

TempWorks Mobile App - Availability

Last Modified on 06/08/2026 12:17 pm CDT

Overview

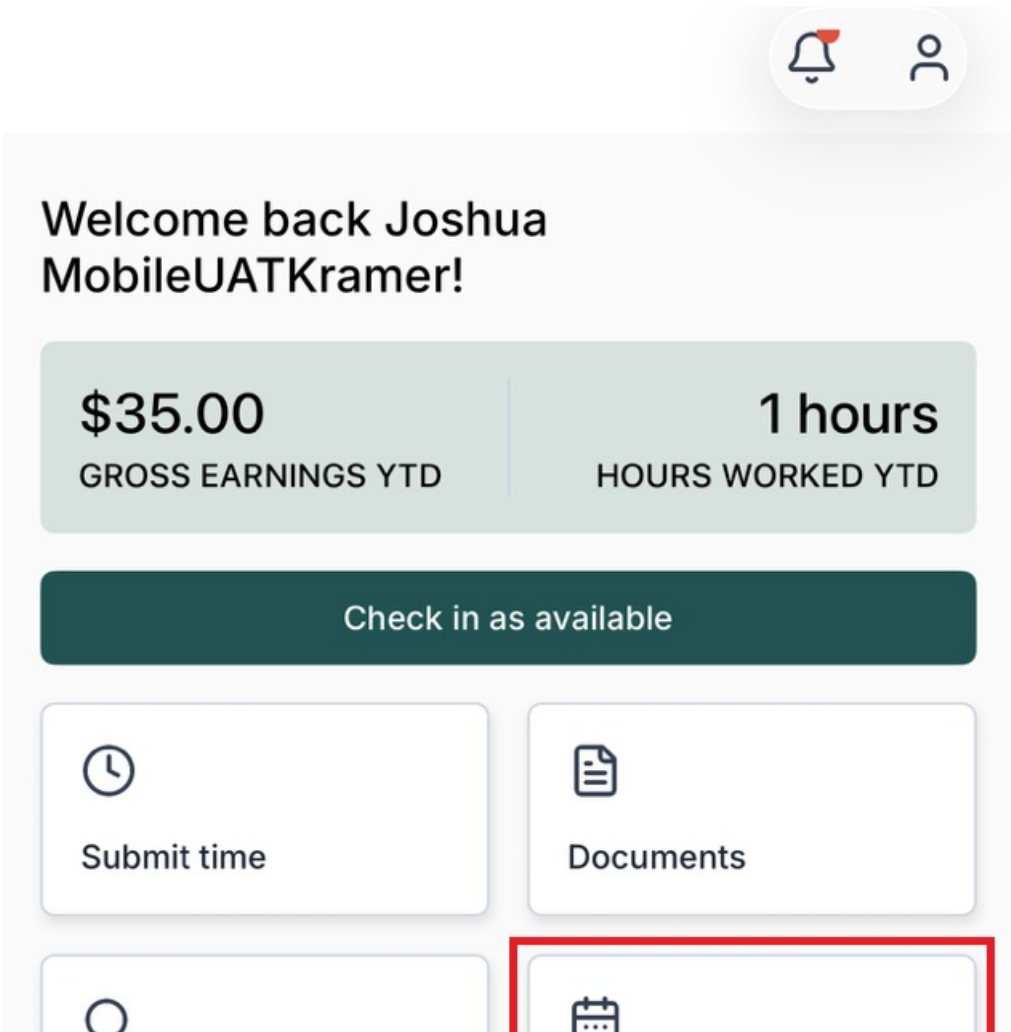
Whether your employees are at home or on the go, the TempWorks Mobile App connects employees to the information they need from your staffing agency.

