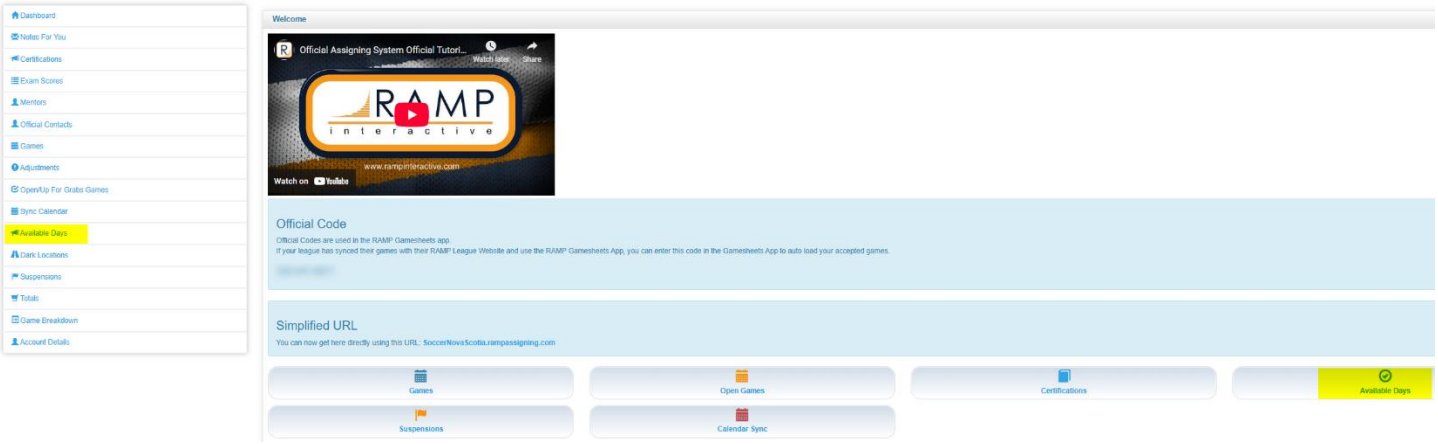
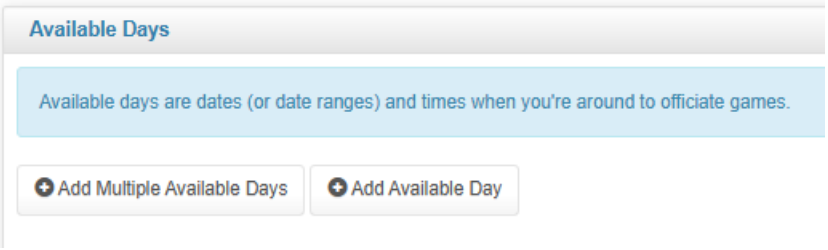
How to Update Availability in RAMP Assigning

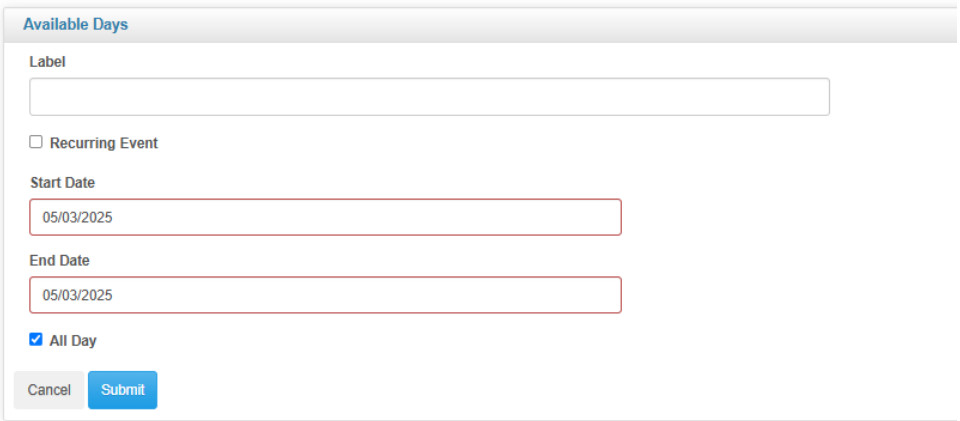
1. To add an Available Day, click on Available Days on your Dashboard in RAMP Assigning
    a. Available Days can be found in the left menu or the button below the RAMP video



