

Buzz - Availability

Last Modified on 11/02/2023 3:34 pm CDT

Note If you are interested in utilizing the Buzz™ app, please contact your TempWorks Account Manager.

Buzz & Availability

Whether your employees are at home or on the go, TempWorks Buzz connects staffing agency employees to the information they need from your staffing agency. To learn more about Buzz, check out [What is Buzz](#).

Availability Options

Within the Buzz app, employee's can be set up to report their availability, if configured.

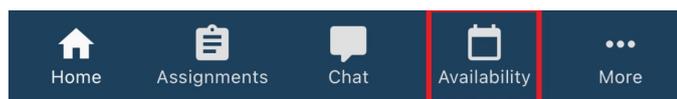
This Article Covers:

1. [Availability](#)
2. [Finding Availability in Enterprise/Beyond](#)

Managing Availability

To manage availability, please do the following:

1. Navigate to the "Availability" tab at the bottom of the screen:



2. Select "Manage Availability":



MANAGE AVAILABILITY

WED, MAR 15, 2023



Partially Available

8:00 AM - 3:00 PM

WED, MAR 22, 2023



Partially Available

8:00 AM - 6:00 PM

WED, MAR 29, 2023



Available

MON, APR 10, 2023



Available



Home



Assignments



Chat

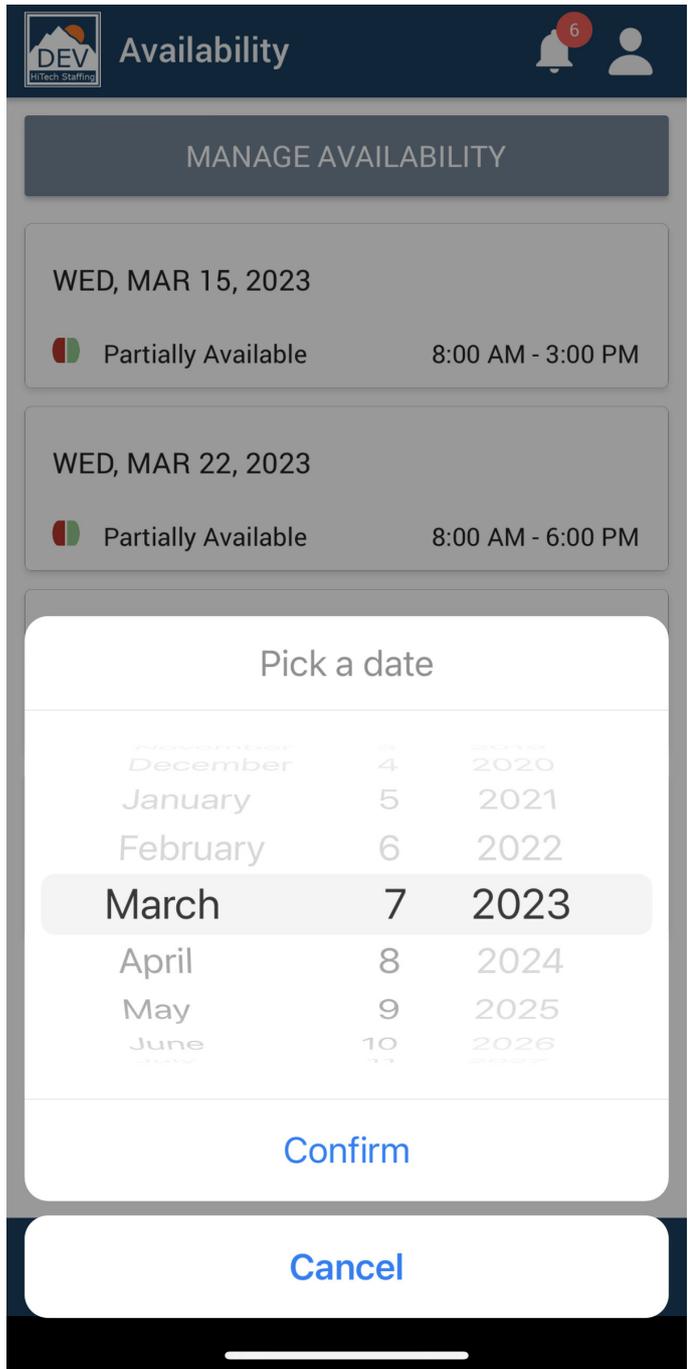


Availability



More

3. Select the date you would like to add or change your availability for:



4. Enter the new availability status:

 **Edit Availability**  

I am Available 

on Available

Comme Partially Available

Unavailable

0/250

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5. Add any additional comments:

 **Edit Availability**  

I am  Partially Available 

on **3/7/2023**

from **7:00 AM**  to **11:00 AM** 

Comment (Optional)

I have a commitment in the afternoon but would love to work in the morning. I will have my own transportation.

