



Pegasys Quick Reference Guide

Workflow Approvals: Availability

Users can use the **Availability tab** under **Settings** to indicate if they are available to perform approvals or if they are out of the office or otherwise unavailable.

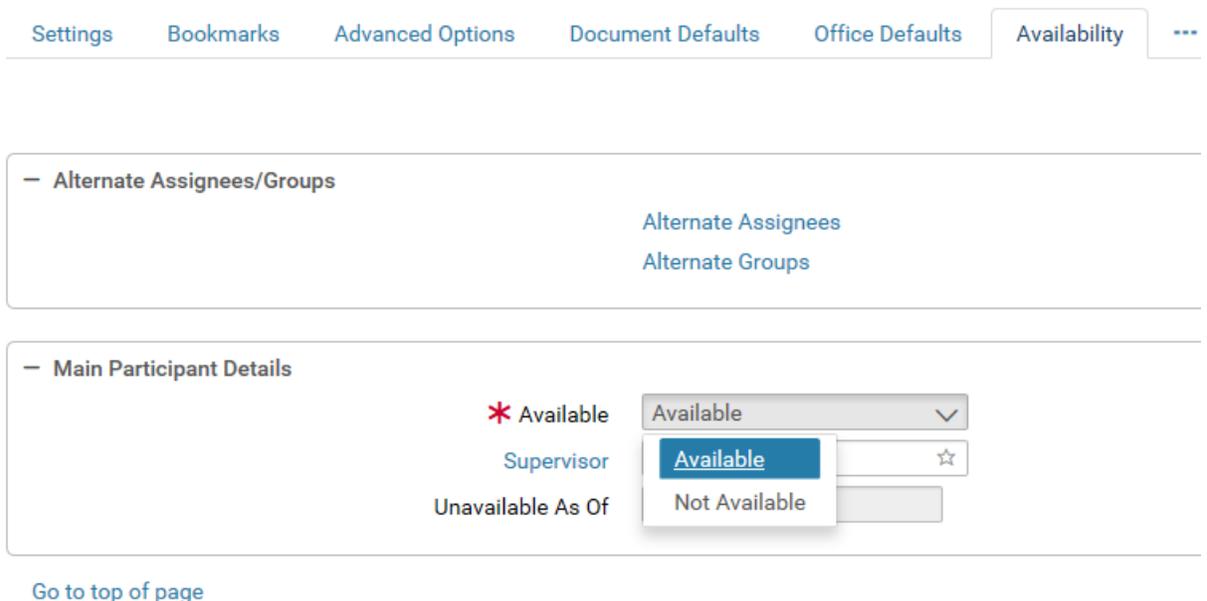
1. Select **Settings** → **Availability** from the user ID drop down.

Figure 1: Availability Navigation



2. On the Availability tab in the Main Participate Details group box, select **Available** to indicate that you are not available.

Figure 2: Availability



3. Select **Save**.
 - a. The current date will default in the Unavailable As Of field.

NOTE: An alternate assignee must be assigned in order to save the update.



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Alternate Assignees

A designated Alternate Assignee will receive tasks when a user is unavailable.

1. Select **Settings** → **Availability** from the user ID drop down.
2. Select the **Alternate Assignees** link.

Figure 3: Alternate Assignees/Groups

Availability Alternate Groups **Alternate Assignees** Unavailability History

Save

– Alternate Assignees/Groups

Alternate Assignees
Alternate Groups

– Main Participant Details

* Available Available ▾

Supervisor ☆

Unavailable As Of

3. Select **Add**.

Figure 4: Alternate Assignees Table

Availability Alternate Groups **Alternate Assignees** Unavailability History

No results

Id

Add Delete Save

4. Enter a User ID in the **ID Field**,
 - a. To ensure that the user is available, check the Available checkbox.
5. Select **Search**.



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Figure 5: Search for User ID

Id

Available ▼

1 - 1 of 1 results

<input type="checkbox"/>	Id	Available
<input type="checkbox"/>	allroles149	True

6. Choose the user, and select the **Select** button.

Figure 6: Search for User ID Selected

Id

Available ▼

1 - 1 of 1 results

<input type="checkbox"/>	Id	Available
<input checked="" type="checkbox"/>	allroles149	True

7. Select **Save**.

8. To add additional alternate assignees, repeat steps 3-7.

9. To delete an alternate assignee, select the assignee, and select Delete.

10. Select **Save**.