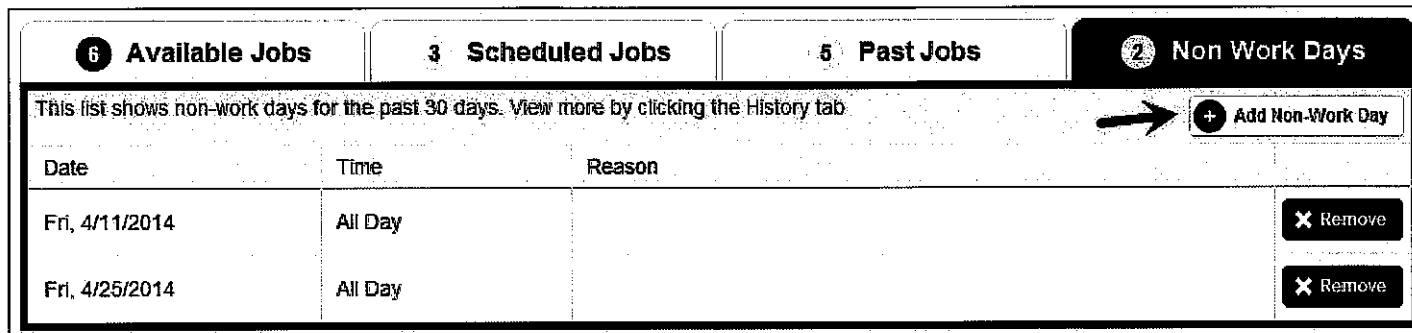


Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so Aesop will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

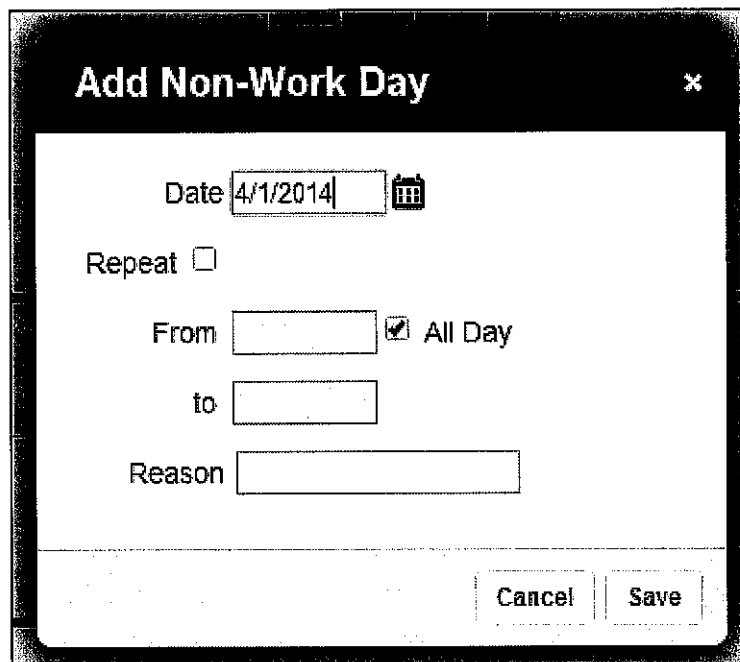


The screenshot shows a navigation bar with four tabs: "6 Available Jobs", "3 Scheduled Jobs", "5 Past Jobs", and "2 Non Work Days". The "Non Work Days" tab is active. Below the tabs, a message reads: "This list shows non-work days for the past 30 days. View more by clicking the History tab." To the right of this message is an arrow pointing to a button labeled "+ Add Non-Work Day". Below the message is a table with three columns: "Date", "Time", and "Reason". The table contains two rows of data:

Date	Time	Reason
Fri, 4/11/2014	All Day	
Fri, 4/25/2014	All Day	

Each row has a "Remove" button with an 'X' icon to its right.

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.



The dialog box is titled "Add Non-Work Day" and has a close button (X) in the top right corner. It contains the following fields and options:

- Date:** A text box containing "4/1/2014" and a calendar icon to its right.
- Repeat:** A checkbox that is currently unchecked.
- From:** A text box followed by a checked checkbox labeled "All Day".
- to:** A text box.
- Reason:** A text box.

At the bottom of the dialog box are two buttons: "Cancel" and "Save".

To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.

- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).

Add Non-Work Day ×

Date

Repeat every day

Wednesday

Until

From All Day

to

Reason


Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.

6 Available Jobs 2 Scheduled Jobs 6 Past Jobs 2 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab + Add Non-Work Day

Date	Time	Reason	
Fri, 4/11/2014	All Day		 <input type="button" value="X Remove"/>
Fri, 4/25/2014	All Day		<input type="button" value="X Remove"/>

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).

Remove Non-Work Day ✕

Are you sure you want to remove this day? This action cannot be undone.