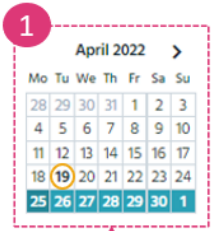**1**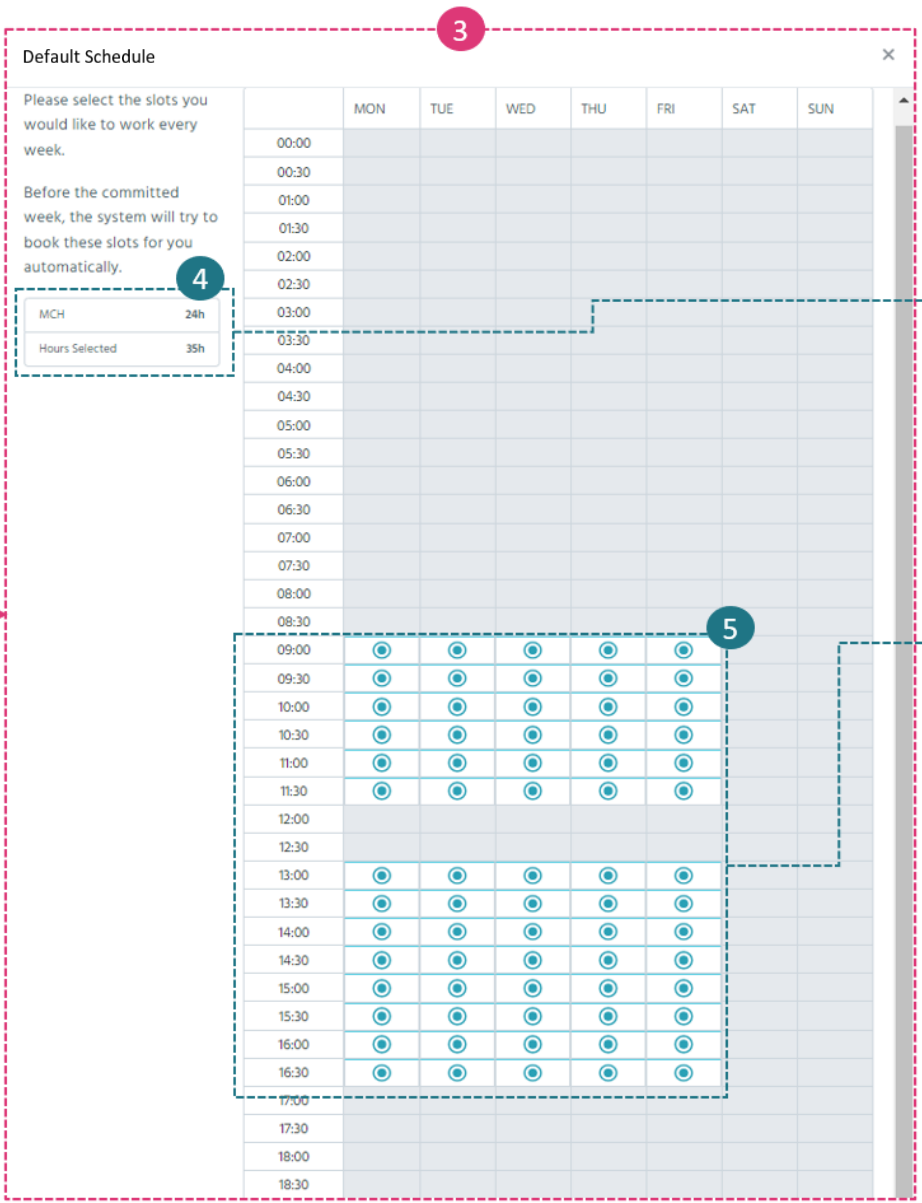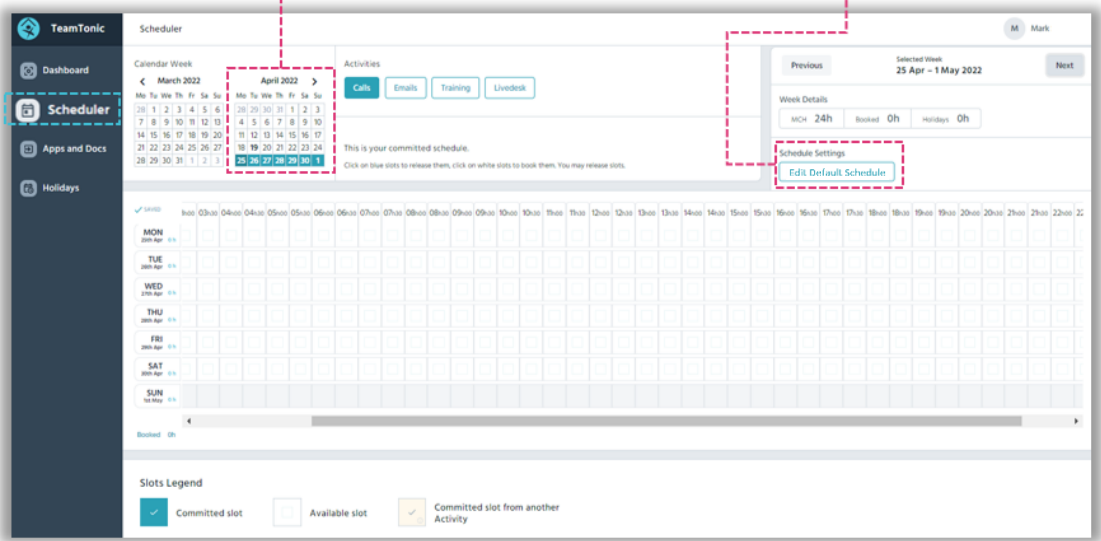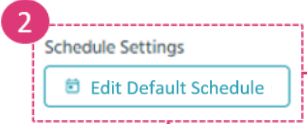 Note that the week selected is one week in the future (shown in **green**) as the current day is the 19ᵗʰ April (in **bold**):

