

# Availability

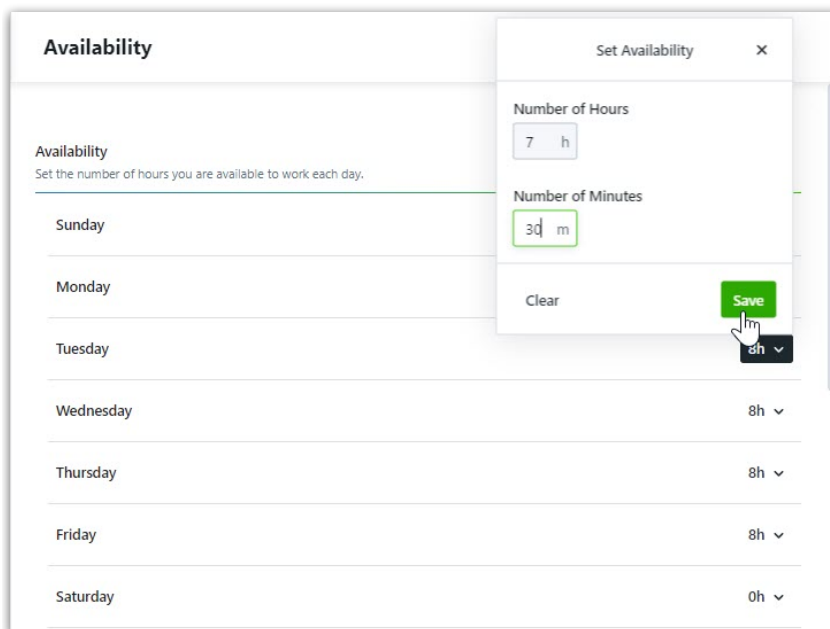
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Availability in Lytho Workflow gives Team Members and their managers the ability to adjust weekly availability as well as enter specific time off needed. Updates to Availability will be visible in Workload view for easier, more accurate assignments.

## Editing Availability

Availability by day allows you to set a specific amount of time you're able to work each week. By default your availability will be set to 8 hours a day, Monday through Friday.

Navigate to **Availability** in your Personal Settings sub navigation to edit. Select the number of hours to the right of the day and enter the amount of time you're available to work. Select **Save** when complete.



The screenshot shows the 'Availability' settings page. On the left, there is a table with days of the week and their corresponding availability in hours. On the right, a 'Set Availability' modal is open, allowing the user to input the number of hours and minutes. The modal has a 'Number of Hours' field set to 7, a 'Number of Minutes' field set to 30, and a 'Save' button. A hand cursor is pointing at the 'Save' button.

Day	Availability
Sunday	
Monday	
Tuesday	
Wednesday	8h
Thursday	8h
Friday	8h
Saturday	0h

Set Availability

Number of Hours: 7 h

Number of Minutes: 30 m

Clear Save

## Adding & Editing Time Off

**Time Off** gives you the ability to enter your vacation, appointments, and any other specific time off needed.


Navigate to Availability in your Personal Settings sub navigation and scroll to the bottom to view your time off. Select **Add Time Off** to add a new entry.

**Availability**

Thursday	8h ▾
Friday	8h ▾
Saturday	0h ▾

**Time Off**  
Add your vacation, appointments, and any other time off here.

**Add Time Off** 2022 ▾

  
Take some time off!

Enter a name for your time off and select the day(s) desired.

