

Updating Employee Availability

1. When logged into CR, click on *My Profile*.

m/#contacts/details/?id=1588531&mode=profile

2	<u></u>		â	\$
<	My Dashboard	My Agenda	My Profile	

2. Click on **Settings** followed by **Availability.**

	<u></u>		â	\$	E	ė	ĭ≡	8	
My Dasl	hboard	My Agenda	My Profile						
	PROFILE			EXT. PROFILE			SETTINGS		
	Availability Setup and configure available times an		s and locations						
	٠	Notifications Setup any notif	; ications you'd like to) receive					

3. In the next window, click on *Add New*.

Current Availability	Add New
Use this page to manage when you're available to be scheduled for appointments. Depending on each availability privacy settings, able to discover available times using the Find A Provider tool.	others will be



4. Complete the form and click **Save Availability** (availability visible to everyone).

2		a 🔒	Ś		Ē	ž
<	Availability Appoint	ntment Types				
	Name	Example: My mornin	ng availability -or-	Miami Office		
	Show	 To everyone on C Only to people in Only to people I h 	entralReach my network ave given permiss	ion to view my scł	nedule	ch availability privacy
	Location	ORG: 1902 Fairfax A Add new	ve		~	
	Starts On	06/01/2021	🛱 until			
	When	9 AM 🗸 00	✓ to 5 PM	∽ 00 ∽		
	Repeat On	🗆 S 🗹 M 🗹 T 🕻	🛛 W 🔽 T 🔽	F 🗌 S		
	Notes					
	Save Availability				Cancel	

5. There's is an option to add multiple availabilities by clicking *Add New.*

Current Availability	A	dd Ne
Use this page to manage when you're availal able to discover available times using the Fin	ble to be scheduled for appointments. Depending on each availability privacy settings, othe id A Provider tool.	ers wil
Summer 2021 (public)	Monday, Tuesday, Wednesday, Thursday, Friday From 9:00 AM to 5:00 PM - 06/01/2021 to 09/01/2021 Location: Progressive Applied Behavioral Treatment	Ĩ
Summer 2021 (public)	Sunday From 9:00 AM to 1:00 PM - 06/01/2021 to 09/01/2021 Location: Progressive Applied Behavioral Treatment	Î



6. Availability will be visible in your calendar as a shaded background.

•	Week 👻 < 🗎 06	6/01/2021 Today >	M	av/.lun 2021		۵. ۲	ettings	
	Ivid y/JUII 202 I							
	31	01	02	03	04	05	06	
9am								
0am								
Tam								
12pm								
1pm								
2pm								
3pm								
4pm								
5pm								