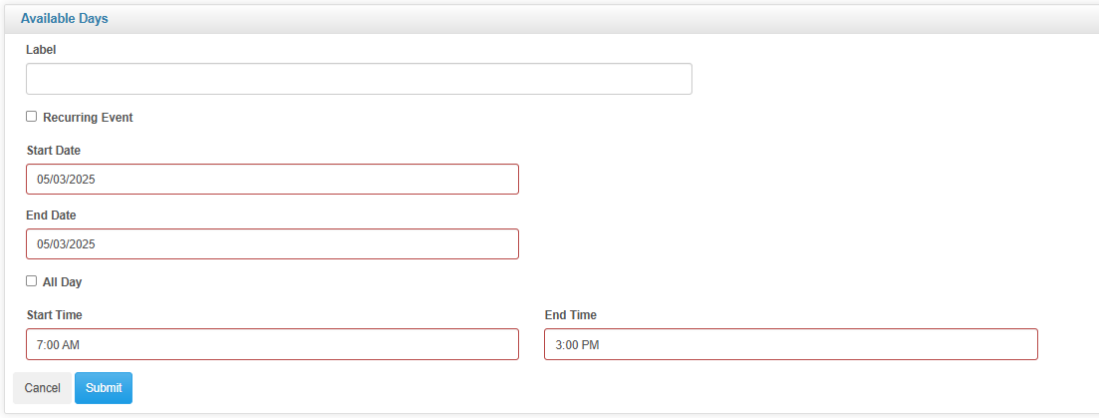
2. Click on Add Available Day



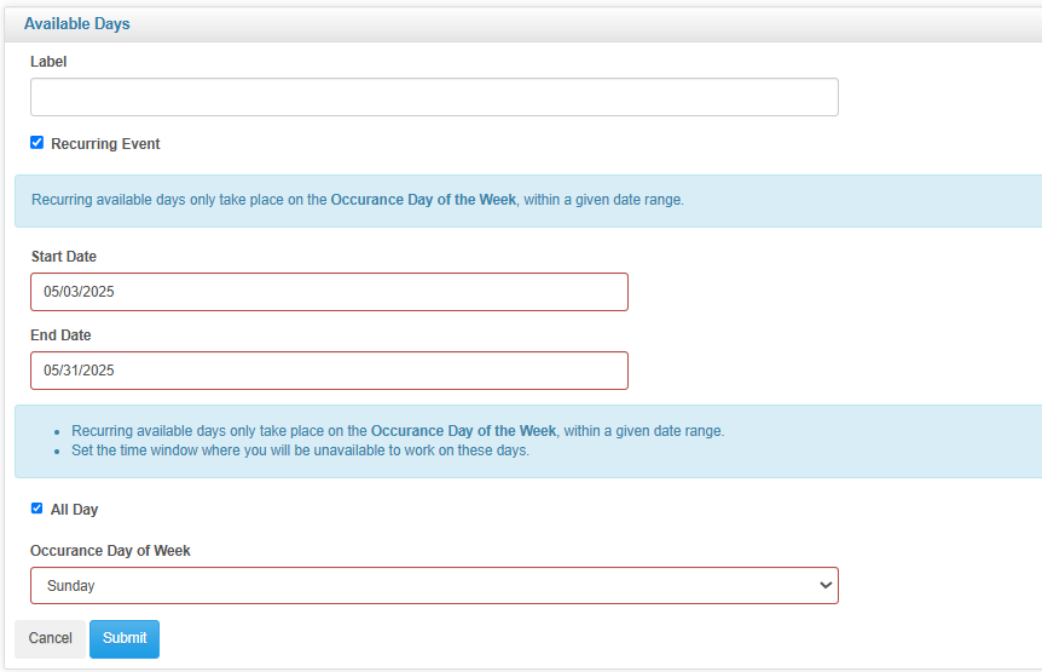
3. To add a single Available Day where you are available for the whole day
    a. Select the Start Date and End Date
    b. Check off the All Day box
    c. Click Submit



