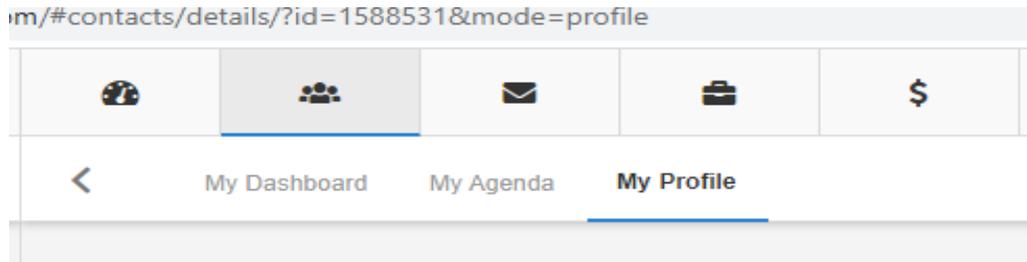
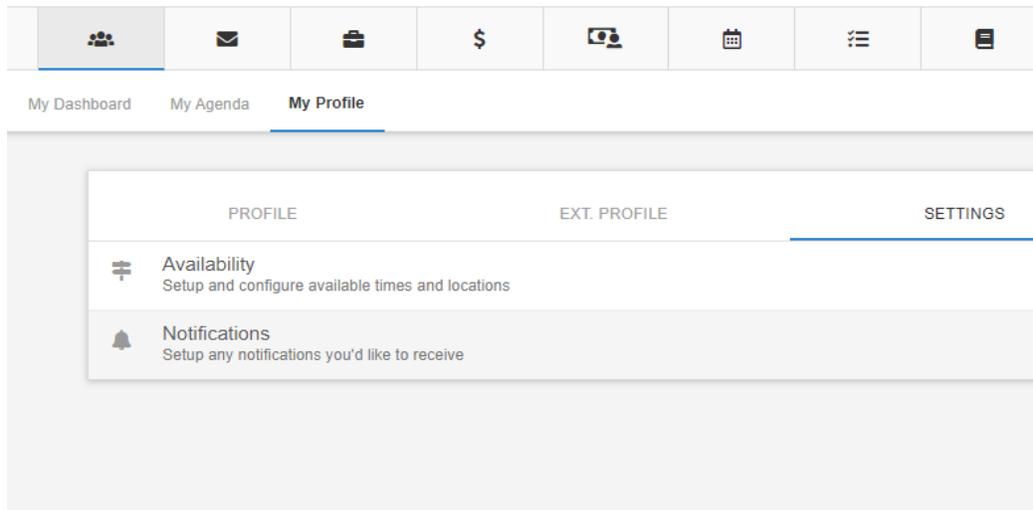


Updating Employee Availability

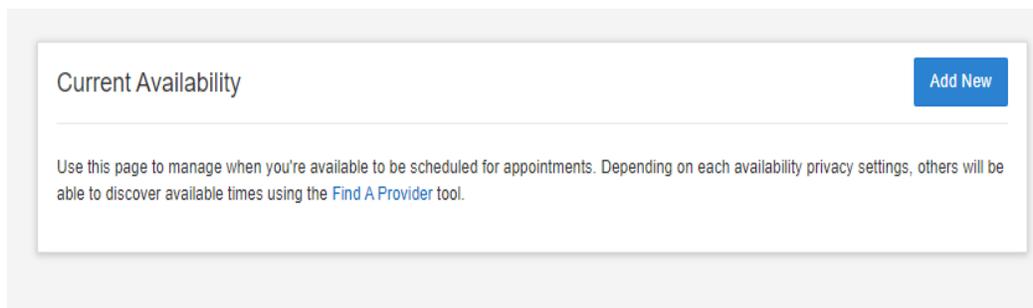
1. When logged into CR, click on **My Profile**.



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



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



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

Availability Appointment Types

Name

Show To everyone on CentralReach
 Only to people in my network
 Only to people I have given permission to view my schedule

Location [Add new](#)

Starts On until

When to

Repeat On S M T W T F S

Notes

Save Availability Cancel

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

My Profile Calendar Availability

Current Availability [Add New](#)

Use this page to manage when you're available to be scheduled for appointments. Depending on each availability privacy settings, others will be able to discover available times using the [Find A Provider](#) tool.

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	
Summer 2021 (public)	Sunday From 9:00 AM to 1:00 PM - 06/01/2021 to 09/01/2021 Location: Progressive Applied Behavioral Treatment	

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

Search by label, name, code, authorization...

Week 06/01/2021 Today 06/01/2021 Settings 0 appt 1 contact

May/June 2021

	Mon 31	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Show all