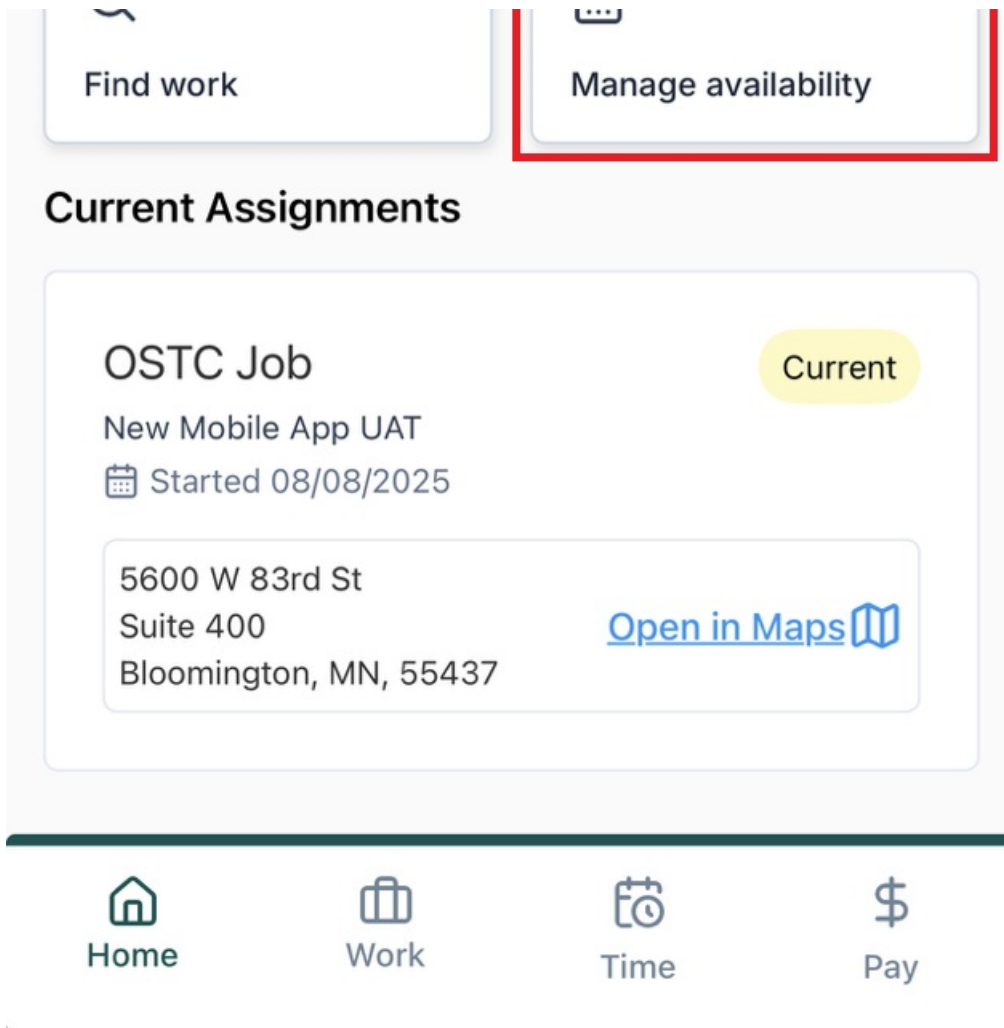
Availability Options

Within the TempWorks Mobile App, employee's can be set up to report their availability, if configured.