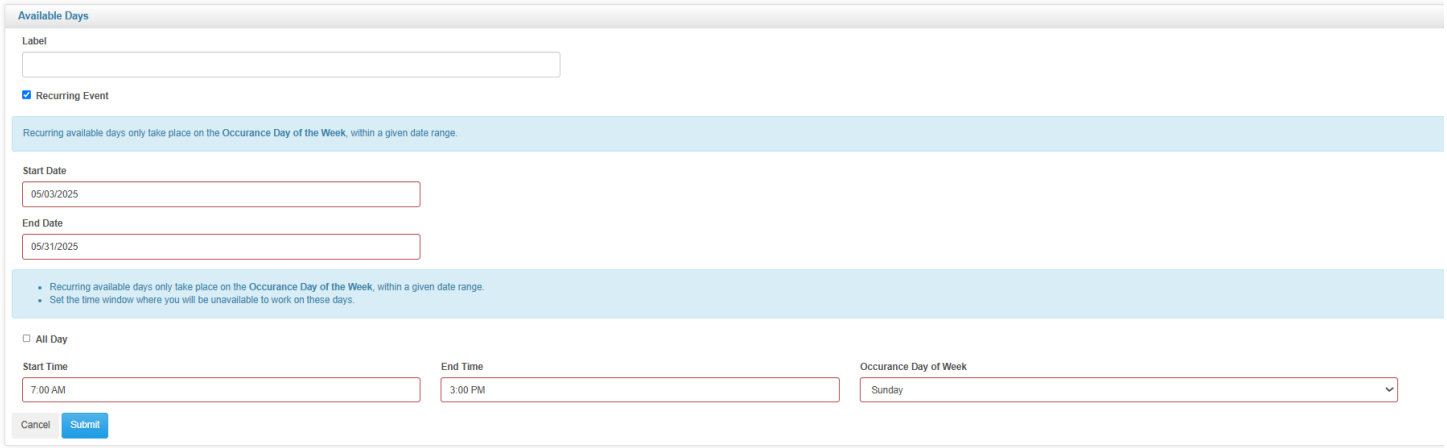
4. To add a single Available Day where you are available for a limited amount of time during the day
    a. Select the Start Date and End Date
    b. Select the Start Time and End Time
    c. Click Submit



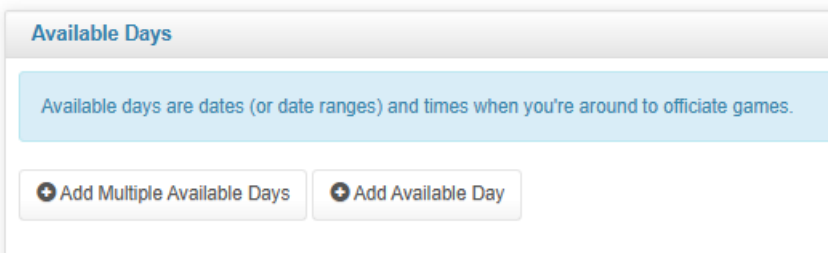
5. To add a recurring Available Day where you are available for the whole day
    a. Select the Start Date and End Date
    b. Check off the All Day box
    c. Add the Occurrence Day of the Week (for example – select Sunday if the recurring day is every Sunday)
    d. Click Submit



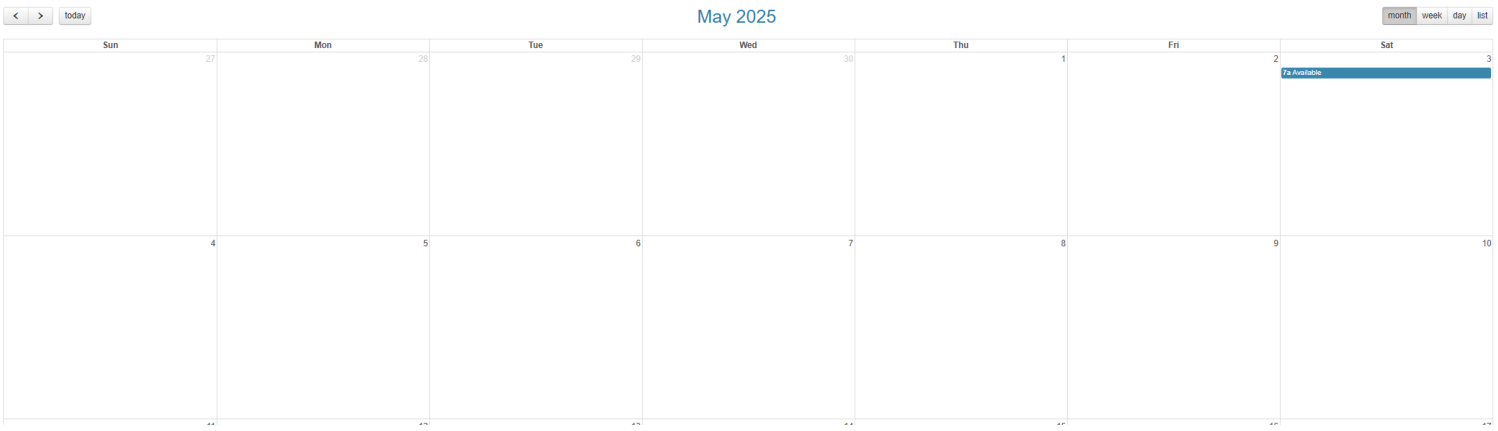
6. To add a recurring Available Day where you are available for the whole day
    a. Check the Recurring Event box
    b. Select the Start Date and End Date
    c. Select the Start Time and End Time
    d. Add the Occurrence Day of the Week (for example – select Sunday if the recurring day is every Sunday)
    e. Click Submit



