

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.

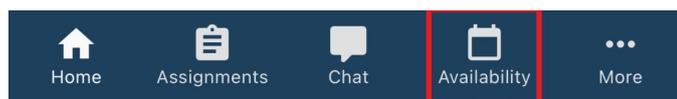
This Article Covers:

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

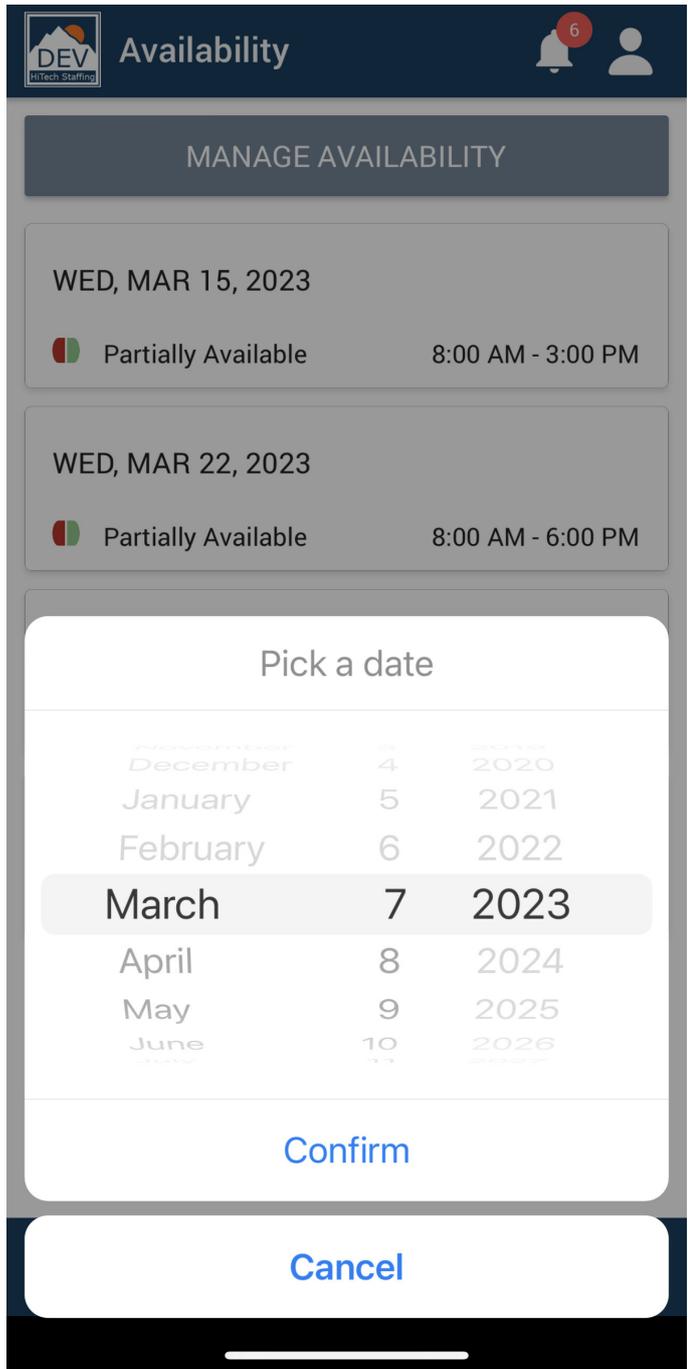


Availability



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

SAVE

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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

SAVE

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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.

Atticus Finch
456 Radley drive
Shorewood, MN 55331
ID: 4295080433
SSN: xxx-xx-2130
Branch: New Brighton

Follow up with David
Follow up with Captain Sham
Remember to bring file to lunch
Luke Dane Background check

Currently viewing 4 of 322397 tasks. View more...

tasks appointments social email

Day Week Month Timeline June - July 2019 6/30/2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
16 - 22 Jun		16 8:00 AM - 4:30 PM	17 8:00 AM - 4:30 PM	18	19 8:00 AM - 4:30 PM	20 8:00 AM - 4:30 PM	21 8:00 AM - 4:30 PM	22
23 - 29 Jun	23 8:00 AM - 4:30 PM	24 8:00 AM - 4:30 PM	25 8:00 AM - 4:30 PM	26 8:00 AM - 4:30 PM	27 8:00 AM - 4:30 PM	28 8:00 AM - 4:30 PM	29	

