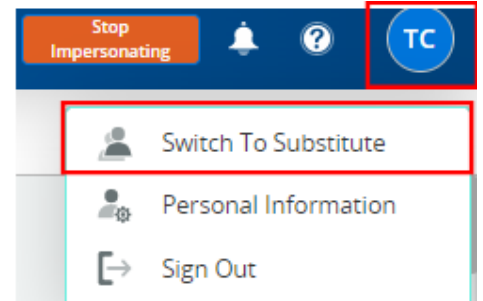
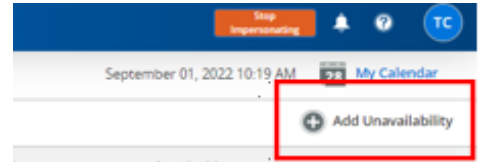


How to Book Yourself Unavailable in SFE

1. Log into Smart Find Express
2. At the top right-hand corner select “Add Unavailability”
3. If you do not see “Add Unavailability” please click on your initials in the top right corner and click “switch to substitute” then select Add Unavailability.
4. Enter your future unavailable dates and times in SFE and click **Save**.

If you would still like to receive calls from SFE during your unavailability please click the box “continue receiving calls during periods of unavailability”.

* If you are entering a same day unavailability, please select “Custom Time” and enter a future unavailable time and click **Save**.



Add Unavailability Date

Select Date

Start Date <small>Required</small> YYYY/MM/DD <input type="text" value="2022/9/1"/>	End Date <small>Required</small> YYYY/MM/DD <input type="text" value="2022/9/2"/>
---	---

Time/Duration

All Day (00:00am to 11.59pm)

Custom Time

Future Calls

Continue receiving calls during periods of unavailability

Add Unavailability Date

Start Date/Time must be in the future. For creating unavailability for today, select the Custom Time option

Select Date

Start Date <small>Required</small> YYYY/MM/DD <input type="text" value="2022/9/1"/>	End Date <small>Required</small> YYYY/MM/DD <input type="text" value="2022/9/1"/>
---	---

Time/Duration

All Day (00:00am to 11.59pm)

Custom Time