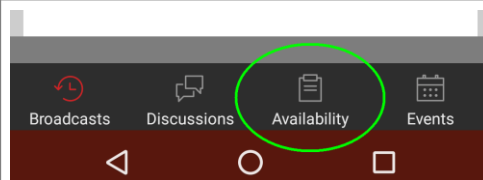


## Setting availability on your phone

Download the RFS ACTIV Team app for your phone. (Android and iOS Phones Only)

If you wish instead to use a PC to set your availability then refer to the 'Setting Your Availability via the web on a PC' documentation.

Tap the availability icon on the bottom of the screen



Looking across the top, you have three views; TABLE is where you set your Weekly availability by running your finger over the cells.

SET is an alternative method of setting your availability.

MEMBERS is where you can view other members availability for a particular Day.

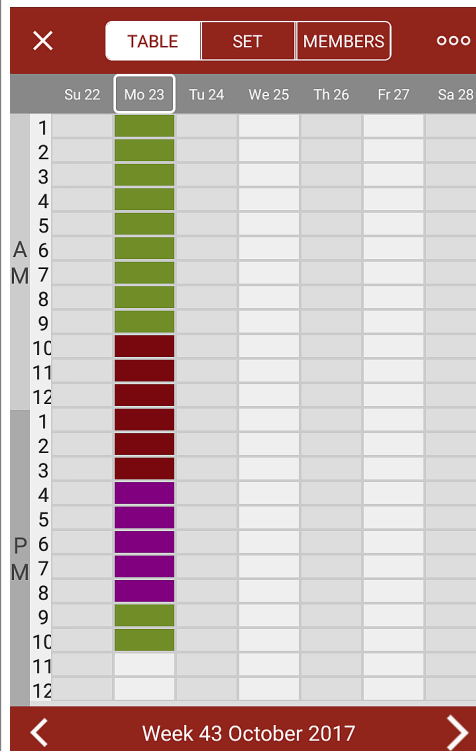
### Setting Availability

To set your availability, choose the day/hour and tap on the cell, the cell will turn **Green**, this indicates that you are immediately available. If you tap the same cell again it will turn **Red** meaning not available.

### New 2018 Colours

AVAILABLE
DELAYED
EMERGENCY ONLY
NOT AVAILABLE
BOOKED

You can swipe your finger down a column or across rows, or tap the day which will change all the swiped cells in one action.



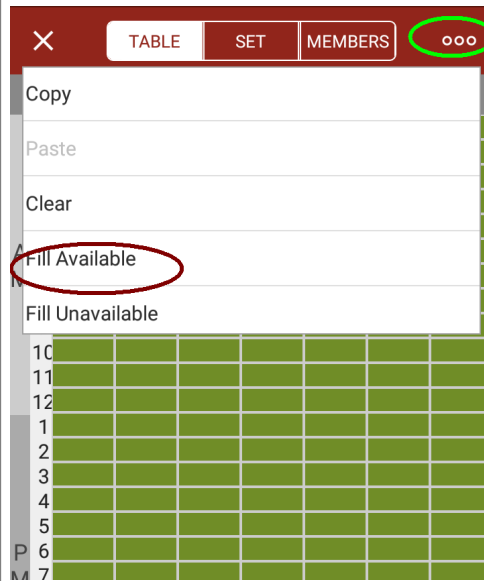
The three circles **ooo** in the top right corner displays a sub menu with additional choices.

### Setting a Whole Week

To set a whole week, tap on the three circles in the top right corner and choose 'Fill Available'

This allows you to fill a whole week as 'Available' and then modify certain times when 'Not Available' or vice versa.

Tap the 'X' in the top left corner to return to the main page.



The Set view allows you an alternative method to set availability.

The 'At-Premises' sets the Purple colour.

Choose the day and times, tap one of the three availability choices, then tap 'GO'

