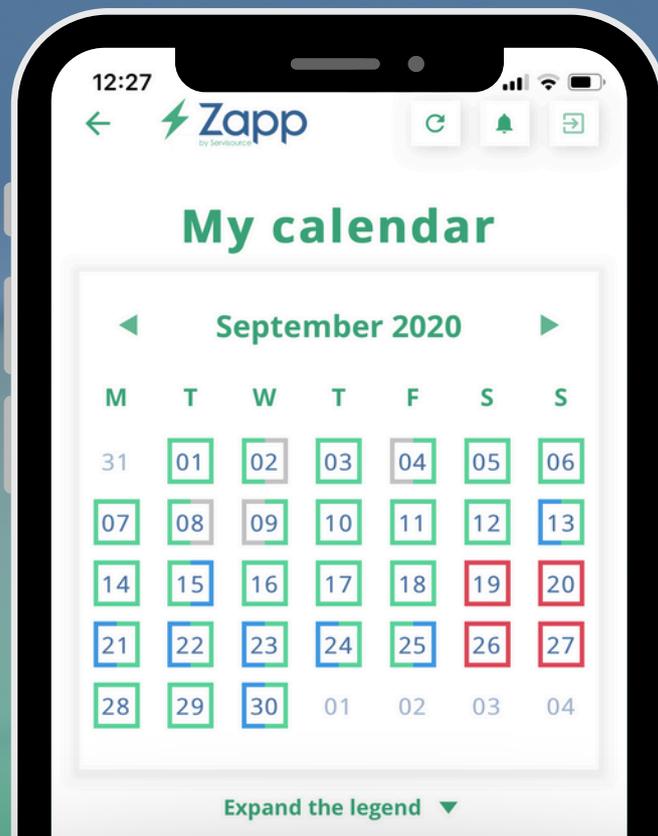




Zapp

by Servisource

Setting Your Availability Guide



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About the Guide

This step-by-step guide will help you set your availability in the Zapp App using either individual days or a pattern across multiple weeks.

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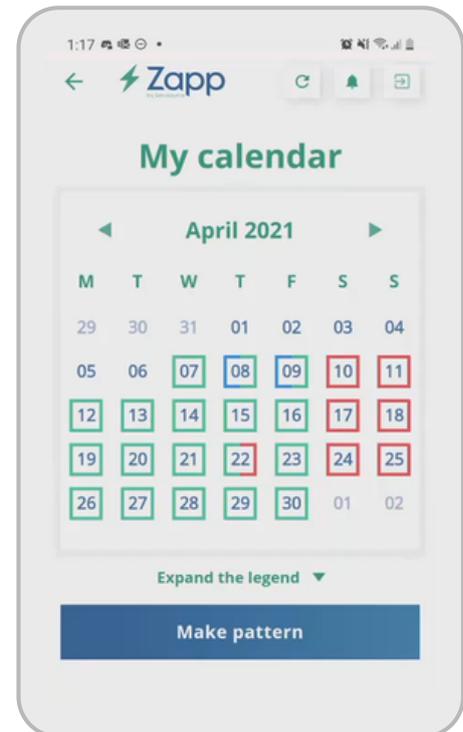
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Setting Availability for Individual Days

1 Open **My Calendar** in the Zapp App. 

2 Select the month and choose the date you want.



3 Mark your availability for that date:

- [→ Available during the day
-] → Available during the night
- [→ Unavailable during the day
-] → Unavailable during the night

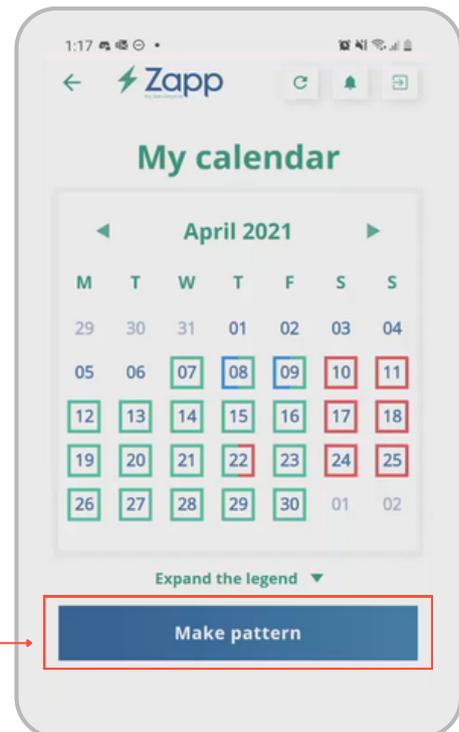
4 Tap **Apply**. 



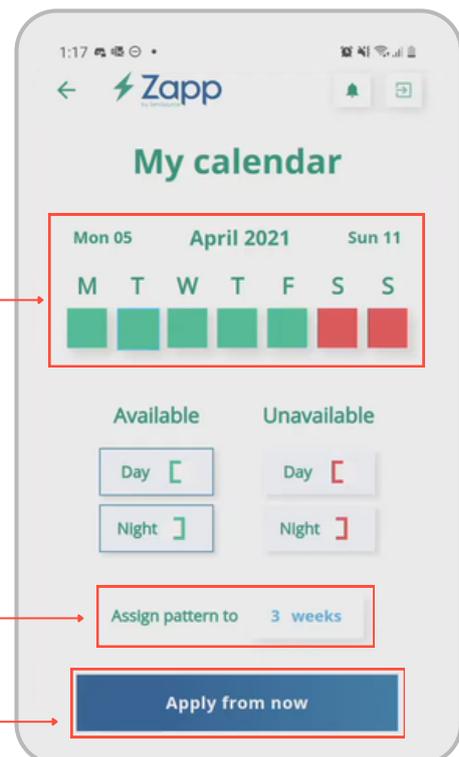
Your choice will be updated and shown in your calendar.

Setting Availability Patterns

1 Open My Calendar in the Zapp App and Tap the **Make Pattern** button at the bottom of the screen.



2 Choose your recurring availability (e.g., **Monday–Friday: Day & Night, Saturday–Sunday: Unavailable**).



3 Select how many weeks you want this pattern to apply (e.g., **3 weeks**).

4 Tap **Apply from now**.

Your calendar will automatically update to reflect the pattern

Understanding Calendar Colours

Your calendar uses colour coding to help you quickly see your status for each day:

- **Blue:** You are already booked to work a shift
- **Green:** You are available
- **Red:** You are unavailable

