

Entering Availability in the Staff Portal

Last Modified on 08/17/2023 7:44 am EDT

Availability is managed from the **My Schedule** page of the Staff Portal.

1. Log in to the Staff Portal and open the menu (if you are working on a larger screen, go to the My Schedule tab).
2. Select **My Schedule**.
3. Click the **View Availability** button.

On the *My Schedule > Manage Availability* page you will see schedule cards displaying scheduled availability and time off.

The screenshot shows the 'Manage Availability' page in the Staff Portal. The navigation bar includes 'My Schedule', 'News', 'My Time Card', and 'Manage Classes'. The 'My Schedule' tab is active. Below the navigation bar, there are buttons for 'Add Time Off' and 'Add Availability'. A dropdown menu is open over the 'Add Availability' button, showing options for 'Print' and 'Export to Excel'. The main content area displays two schedule cards. The first card is for 'TIME OFF' on Tuesday, July 4, 2023, from 12:00am to 11:59pm. The second card is for 'AVAILABILITY' from Sunday, July 2, 2023, to Saturday, July 8, 2023, with specific time slots for Tuesday through Friday.

When you have access to manage availability, you will also see:

	<p>Use the Add Availability button to open the <i>Add Availability</i> window.</p>
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Add Availability (button)

Add Availability **AVAILABILITY**

From 07/02/2023 To 07/08/2023 Same Day Entry

Select Availability

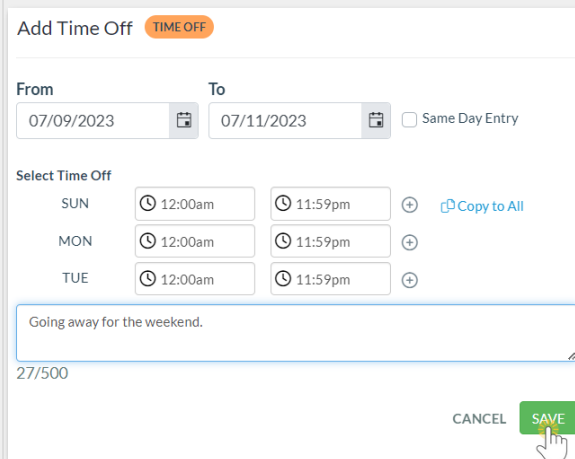
SUN	start	end	+	Copy to All
MON	start	end	+	
TUE	12:00am	12:00pm	-	
	02:00pm	11:59pm	+	-
WED	12:00am	11:59pm	+	
THU	12:00am	11:59pm	+	
FRI	12:00am ✕	11:59pm	+	
SAT	start	end	+	

Comment
0/500

CANCEL SAVE


1. Enter the date, in the **From** date field, the availability will take effect. Select **Same Day Entry** to add the From date into the To date field.
 - Optionally, add a **To** date that is the last day of the period the availability applies to. TIP: If no end date applies and the availability is indefinite, leave the **To** date blank.
2. Enter the times you can start work and when you need to be finished.
 - Use **Copy to All** to add the start and end times to all other days.
 - If you are available for a split shift, use the **+** button to add another time block for the day.
 - Use the **-** button to delete additional time blocks.
 - Hover over a *From* or *To* field and use the **✕** button to delete the entry.
3. Add a comment (max 500 characters) if you choose. Within Jackrabbit, this comment can be viewed from the schedule card in the *Staff* record > *Availability* tab using the **View Comment** link. It will also display on the *Daily Calendar* when a User hovers over the time block.
4. **Save** your changes. A schedule card is added to the *Manage Availability* page. Use the **Edit** and **Delete** links to manage the availability.

Use the **Add Time Off** button to open the *Add Time Off* window.




Add Time Off (button)

1. Enter the date, in the **From** date field, time off starts. Select **Same Day Entry** to add the From date in the To date field.
2. Enter the last day of the date range, in the **To** date field, in which the time off is scheduled.
3. Enter the times and days of the week you need off.
 - o Use **Copy to All** to add the start and end times to all other days.
 - o Use the **+** button to add another time block for the day if needed.
 - o Use the **-** button to delete additional time blocks.
 - o Hover over a *From* or *To* field and use the **✕** button to delete the entry.
4. Add a comment (max 500 characters) if you choose. Within Jackrabbit, this comment can be viewed from the schedule card in the *Staff* record > *Availability* tab using the **View Comment** link. It will also display on the *Daily Calendar* when a User hovers over the time block.
5. **Save** your changes. A schedule card is added to the *Manage Your Availability* page. Use the **Edit** and **Delete** links to manage the time off.

 When a Time Off entry is created, edited, or deleted, a corresponding Substitute record is created, edited, or deleted. Learn more about the [Substitutes feature](#).

Edit (link in schedule card)

Opens the availability or time off modal where you can edit the individual time blocks in the schedule card or delete all of them.

View Comment (<i>link in schedule card</i>)	Allows you to see any comments that were added when the availability or time off was scheduled.
Delete (<i>link in the schedule card</i>)	Deletes all of the time entries in the schedule card.
Export/Print	Use the Export/Print icon  to select Print or Export to Excel all the availability information on the page.