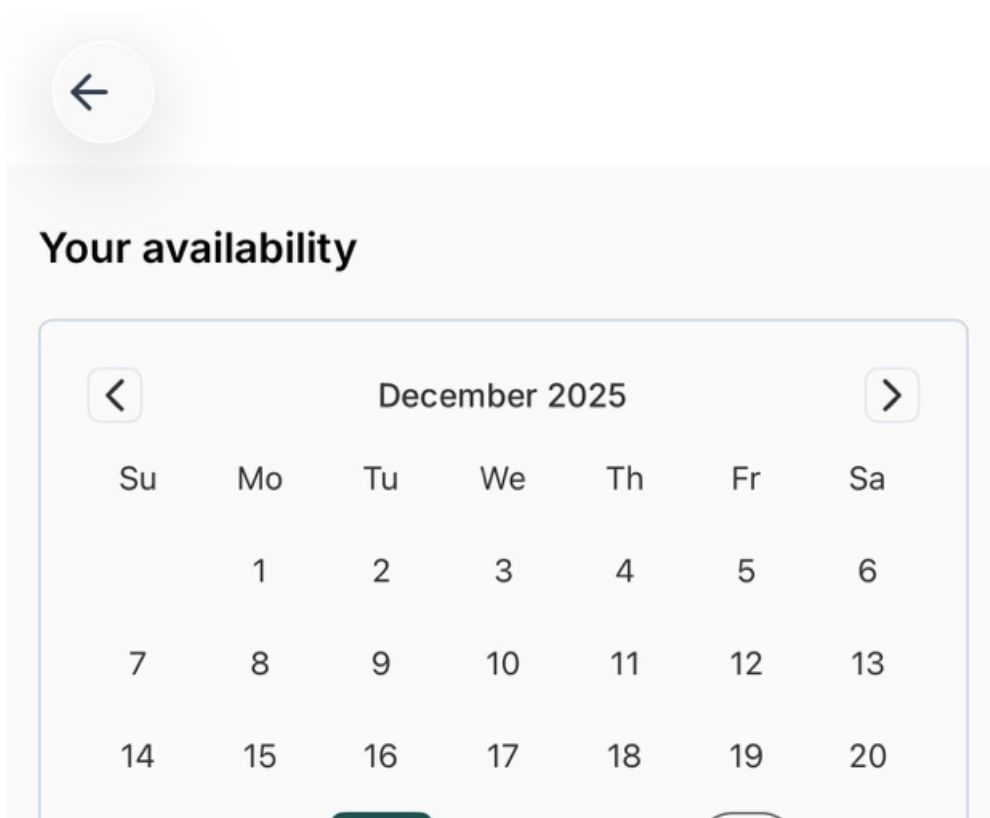
Managing Availability

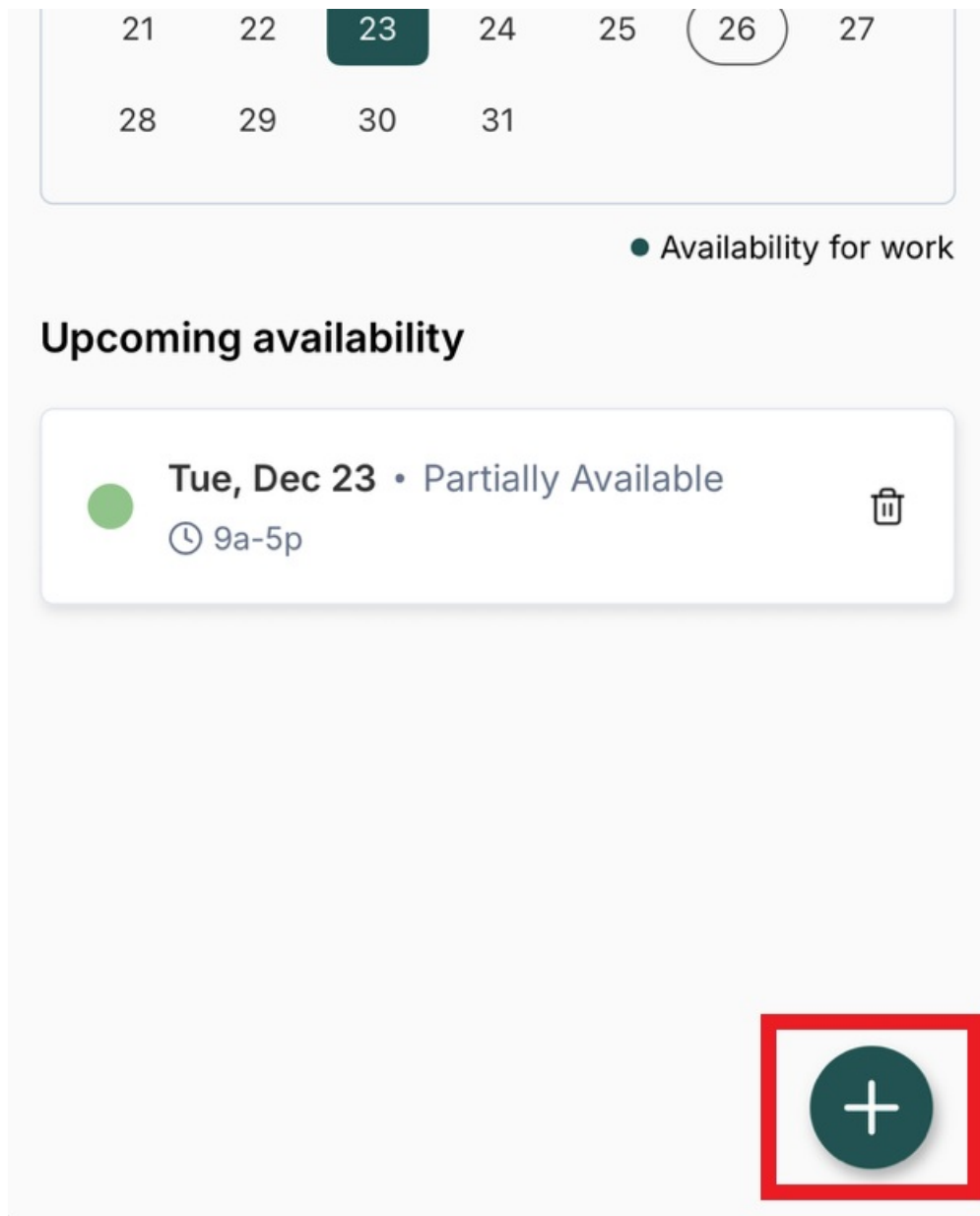
Select the "Manage Availability" card:





