

# INTRODUCING HUMANITY'S NEW AVAILABILITY

## Why a New Availability Module

We understand that a flexible and customizable solution for submitting, approving and optimizing employee availability is critical when building the most up-to-date, accurate and conflict-free schedules. That's why Humanity has spent the last year gathering direct customer feedback to build the best availability module to meet your unique scheduling needs.

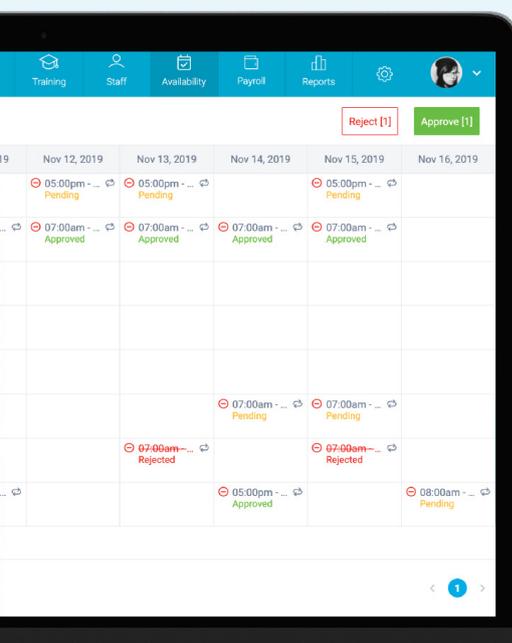
Here's what we learned is most important to you:

- A comprehensive overview of staff's availability, so managers can make quicker, more informed scheduling decisions
- Redesigned interface empowering employees to set their availability more precisely and flexibly than ever before
- Customizable availability request and approval process, making it easy to adapt schedules to reflect changes in real-time

⊖ 09:00pm - 10:00pm  
Pending

⊖ 09:00pm - 10:00pm  
Approved

⊖ ~~03:00pm - 05:00pm~~  
Rejected

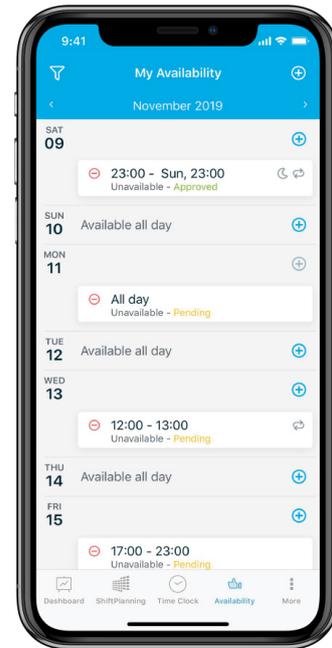


## How the New Availability Module Helps Managers Plan Ahead

- View availability data for all staff at once in one calendar view, making it easier to avoid understaffing when approving or rejecting requests
- Set up automatic approval for a faster, frictionless scheduling process
- See employee availability within the schedule, helping to minimize absenteeism and last-minute changes while relying on conflicts to automatically flag unavailable employees

# Why Employees Will Love the New Availability Module

- Set default repeating unavailability for any period of time (daily, weekly, biweekly, or monthly) to reflect seasonal or other changes that affect their ability to be scheduled
- Set a one-time unavailability slot for any date in the future
- See a complete overview of available and unavailable time slots all in one place
- Set and update availability in real time on the go, easily and flexibly from the mobile app
- Employees are able to set their custom availability further in advance



## Plus, More Features Coming Soon

### PREFERRED WORKING HOURS

Employees can set their preferred working hours, giving them more control while also informing managers of the best candidate to fill a shift

### DEADLINE FOR UNAVAILABILITY REQUESTS

Managers can require staff to submit their availability a certain number of days in advance, helping them to mitigate last minute employee requests and control unexpected schedule changes

### POSITION AND LOCATION SPECIFIC AVAILABILITY

Employees will be able to set different availability preferences based on the position or location they're assigned to, informing Managers not only when but also where they prefer to work

## Transitioning to New Availability: Important Things to Know

### NO DATA LOSS

All existing availability records will be available in the new module

### NO FEATURE LOSS

The new module supports all features from the existing version

### 24/7/365 LIVE SUPPORT

To ensure a smooth transition to the new Availability module, our Support team is at your disposal at all times to resolve any questions or issues