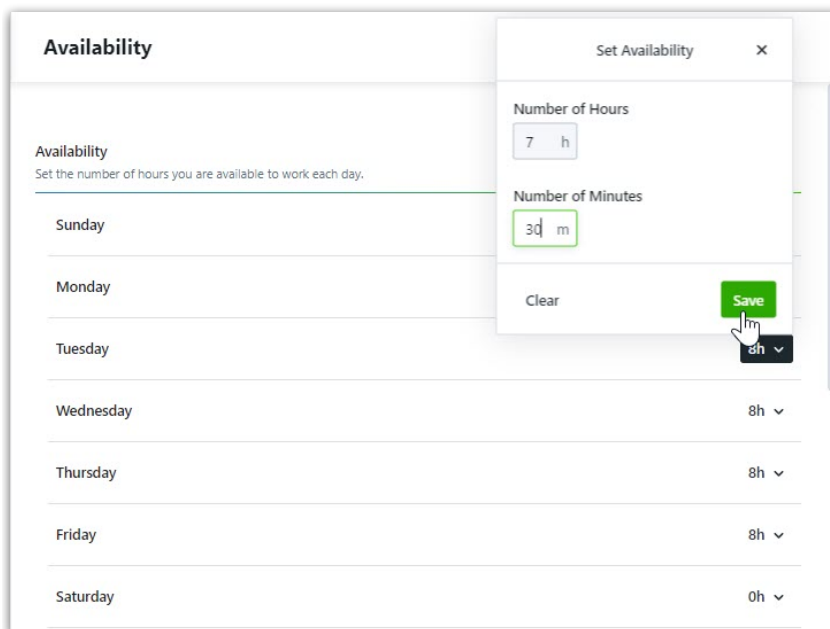# Availability

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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.

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.

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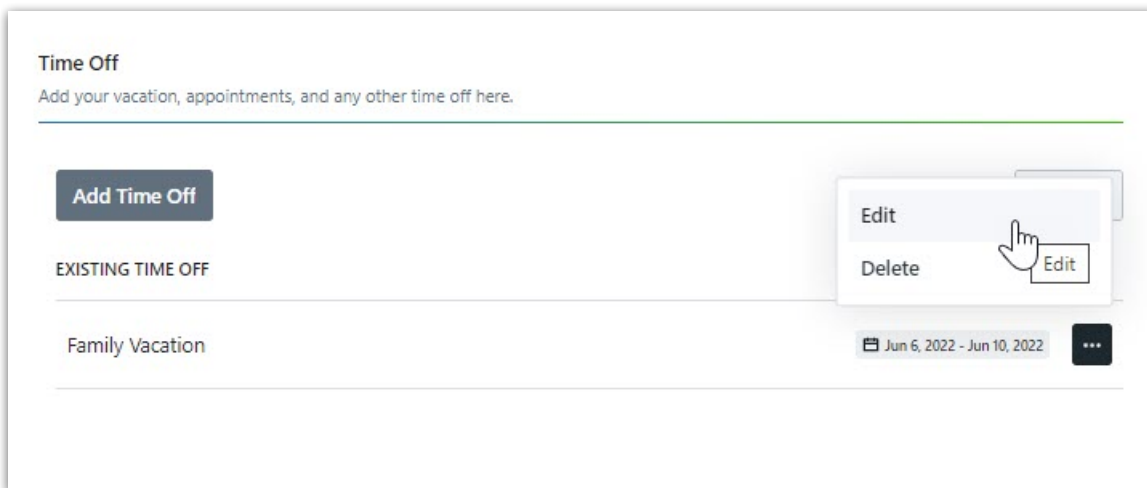

Toggle off **Take off all day** to adjust the number of hours needed for your time off. Select **Save** when complete.
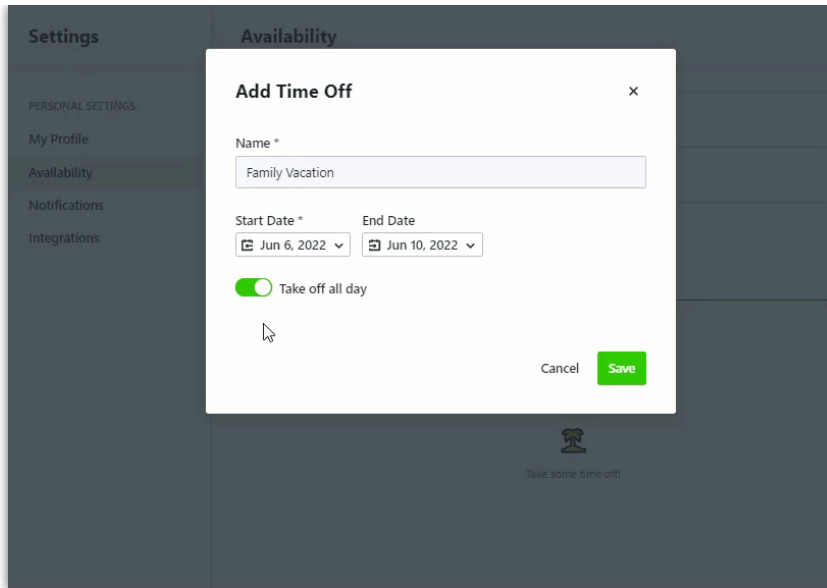
Your time off entries will be shown under **EXISTING TIME OFF.** Select the actions menu to the right of an entry to edit or delete your time off.

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.