

Add Exceptions to a Staff Member's Availability

Last Modified on 11/03/2020 12:31 am EST

Exceptions to a staff person's standard work hours could include vacation days, scheduled appointments, etc. They can also be instances where a staff person is available on a non-standard day.

Jackrabbit

Staff: Dianne H Harris

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Standard Available Hours

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Date From	Date Through	Monday Start End	Tuesday Start End	Wednesday Start End	Thursday Start End	Friday Start End	Saturday Start End	Sunday Start End	
08/27/2018	12/31/2018	5:00 PM 10:00 PM	5:00 PM 10:00 PM	5:00 PM 10:00 PM	5:00 PM 10:00 PM		12:00 PM 5:00 PM		

Exceptions

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Available/Unavail:	Label	Color	Date From	Date Through	Start Time	End Time	Mon	Tues	Wec	Thu	Fri	Sat	Sun	
Unavailable	college tour		8/29/2018	8/29/2018	9:00 AM	10:00 PM			<input checked="" type="checkbox"/>					
Available	Able to work		08/31/2018	08/31/2018	6:00 PM	11:00 PM					<input checked="" type="checkbox"/>			

To add an exception

1. Point to **Staff** in the menu bar and click **List Active Staff**.
2. Click a staff **name**.
3. Click the **Availability** tab.
4. Click the **Add Exceptions** button and add exceptions.
5. Click the **Crayon** icon to color-code the exception. This color will display on the **Day View** calendar to highlight the exception.
6. **Save Changes**.

To delete an exception, click the **Trash Can** icon next to the exception you want to delete.

Exceptions display on the Day View calendar in the color you've selected.

Day View Calendar

Criteria

Class Status: Active

Prev 8/29/2018

0 Classes

		Unassigned	S. Andrews	D. Harris	J. Linton
Skills:			Gymnastics		Swim
All Day					
11am	:00			college tour	
	:15				
	:30				
	:45				
12pm	:00				

Criteria

Class Status: Active

Prev 8/31/2018

0 Classes

		Unassigned	S. Andrews	D. Harris	J. Linton
Skills:			Gymnastics		Swim
All Day					
11am	:00				
12pm	:00				
1pm	:00				
2pm	:00				
3pm	:00				
4pm	:00				
5pm	:00				
6pm	:00			able to work	
	:15				
	:30				
	:45				
7pm	:00				
	:15				