


# Add An Unavailability To A Person

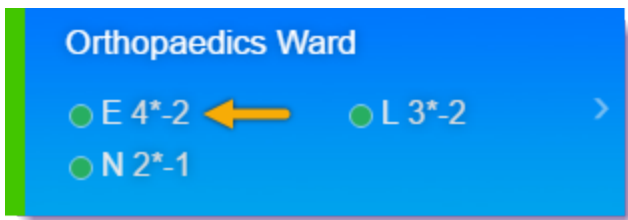
## HealthSuite 10.9.1 | SafeCare-Live

If a person is absent, use SafeCare-Live to add an unavailability to them.

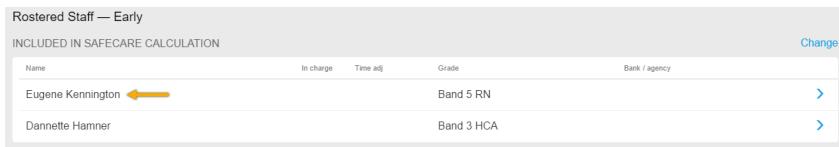
1. If the unit view is not open, tap the  icon at the top of the page.



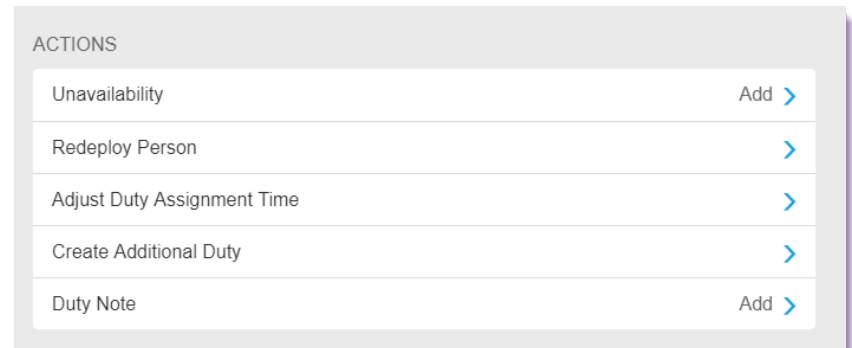
2. In the unit list, tap the shift you want.



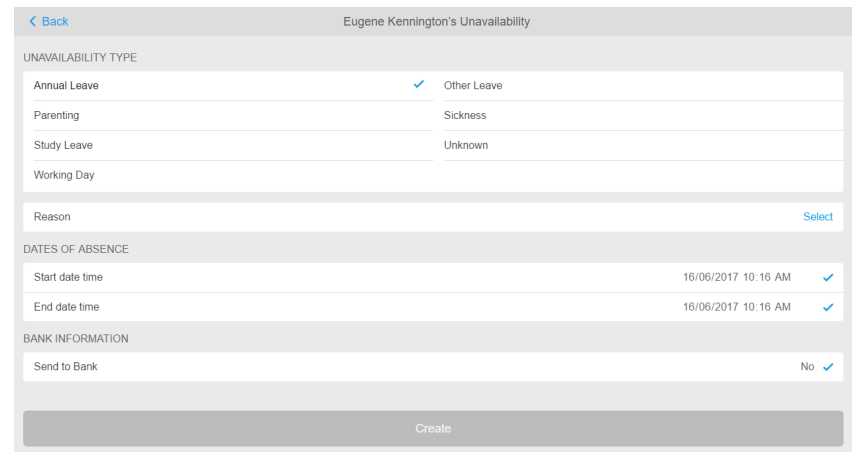
3. Scroll down to the **Rostered Staff** panel, then tap the person you want.



4. In the **ACTIONS** panel, tap **Unavailability**.



5. Complete the **Unavailability** form.



6. Tap **Create**.

## Add An Open Ended Sickness Unavailability

When you add an unavailability to a person, if you do not know when they will return to work, add an open ended sickness unavailability to them.

The duration of the unavailability increases daily until you add an end date to it.

1. In the **UNAVAILABILITY TYPE** panel, select **Sickness**.

UNAVAILABILITY TYPE	
Annual Leave	Other Leave
Parenting	Sickness <input checked="" type="checkbox"/>
Study Leave	Unknown
Working Day	

In the **DATES OF ABSENCE** panel, SafeCare-Live displays the **Open Ended** option.

DATES OF ABSENCE		
Start date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
End date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
Open Ended		No <input checked="" type="checkbox"/>

### Note

SafeCare-Live only displays the **Open Ended** option if a HealthRoster administrator has enabled the **Unavailability: Create Open Ended Sickness Episode** setting.

The default value of the **Opened Ended** option is **No**.

2. From **Opened Ended**, select **Yes**.

DATES OF ABSENCE		
Start date time	07/11/2017 12:22 PM	<input checked="" type="checkbox"/>
Open Ended		Yes <input checked="" type="checkbox"/>

3. Tap **Create**.