Select the "+" to update your availability:





Within the "Set Availability" window, enter the following information:

- Date
- Start & End Time
- (Optional) Comments

A screenshot of the 'Set availability' form. At the top left is a circular button with a left-pointing arrow. Below it is the title 'Set availability'. At the bottom, there is a text input field labeled 'Date*' which is highlighted by a red rectangular border.

Dec 28, 2025

🕒

All day

Start*

08:00 AM

×

to

End*

05:00 PM

×

+

Add time frame

↺

Repeats

Comment (optional)

Available for work.

19/250

💾

Save Availability

Note You can select the "Repeats" toggle to open the "Repeats" window.

A light blue navigation bar at the bottom of the screen contains a white circular button with a dark blue left-pointing arrow.

Set availability

Date*

Dec 28, 2025



All day



Start*

08:00 AM



to

End*

05:00 PM



+ Add time frame



Repeats



Comment (optional)

Available for work.

19/250

 Save Availability

Within the "Repeats" window, select the frequency and end date that reflects your availability:



Set availability

Date*



Repeats

Set frequency

Every day ✓

Every week day (Mon-Fri)

Every week

Every month

Every year

Set end date

Never

Custom end date ✓

Dec 26, 2025 ✕

 Save

Once complete, select "Save".

Once your availability options have been configured, select "Save Availability":



Set availability

Date*

Dec 28, 2025 

 **All day** 

Start* **End***

08:00 AM 

 to

05:00 PM 

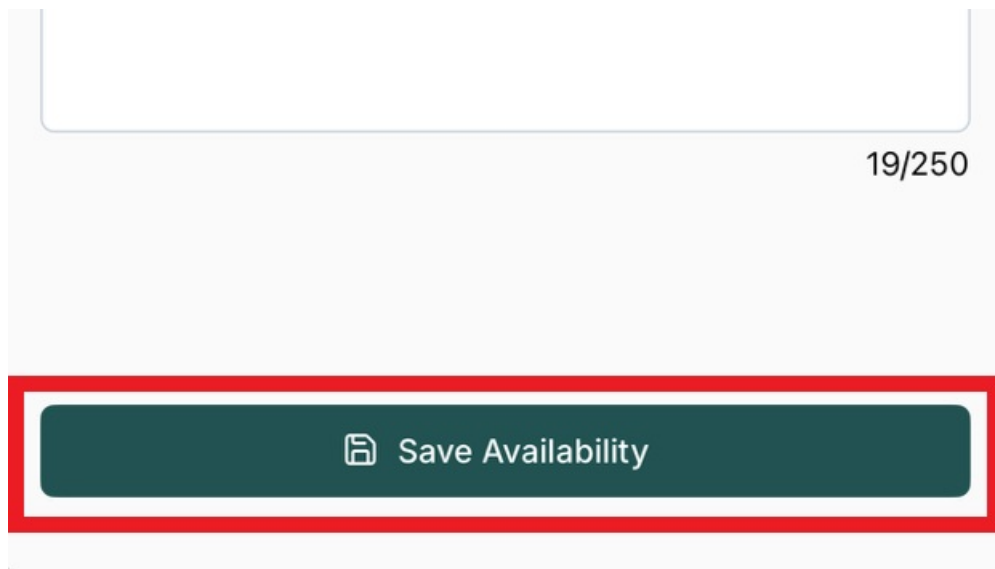
 Add time frame

 **Repeats** 

Every week day (Mon-Fri) 

Comment (optional)

Available for work.



Finding Availability in Beyond or Enterprise

When an employee marks themselves as available in the TempWorks Mobile Application, 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...

details

aca

activity tracker

assignment restrictions

contact methods

candidacy

direct hire

education

interpersonal

interview questionnaire

past jobs

required docs

test scores

transportation

unemployment

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 8:00 AM - 4:30 PM	19 8:00 AM - 4:30 PM	20 8:00 AM - 4:30 PM	21 8:00 AM - 4:30 PM
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:

- Green dot indicates available.
- Red is unavailable.
- Red/green is partially available.

