Set your availability in the Humanforce Work mobile app

Follow this guide to create, update, or remove your availability in the Humanforce Work mobile app.

Availability lets you indicate when you can, can't, or would prefer to work, helping managers build rosters that suit your schedule.

Set your availability

1. **Open the app**

 In the Humanforce Work app, tap  Schedule from the bottom menu.

2. **Choose to set availability.**

- In the Work app, tap the  Availability icon on the Schedule screen.

3. **Select the availability type:**

    - Available – you can work
    - Unavailable – you cannot work
    - Preferred – you'd like to work if possible (only if enabled)

4. **Select whether the entry is Non-recurring** (date-specific) or Recurring (ongoing pattern).

- Toggle Recurring every on or off to switch modes.

5. **Enter the dates and times.**

    - For non-recurring: select a start and end date.
    - For recurring: select the days of the week.
    - Enter a start time and end time or select 'All day'

6. **Tap Submit**

- If your request needs manager approval, the entry will show as Requested until your manager reviews it.
- Once actioned, you'll be notified and the status will update to Approved or Declined.

7. **Tap OK when prompted.**

Your new availability now appears in the Schedule/Calendar, showing the times, type, and approval status.

Update or delete availability

1. Open the Humanforce Work app and tap  Schedule.
2. Tap an existing availability entry to view details.
3. To edit select Edit, make your changes, then tap Update and OK to confirm.
4. To delete tap Delete, then Yes to confirm.

Your updated availability now appears in the Schedule/Calendar with the new details and status.