

SafeCare Live – Add an Unavailability (1 of 3)

Adding Unavailabilities

If a person is absent use SafeCare Live to add an Unavailability to them.

1. If the unit view is not open, tap the icon at the top of the page.



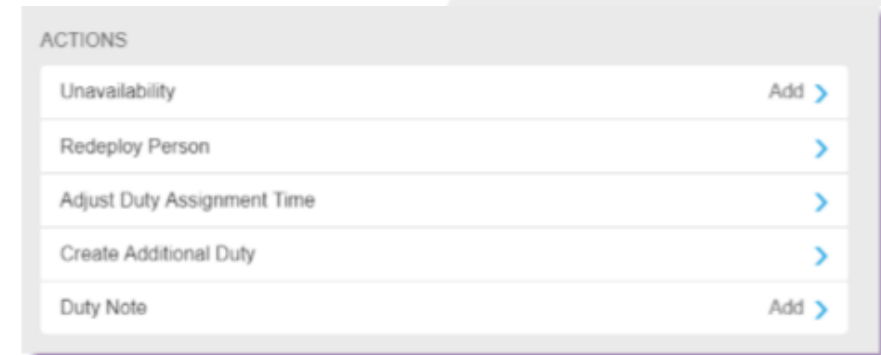
2. In the unit list, tap the shift you want.



3. Scroll down to the **Rostered Staff** panel, then tap the person you want

Photo	Name	In charge	Time off	Grade	Work agency	Profile
✓	Paul Ducane			Band 6 RN		>
✓	Richard Tojano	✗		Band 5 RN		>
✓	Jill Rendel			Band 3 HCA		>
✓	Rose Roames			Band 3 HCA		>

4. In the **Actions Panel**, tap Add Unavailability.



5. Complete the **Unavailability form**.

SafeCare Live – Add an Unavailability (2 of 3)

[← Back](#) Eugene Kennington's Unavailability

UNAVAILABILITY TYPE

Annual Leave <input checked="" type="checkbox"/>	Other Leave
Parenting	Sickness
Study Leave	Unknown
Working Day	

Reason [Select](#)

DATES OF ABSENCE

Start date time	16/06/2017 10:16 AM	<input checked="" type="checkbox"/>
End date time	16/06/2017 10:16 AM	<input checked="" type="checkbox"/>

BANK INFORMATION

Send to Bank	No <input checked="" type="checkbox"/>
--------------	--

Create

6. Tap **Create**

SafeCare Live – Add an Unavailability (3 of 3)

Add an Open-Ended Sickness Unavailability

When you add an unavailability to a person, if you do not know when they will return to work, add an open-ended sickness unavailability to them.

The duration of the Unavailability increases daily until you add an end date to it



1. In the **Unavailability Type** panel, select Sickness

UNAVAILABILITY TYPE	
Annual Leave	Other Leave
Parenting	Sickness <input checked="" type="checkbox"/>
Study Leave	Unknown
Working Day	

2. In the **DATES OF ABSENCE** Panel, SafeCare Live displays the **Open-Ended** option

DATES OF ABSENCE		
Start date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
End date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
Open Ended		No <input checked="" type="checkbox"/>

3. From **Open-Ended** select **Yes**

DATES OF ABSENCE		
Start date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
Open Ended		Yes <input checked="" type="checkbox"/>

4. Tap **Create**

ALL2.0 07/16