

Monatliche Verfügbarkeit angeben

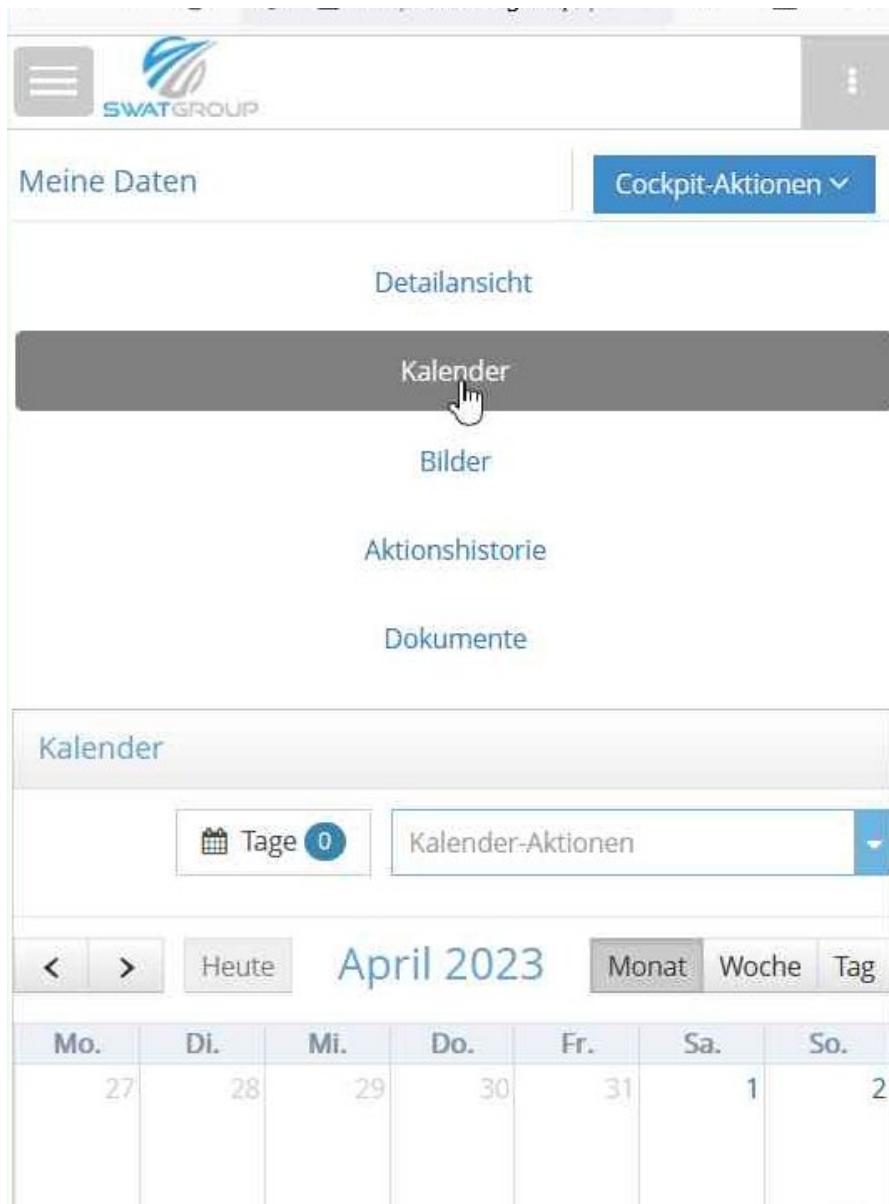
Schritt 1. Im Navigationsmenü auf „Meine Daten“ klicken.

The screenshot shows the SWATGROUP software interface. At the top, there is a header with a logo and a menu icon. Below the header is a navigation menu on the left side of the screen. The menu items are:

- Startseite
- Meine Daten (with a mouse cursor icon indicating it is selected)
- Jobs/Angebote
- Termine/Einsätze
- Abrechnung
- Impressum
- Datenschutzerklärung

Below the navigation menu, there is a section titled "Offene Rückmeldungen" which contains the message "Keine Daten in der Tabelle vorhanden".

