



John Doe


Director of IT Services
Head Office
Vancouver, British Columbia


ACTIVE


Global Administrator 

Currently Online



 john.doe@somewhere.com

 +1 604-455-5555

 +1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets








Activity

Security

Working Hours

[+ ADD AVAILABLE TIME](#)

[+ ADD UNAVAILABLE TIME](#)

DAY	START TIME	END TIME	SERVICE	DATE RANGE	REPEAT EVERY
Monday		No working hours on this day			
Tuesday		No working hours on this day			
Wednesday		No working hours on this day			
Thursday		No working hours on this day			
Friday		No working hours on this day			
Saturday		No working hours on this day			
Sunday		No working hours on this day			



John Doe

Director of IT Services
Head Office
Vancouver, British Columbia

ACTIVE

Global Administrator

Currently Online



john.doe@somewhere.com

+1 604-455-5555

+1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets

Activity

Security

Working Hours

+ ADD AVAILABLE TIME

+ ADD UNAVAILABLE TIME

DAY	START TIME	END TIME	SERVICE	DATE RANGE	REPEAT EVERY	
Monday	08:00am	- 05:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
	05:00pm	- 08:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
Tuesday	08:00am	- 05:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
	05:00pm	- 08:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
Wednesday	08:00am	- 05:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
	05:00pm	- 08:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
Thursday	08:00am	- 05:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
	05:00pm	- 08:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
Friday	08:00am	- 05:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
	05:00pm	- 08:00pm	All services	Aug 1, 2020 - Ongoing	1 week	
Saturday	No working hours on this day			Aug 1, 2020 - Ongoing		
Sunday	No working hours on this day					

Delete. Modal dialog "Are you sure you want to delete this time period?" It will only delete this specific row.

Edit. Bring up the Edit Time Entry screen.

Unavailable Time row. Maybe a red color or something to clearly identify they are unavailable.

Working Hours

Note from the time period entry screen.



John Doe

Director of IT Services
Head Office
Vancouver, British Columbia

ACTIVE

Global Administrator

Currently Online



john.doe@somewhere.com

+1 604-455-5555

+1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets

Activity

Security

Working Hours

ADD AVAILABLE TIME

START DATE

Aug 1, 2020

END DATE



☒ Ongoing

DAY OF THE WEEK

Sun

Mon

Tue

Wed

Thu

Fri

Sat

START TIME

12

:

00

☒ AM
☐ PM

END TIME

12

:

00

☒ AM
☐ PM

REPEATS EVERY

1

week

NOTES FOR AVAILABLE TIME



SAVE


CANCEL



John Doe


Director of IT Services
Head Office
Vancouver, British Columbia


ACTIVE


Global Administrator 

Currently Online



 john.doe@somewhere.com

 +1 604-455-5555

 +1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets


Activity

Security

Working Hours

EDIT TIME PERIOD

START DATE

 Aug 1, 2020

END DATE



☒ Ongoing

START TIME

12

:

00

☒ AM
☐ PM

END TIME

12

:

00

☒ AM
☐ PM

REPEATS EVERY

1

week

NOTES FOR TIME PERIOD



SAVE

CANCEL



John Doe


Director of IT Services
Head Office
Vancouver, British Columbia


ACTIVE


Global Administrator 

Currently Online



 john.doe@somewhere.com

 +1 604-455-5555

 +1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets


Activity

Security

Working Hours

ADD UNAVAILABLE TIME

START DATE

 Aug 1, 2020

END DATE



☒ Ongoing

DAY OF THE WEEK

Sun

Mon

Tue

Wed

Thu

Fri

Sat

START TIME

12

:

00

☒ AM
☐ PM

END TIME

12

:

00

☒ AM
☐ PM

REPEATS EVERY

1

week

NOTES FOR UNAVAILABLE TIME



SAVE

CANCEL



John Doe


Director of IT Services
Head Office
Vancouver, British Columbia


ACTIVE


Global Administrator 

Currently Online



 john.doe@somewhere.com

 +1 604-455-5555

 +1 604-855-5555

General

Notifications

Working Hours

Contacts

Requests

Subscriptions

Assets

Activity

Security

Working Hours

DELETE TIME PERIOD

Are you sure you want to delete the time period **Time Period Note/Description?**

YES

NO