Staff Availability

Knowing when staff is available to work and when they need time off is important for scheduling classes and finding substitutes.

In Jackrabbit, you can enter and track your staff's availability in their Staff records, and the time blocks will display on the **Daily Calendar (Day View)** highlighted in colors of your choice. These color-coded entries provide a quick glance view of who is available and who has the day off.

Save administration time by allowing staff to enter their own availability in their Staff Portals! Learn how to **Enter Availability in the Staff Portal**

Expand/Collapse All

⊙ Settings for Staff Availability

⊙ Enter Availability and Time Off

⊙ Track and Report on Staff Availability