MANAGING YOUR
Unavailability Records

==An unavailability record has only one function== and that is to prevent the automated dispatch system from calling you. It will not cancel an accepted dispatch.

To enter an unavailability record:

Log in to your Atrieve account:

MyInfo > Time & Attendance > Dispatch & Workboard > Unavailability

1. Choose the appropriate unavailability reason.
2. Select the applicable date(s).
3. You can choose specific hours
   – **must be entered using the 24 hour clock format** ie: 1:00pm is 13:00.

To view your unavailability records:

Log in to your Atrieve account

MyInfo > Time & Attendance > Dispatch & Workboard > Unavailability

Scroll down the page and select the *View History* button

To cancel an unavailability record:

Log in to your Atrieve account

MyInfo > Time & Attendance > Dispatch & Workboard > Unavailability

Scroll down the page and select the *View History* button

Select the blue hyperlink under the start date column to select the unavailability record you wish to remove.