April 2022 ›

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

2 As we are viewing a week in the future the Default Schedule option is available. Select this option to open your default scheduler:

Schedule Settings

📅 Edit Default Schedule

The default scheduler automatically saves your selection as you edit your selected hours in real-time, in addition to saving your selection for future weeks as a convenience feature (although you can edit your selection week by week should you wish to do so).

3 Default Schedule   ✕

Please select the slots you would like to work every week.

Before the committed week, the system will try to book these slots for you automatically.

MCH	24h
Hours Selected	35h

	MON	TUE	WED	THU	FRI	SAT	SUN
00:00							
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							
04:30							
05:00							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00							
08:30							
09:00	◉	◉	◉	◉	◉		
09:30	◉	◉	◉	◉	◉		
10:00	◉	◉	◉	◉	◉		
10:30	◉	◉	◉	◉	◉		
11:00	◉	◉	◉	◉	◉		
11:30	◉	◉	◉	◉	◉		
12:00							
12:30							
13:00	◉	◉	◉	◉	◉		
13:30	◉	◉	◉	◉	◉		
14:00	◉	◉	◉	◉	◉		
14:30	◉	◉	◉	◉	◉		
15:00	◉	◉	◉	◉	◉		
15:30	◉	◉	◉	◉	◉		
16:00	◉	◉	◉	◉	◉		
16:30	◉	◉	◉	◉	◉		
17:00							
17:30							
18:00							
18:30							

4 Your base MCH is confirmed in addition to the number of hours you have selected as available to work:

MCH	24h
Hours Selected	35h

5 In this example the user has selected to work between 9am to 5pm Monday to Friday (a total of **35 hours**). A **green radio button** helps provide a visual indicator for slots that have been booked (grey slots with no circle indicate that the user is unable to work that slot):

You can select (or un-select) the slots you have selected by simply clicking on the desired slot:

07:00

07:00