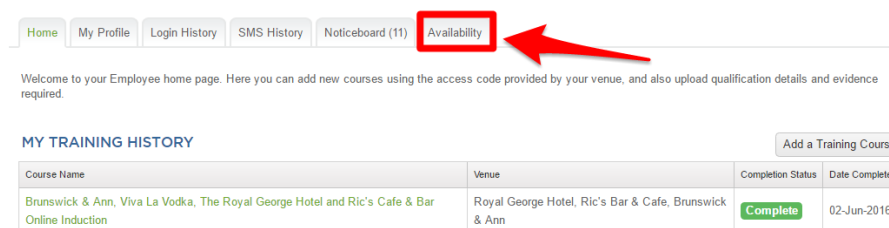
1. Login to your employee profile



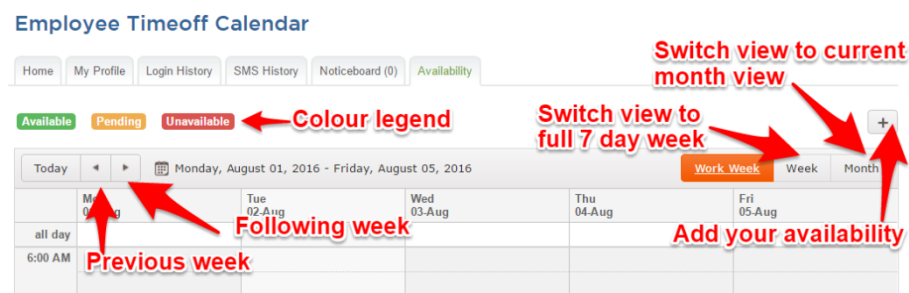
2. If you have forgotten your password, click on 'I have forgotten my password'.



3. Click on Availability



4. View at a glance availability/unavailability for the current working week.



5. Only approved requests will show in the calendar.