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:

Enhance Search Saved Searches

Profile
Personal
Status
Assignments
Order Candidate
Document
Direct Hire
Job History
Employee EEO Infor...
Testing
Education
Financial
Bank Information
Custom Data
ACA
ACA Statistics
Availability
Interview Questionnaire

Availability Status

Availability Date Show in Results

>= 6/12/2019

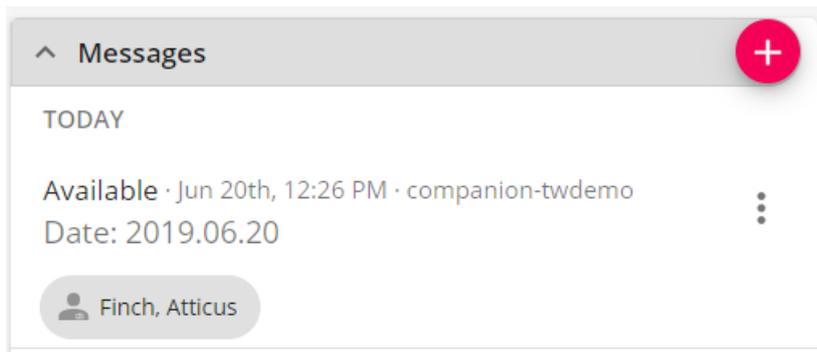
+Add

Availability Time

Beyond:

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

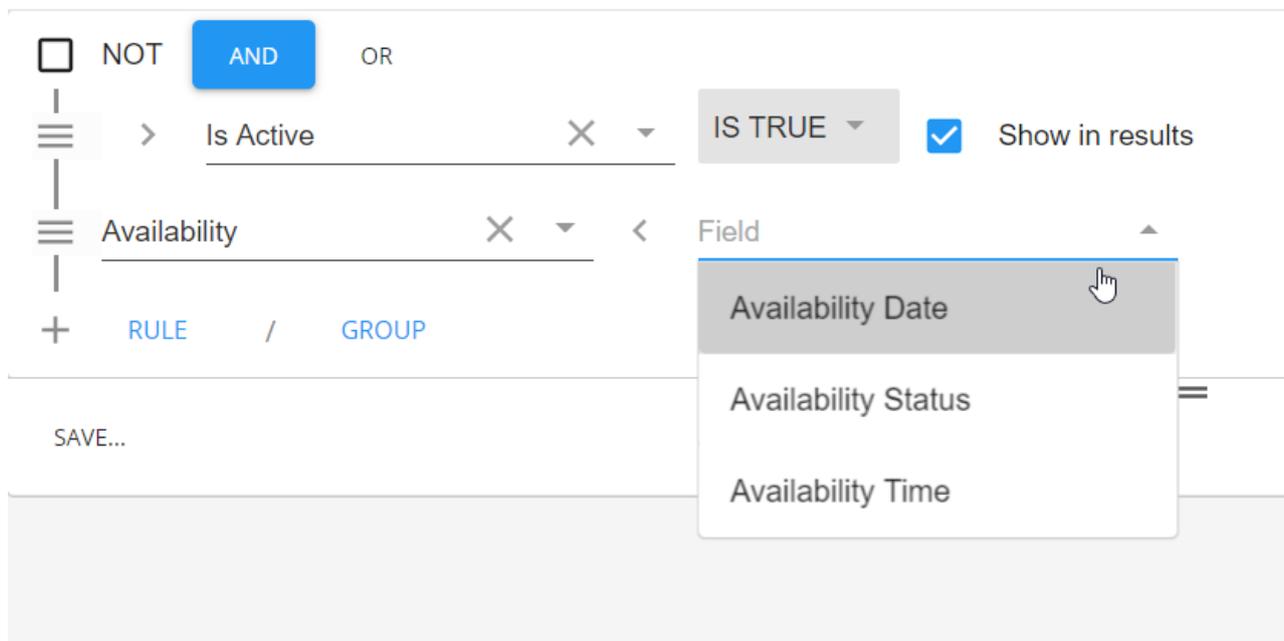
Example Message Logged:



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:

