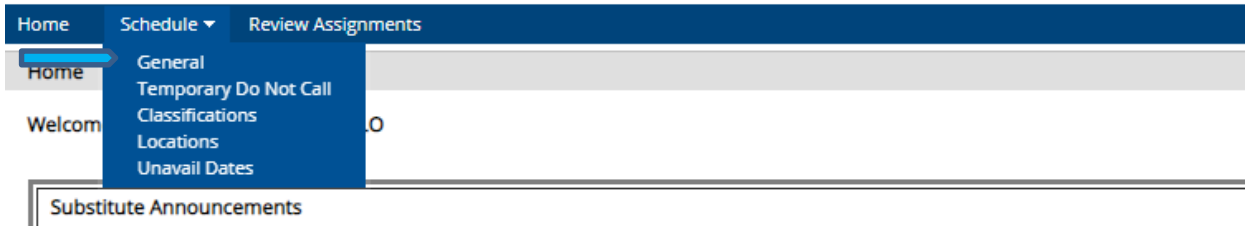


Substitute Schedule – Add or Delete Days

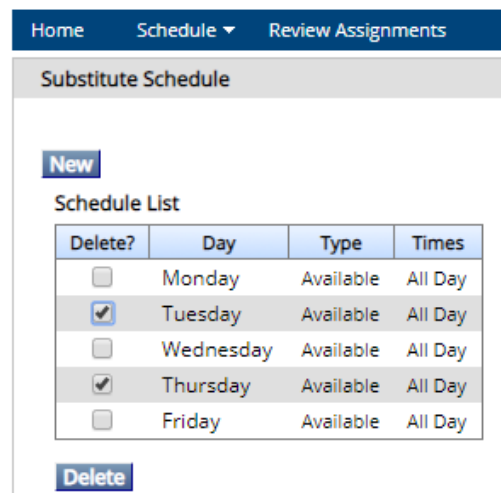
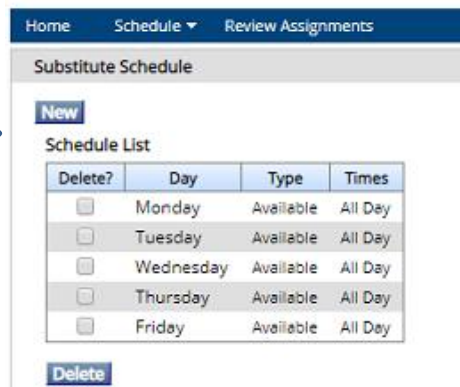
Your schedule is permanent.

You need to change it any time you want a modification made.

To change your schedule (days you are available to work) go to your profile and select Schedule: General

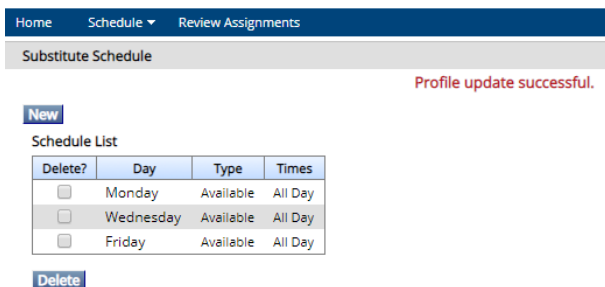


To remove days, you are not available – check the days you want to remove the box ...

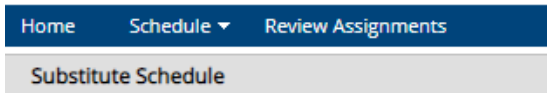


... and select Delete

This is your new Permanent Schedule. The system will call you for any jobs you are qualified for that occur on Monday, Wednesday and Friday.



To **add** days back to your schedule - select New

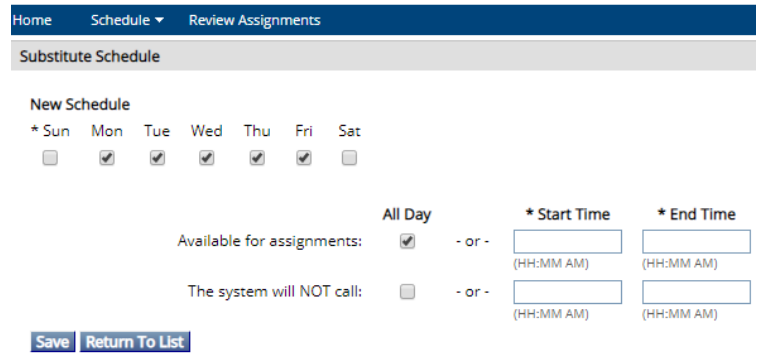


New

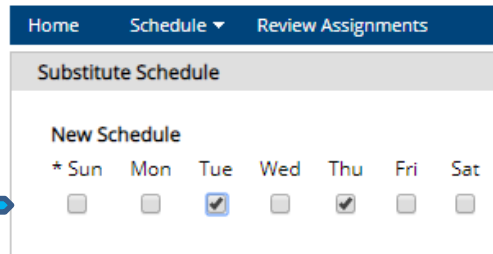
Schedule List

| Delete? | Day | Type | Times |
|--------------------------|-----------|-----------|---------|
| <input type="checkbox"/> | Monday | Available | All Day |
| <input type="checkbox"/> | Wednesday | Available | All Day |
| <input type="checkbox"/> | Friday | Available | All Day |

Delete



De-Select the days that are currently in the schedule – so the only days selected are the days you want added.



Select Save

The days you **added** now appear.

