

Add Exceptions to a Staff Member's Availability

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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.

The screenshot shows the Jackrabbit system interface for staff member Dianne H Harris. The 'Staff: Dianne H Harris' label is highlighted with a yellow box. The 'Availability' tab is also highlighted with a yellow box. The 'Add Exceptions' button is highlighted with a yellow box and a mouse cursor. The interface includes a menu bar with options like 'Return', 'Save Changes', 'Delete', 'Help', and 'Send Idea'. Below the menu bar, there are tabs for 'Instructor Schedule (PDF)', 'Add Time Entry', 'Instructor Calendar', 'Weekly Schedule', 'Email', and 'Text'. The 'Availability' tab is selected, showing 'Standard Available Hours' and 'Exceptions' sections. The 'Standard Available Hours' section has a table with columns for 'Date From', 'Date Through', and start/end times for each day of the week. The 'Exceptions' section has a table with columns for 'Available/Unavail.', 'Label', 'Color', 'Date From', 'Date Through', 'Start Time', 'End Time', and days of the week. Two exceptions are listed: 'college tour' (Unavailable, red color) and 'Able to work' (Available, green color).

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		

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available	Able to work		08/31/2018	08/31/2018	6:00 PM	11:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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				