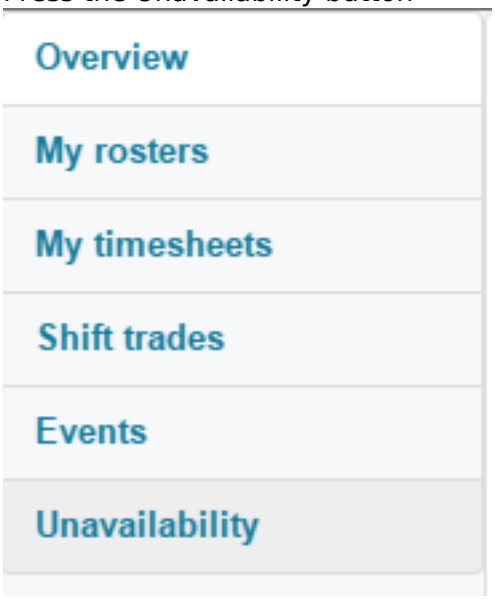
Roster Iconic Server

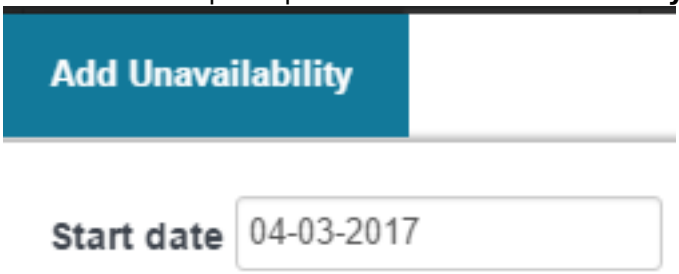
Unavailability - How do I add my unavailability on the Roster System?

To enter your unavailable days on the Iconic Productions Roster Server do the following:

1. Press the Unavailability button

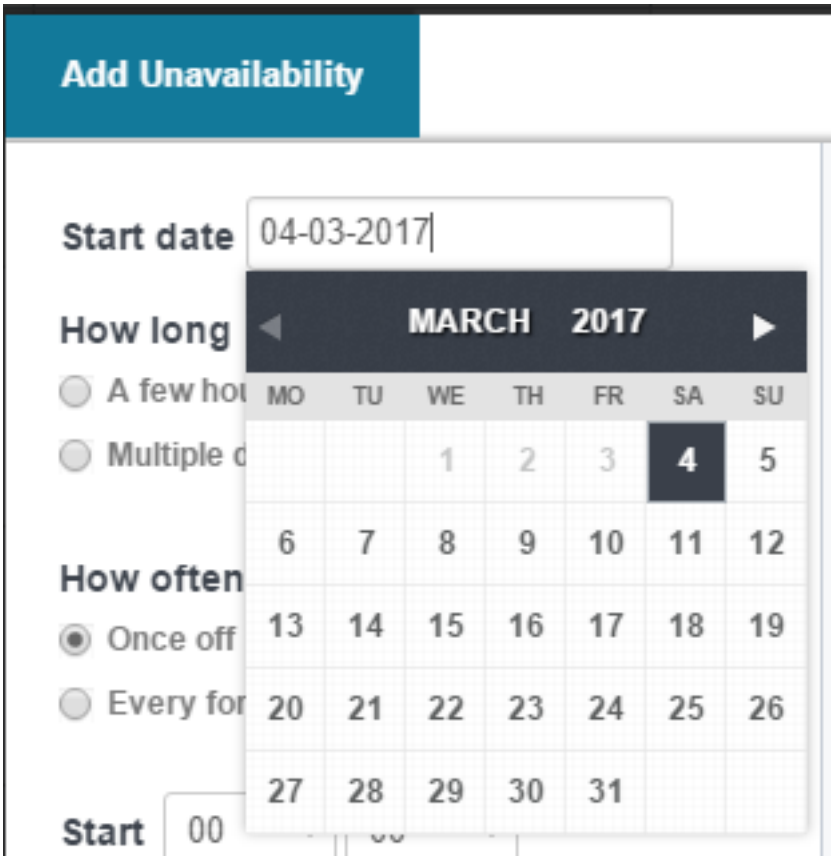


2. Select the day you are **not available (unavailable)** by pressing on the date.
   A window will open up called "**Add Unavailability**"



3. Make sure the start date is the correct date of your availability.Â If the date is wrong, press on the date and a pop up calendar will display, where you can reselect the date.

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4. Select **How Long** your unavailability will be.
   Please note: you still will be required to enter your unavailability based on the company's unavailability policy.
   1. If you press "**A few hour**" the system will ask you to enter the hours you are not available.
   2. If you press "**All day**" the system will make you unavailable for the whole day.
   3. If you press "**Multiple days**" the system will ask you to enter an end date, if the dates are consecutive.Â
      If you have dates that are not consecutive you will need to enter each date individually.

5. Select How Often your unavailability will occur.Â This is for days that recurring days of unavailability.
   Please note: you still will be required to enter your unavailability based on the company's unavailability policy.
   1. If you press "**Once off**" it will only mark the day unavailable as a one off.
   2. If you press "**Every Day**" it will mark all days off based on How Long, until the "**Until Date**"
   3. If you press "**Every week** or **Every fortnight** or **Every Month**" it will mark the set days as off based on How Long until the **Until date.**

6. Enter a Description of why you are **Unavailable**.
   Please note: you still will be required to enter your unavailability based on the company's unavailability policy.
   The **Description** field is a required field and unavailability will **not be** approved if **you do not enter a reason** for being unavailable.

7. The Approval Status will be managed by your Team Supervisor when the request for

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unavailability is entered.

1. **Pending** = means that you have put a request in and it is being checked by a Team Supervisor.
2. **Approved** = means that your unavailability is approved
3. **Declined** = means that your unavailability request has not been approved and this could be do because you have not provided enough time with regards to the company policy, you are already scheduled for work or other reasons.

8. Timezone = you do not have to enter anything here.Â Leave this blank.
9. After entering and completing the details above, press 

button to request and enter your unavailability dates.
10. If you have multiple days you will need to start again from the top and do the same for each date.

Attached files:

Unique solution ID: #1278
Author: n/a
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