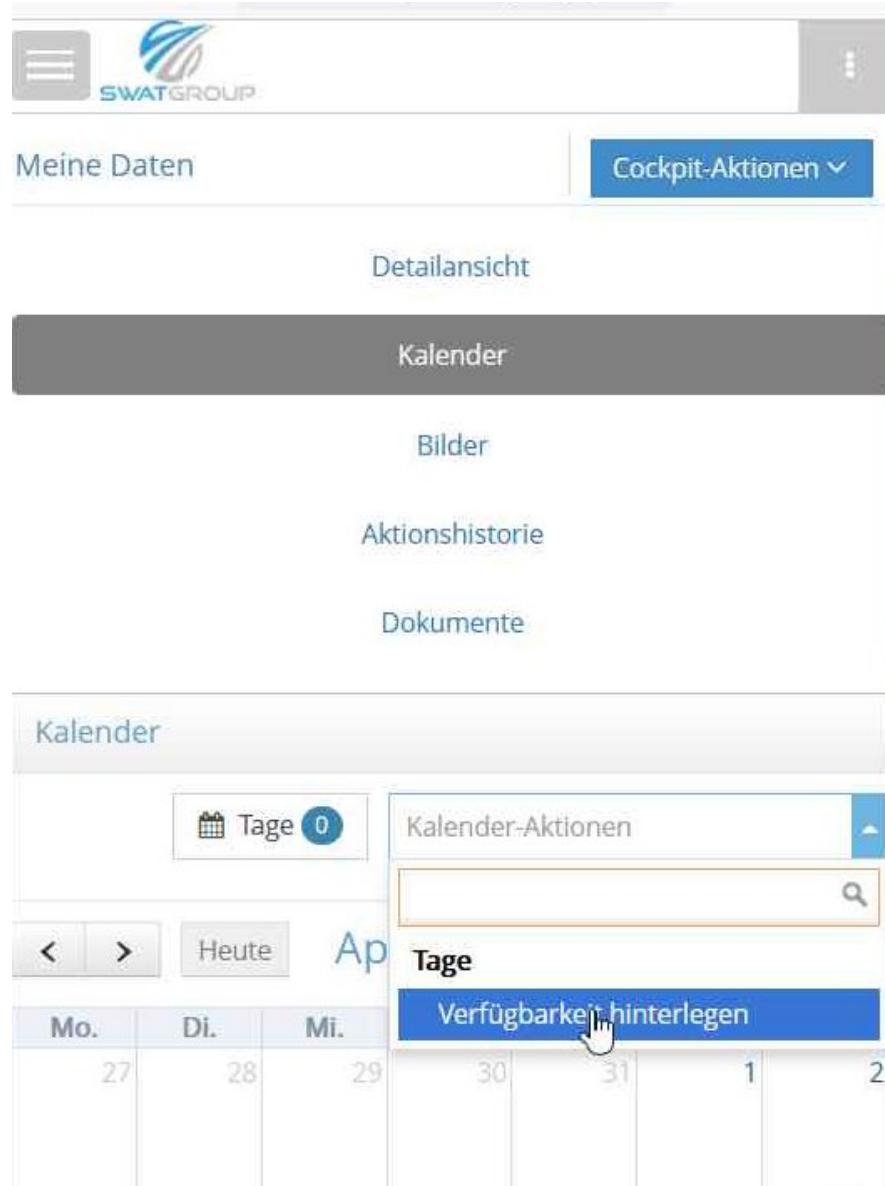
Schritt 2. In Meine Daten den „Kalender“ auswählen.



The screenshot shows a user interface for 'Meine Daten' (My Data) within the SWATGROUP cockpit. At the top, there is a header with the SWATGROUP logo and a 'Cockpit-Aktionen' dropdown. Below the header, there are several tabs: 'Detailansicht' (Detail View), 'Kalender' (Calendar), 'Bilder' (Images), 'Aktionshistorie' (Action History), and 'Dokumente' (Documents). The 'Kalender' tab is highlighted with a dark grey background and a white border. Below the tabs, there is a calendar for April 2023. The calendar interface includes a header with a date range selector (27-28-29-30-31), a 'Kalender-Aktionen' dropdown, and navigation buttons for 'Heute' (Today), 'Monat' (Month), 'Woche' (Week), and 'Tag' (Day). The days of the week are labeled 'Mo.', 'Di.', 'Mi.', 'Do.', 'Fr.', 'Sa.', and 'So.'. The dates in the calendar are 27, 28, 29, 30, 31, 1, and 2.

Mo.	Di.	Mi.	Do.	Fr.	Sa.	So.
27	28	29	30	31	1	2

Schritt 3. Klick auf "Kalender-Aktionen" -> Verfügbarkeit hinterlegen.



The screenshot shows a software interface for managing actions. At the top, there is a header with the SWATGROUP logo and navigation tabs: "Meine Daten" and "Cockpit-Aktionen". Below the header, a sub-header reads "Detailansicht". A horizontal navigation bar contains the following items: "Kalender" (which is highlighted in a dark grey bar), "Bilder", "Aktionshistorie", and "Dokumente". The main content area is titled "Kalender". It features a calendar grid for the month, with days from 27 to 31 of the previous month and 1 to 2 of the current month. A toolbar above the calendar includes a "Tags" button (showing 0), a search bar, and a dropdown menu titled "Kalender-Aktionen" which is currently open. The dropdown menu contains the text "Tag" and the button "Verfügbarkeit hinterlegen", which is highlighted with a blue background and a white mouse cursor icon.

Schritt 4. Verfügbarkeit auswählen, optionale Notiz.

Verfügbarkeit hinterlegen x

Angaben zur Verfügbarkeit

Verfügbar

Ja Nein

Notiz zur Verfügbarkeit

Verfügbarkeit Mai

Verfügbarkeit für Tage

April 2023							
	Mo	Di	Mi	Do	Fr	Sa	So
13	27	28	29	30	31	1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30
18	1	2	3	4	5	6	7

Gewählte Tage

Schritt 5. Im Kalender unten die verfügbaren Tage auswählen und „Speichern“.

Verfügbarkeit Mai

Verfügbarkeit für Tage

	Mai 2023							
	Mo	Di	Mi	Do	Fr	Sa	So	
17	24	25	26	27	28	29	30	
18	1	2	3	4	5	6	7	
19	8	9	10	11	12	13	14	
20	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	28	
22	29	30	31	1	2	3	4	

Gewählte Tage

- 06.05.2023
- 13.05.2023
- 20.05.2023
- 27.05.2023

Speichern