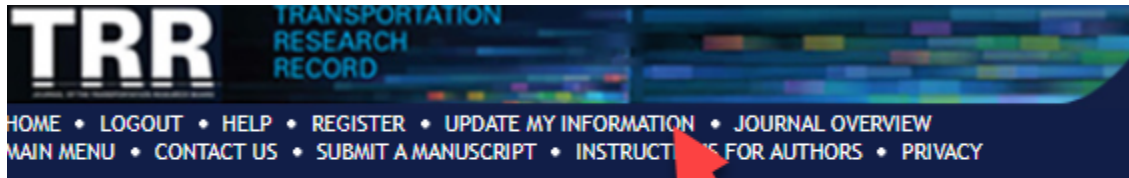
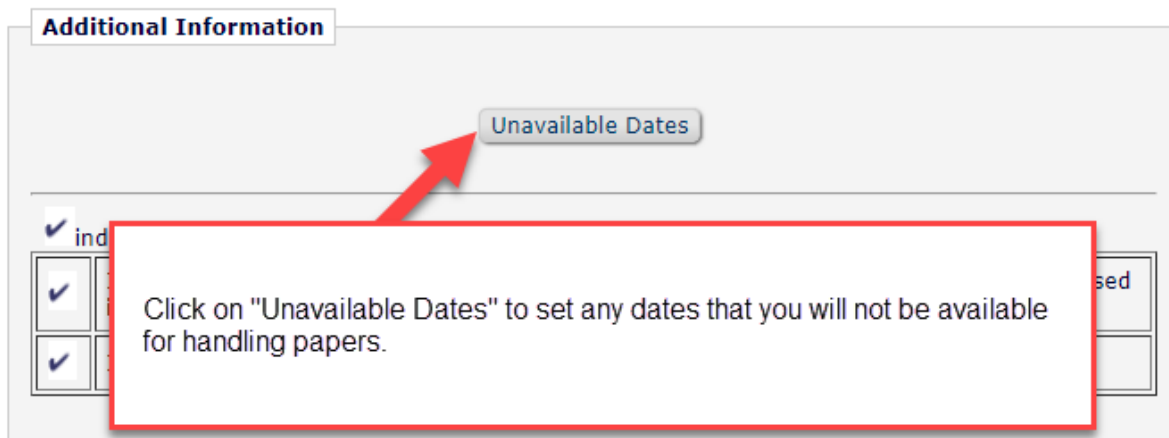


Setting Unavailable Dates



Click on "Update My Information" at the top of the screen.

On the next screen, scroll down to "Additional Information."



Click on "Unavailable Dates" to set any dates that you will not be available for handling papers.

Edit Unavailable Dates

No Unavailable Dates have been entered.

[Add New Unavailable Date](#)

Close

This screen is where you can edit any unavailable dates you've set previously.

To set a new unavailable date, click the "Add New Unavailable Date" link.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.


Cancel

Submit

Please Enter the Following

[Insert Special Character](#)

Start Date:  (mm/dd/yyyy)

End Date:  (mm/dd/yyyy)

Reason:

Enter the start and end date that you will be unavailable here. You can also include a reason if you wish. Press "Submit" to finish setting this.

Please note - you must have a start and end date or the system will not let you proceed.

Edit Unavailable Dates

Start Date	End Date	Reason	F S N	ute	
Oct 24, 2019	Oct 28, 2019	On vacation			Edit Remove

This is what it looks like once you've entered dates. If you need to edit the dates afterward, you would press the "Edit" link to the right.

Press the close button below to close the window.

[Add New Unavailable Date](#)

Close