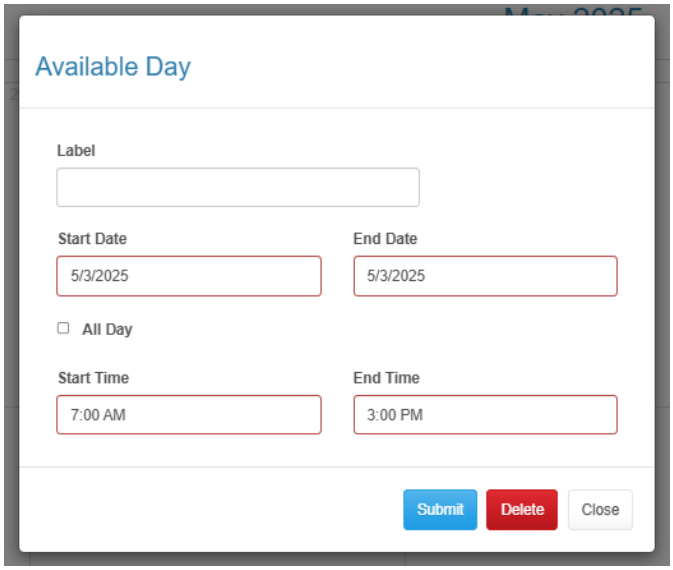
7. To view your added Available Days, click on Add Multiple Available Days to view the calendar



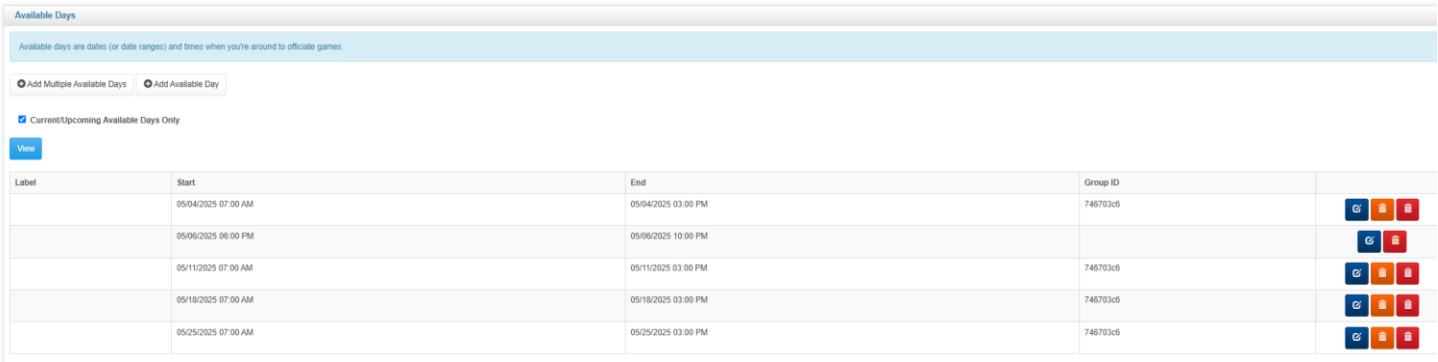
8. The calendar will appear with the Available Days that have been added to the calendar



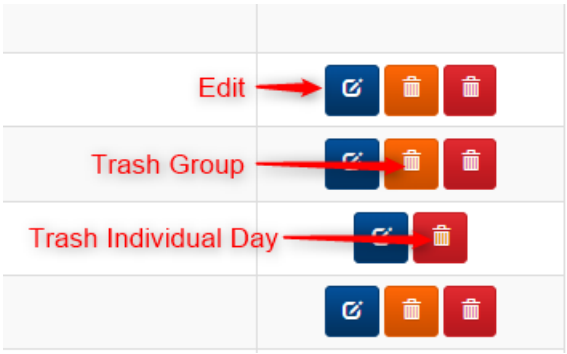
9. To view the time that has been added to the Available Day, click on the blue area on the date indicating the availability (for example, May 3 in the previous calendar)



10. When Available Days have been added, when you click on Available Days the list will appear



11. You can edit or delete the Available Days from the list view that appears in Available Days



a. To edit the time for an Available Day, click on the Blue Pencil Edit button
b. To remove a Recurring Day, click on the Orange Trash Can button
c. To remove an individual day in a Recurring Day, click on the Red Trash Can button
d. Individual Available Days that have been added can be removed by clicking on the Red Trash Can button (there is no Orange Trash Can button option on individual Available Days)