

Approve Availability Template - Video

Description: In this topic, the user will learn how to approve employee availability templates. Employees are able to create availability templates so that supervisors know when they are available to work. Availability templates may be reviewed and rejected or approved.

*Please note: If approved, supervisors are unable to schedule an employee outside of their approved availability templates.

Role Required: Super User, Supervisor

Permission Required: N/A

Approve an Employee's Availability Template

1. Log in to the DCI web portal
2. Click **Scheduling** on the main menu
3. Click **Availability Templates** on the submenu
4. Use the filters to search for the employee's availability templates and click **Search**
5. **Click anywhere on the template row** to open the Availability Template Details page
6. After reviewing the template, return to the Availability Templates page.
 - a. Click **A** to approve the template
 - i. *Please note: If approved, supervisors are unable to schedule an employee outside of their approved availability templates.
 - b. Click the red **R** to reject the template
7. Return to the Availability Templates page at any time to view an employee's availability

Click the video below to launch the video player in a new tab.



Approve Availability Template



Related articles

- [Group Service - Supervisor Guide](#)
- [Schedule Comparison and Setting Schedule Deviation](#)
- [Client Request for Services - Video](#)
- [Approve Client Requests - Video](#)
- [Approve Availability Template - Video](#)