**Add Time Off** ×

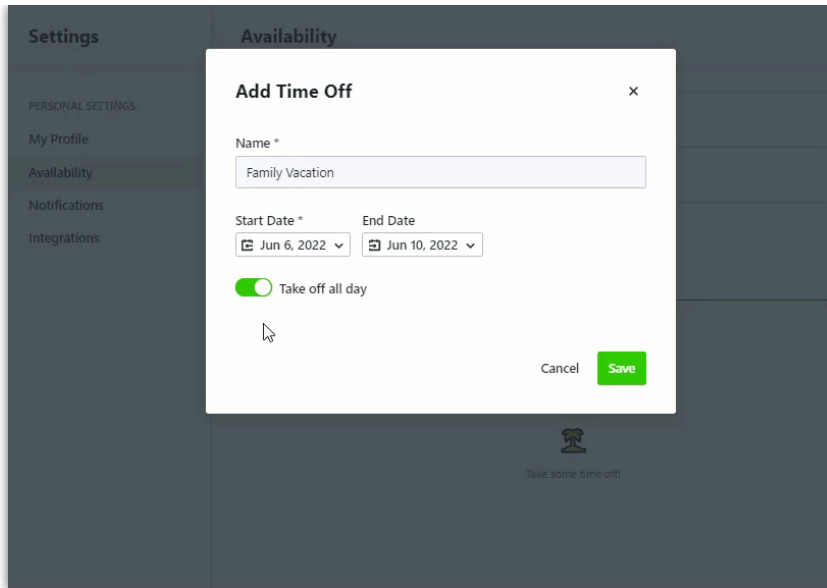
Name \*

Start Date \*  ▾    End Date  ▾

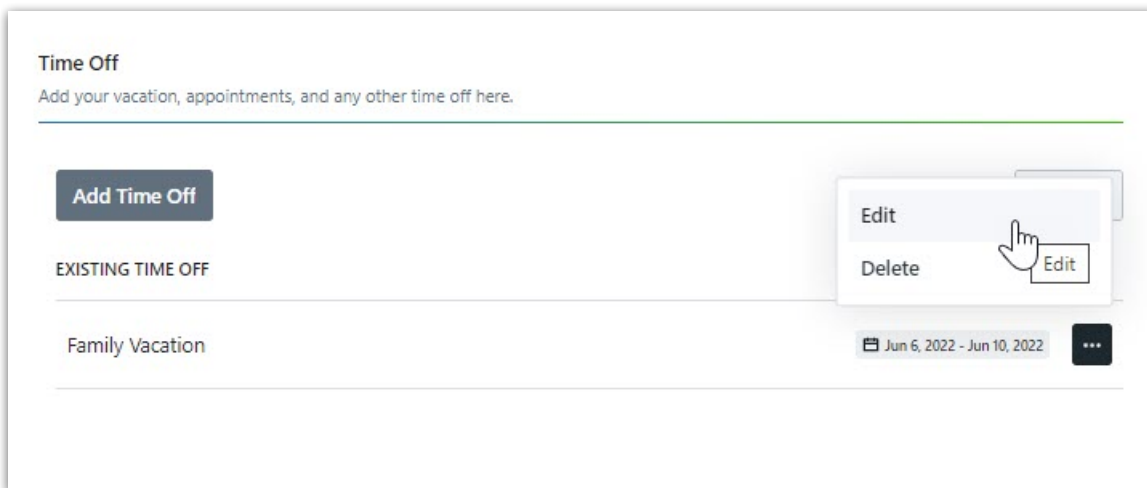
Take off all day

Cancel **Save**

Toggle off **Take off all day** to adjust the number of hours needed for your time off. Select **Save** when complete.



Your time off entries will be shown under **EXISTING TIME OFF**. Select the actions menu to the right of an entry to edit or delete your time off.



## Managing Availability for Team Members

Any user with the permission to Manage Team Members can edit availability and time off for other users. From the people page or a users report, select a Team Member and click the **AVAILABILITY** tab to make updates. Users will still have the ability to make changes to their availability.

People Team Members Add User

### Caleb Eisenhower

Active

OVERVIEW AVAILABILITY NOTIFICATIONS ACTIVITY

**Availability**  
Set the number of hours your team members are available to work each day.

Sunday	0h
Monday	8h
Tuesday	8h
Wednesday	8h
Thursday	8h