Note 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

>=

6/12/2019

×

+Add

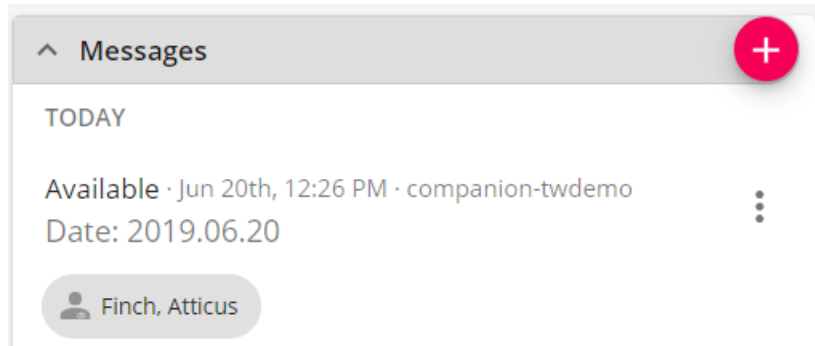
Availability Time

Show in Results ☐

Beyond

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

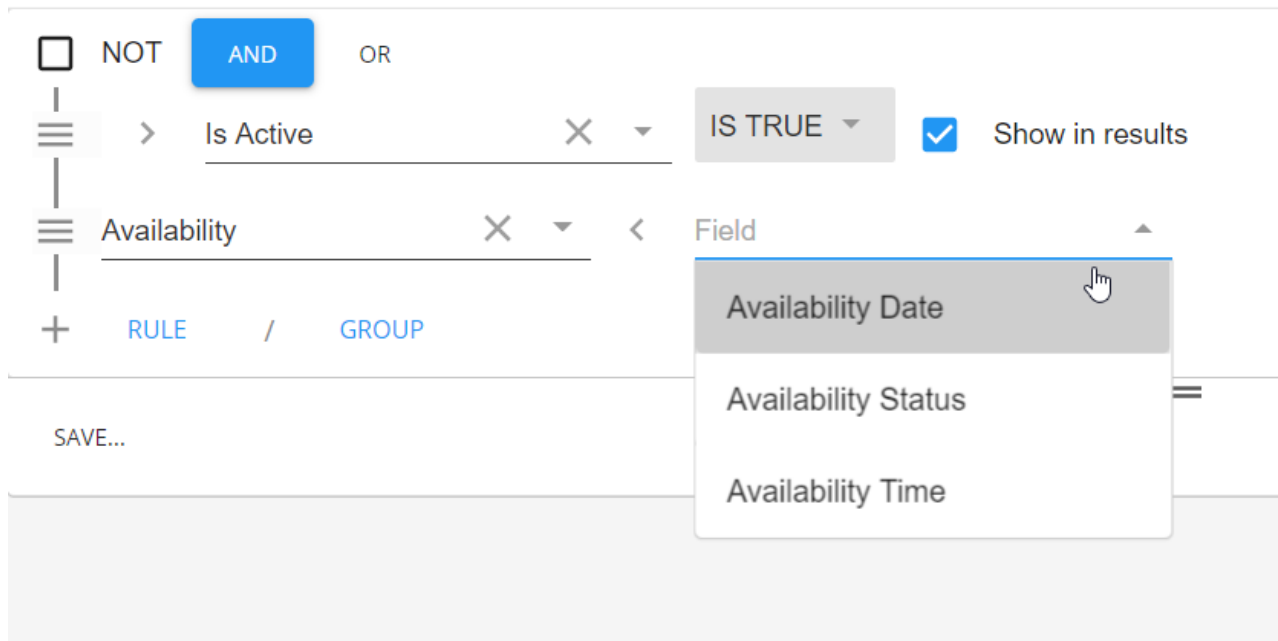
Example Message Logged:



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:

☐ NOT

AND

OR

>

Is Active

X

IS TRUE

☒ Show in results

X

>

Is Assigned

X

IS FALSE

☒ Show in results

X

☐ NOT

AND

OR

>

Availability Status

X

EQUALS

Available

X

X

>

Availability Date

X

IS ON OR AFTER

6/10/2019

X

X

RULE

/

GROUP

RULE

/

GROUP

SAVE...

RESET

SEARCH

Related Articles