110/250

6. Select "Save":

<

Edit Availability

I am Partially Available ▼

on **3/7/2023**

from 7:00 AM 🕒 to 11:00 AM 🕒

Comment (Optional)

I have a commitment in the afternoon but would love to work in the morning. I will have my own transportation.

110/250

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Finding Availability in Beyond or Enterprise

When an employee marks themselves as available in Buzz, the recruiter can see their availability on their record in Enterprise or Beyond.

Enterprise:

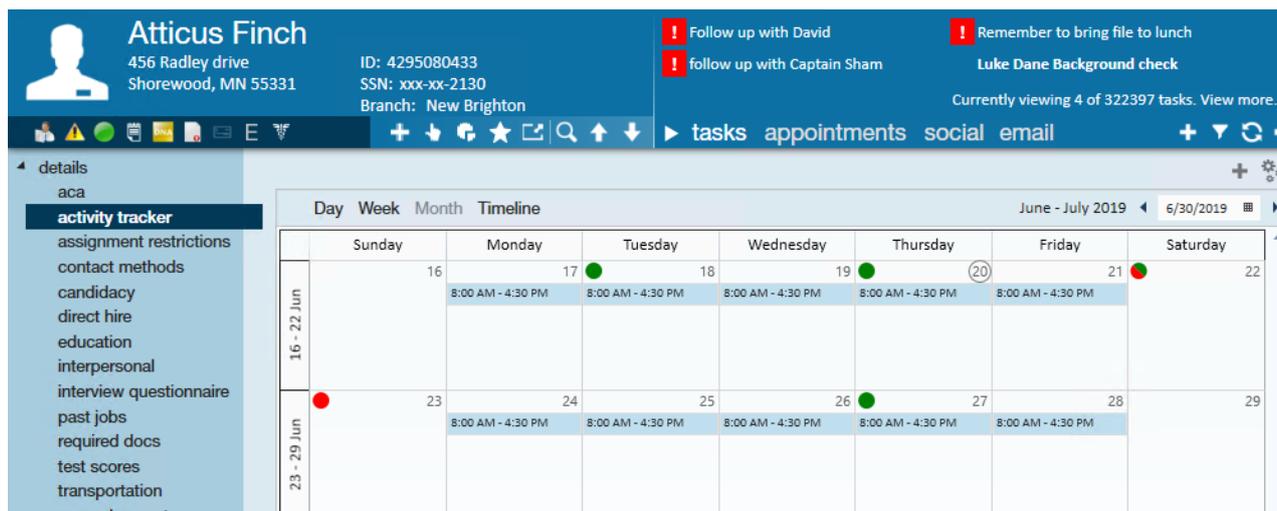
When an employee marks themselves as available, a message will be logged on their record and their information will be updated under activity tracker.

Example Message Logged:

messages			
Date	Action	Message	Rep
6/20/2019	Available	Date: 2019.06.20	companion-twdemo

Activity Tracker:

The Activity Tracker allows you to see a calendar view of the employee's availability schedule.

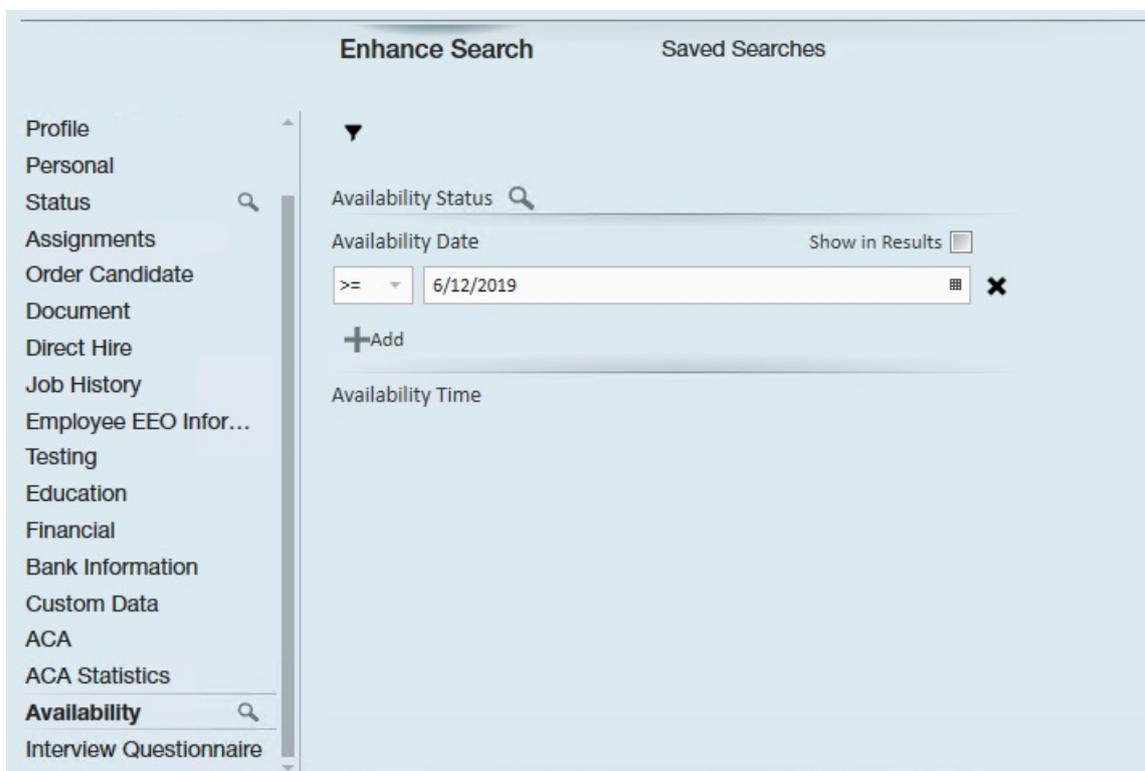


For those with the enhanced availability option, a green dot indicates available, red is unavailable, and red/green is partially available.

For more information, check out [Activity Tracker](#).

Searching:

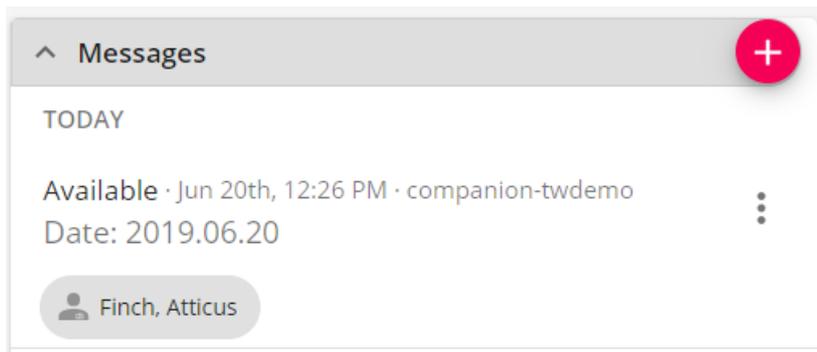
Under Enhanced Search, there is an Availability category where you can search by availability:



Beyond:

When an employee marks themselves as available, a message will be logged on their record.

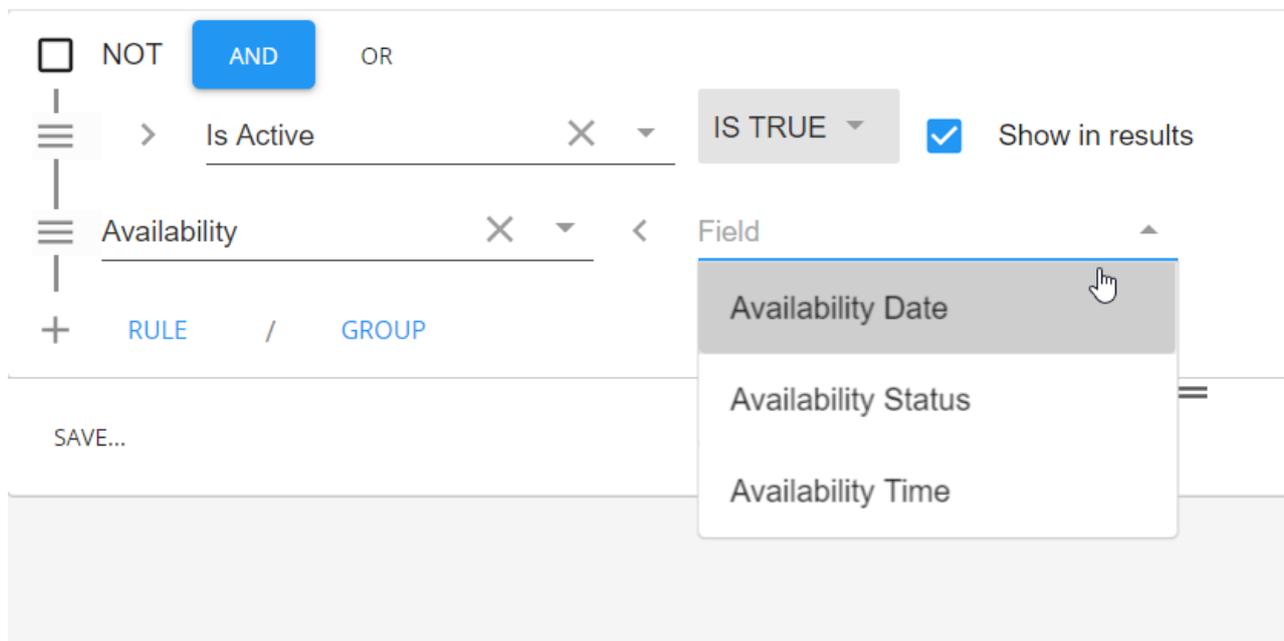
Example Message Logged:



Searching:

You can search for employees who have marked themselves as available by utilizing the [Advanced Search](#) options.

Select the Availability category to see all fields related to tracking availability:



Example Search:

