

Configuration: Availabilities



This guide provides a straightforward approach to managing your availabilities, making it easy to set, edit, and delete schedule windows. It offers step-by-step instructions to streamline the configuration process, ensuring you can efficiently organize your time. By following these steps, you can quickly customize your availability, enhancing productivity and clarity in your scheduling. Whether for personal or professional use, this guide simplifies the task of keeping track of your available hours.

Create Availabilities

1

In this section, we will look at how to create availability windows for the physical information section of the asset, which you can edit on the physical info tab.

The screenshot displays the 'micad pro' software interface. The top navigation bar includes a menu icon, the 'micad pro' logo, and the text 'Current Application Asset'. The left sidebar contains 'Asset Register' and 'Configuration' (highlighted). The main content area is titled 'Fire Door - 00005' and shows asset details: Asset ID: 5, Status: Broken (yellow dot), Asset Health: Average (red/orange dot). Below this is a tabbed interface with 'PHYSICAL INFO' selected and circled in yellow. The 'PHYSICAL INFO' section contains a table of asset details:

Field	Value
Asset Status	Broken
Asset ID	5
Alt Reference ID	DEV-RU-RU-00005
Asset Health	Average
Barcode	AV123456
Asset Type	Fire Doors
Asset Sub Type	BOYLES MACHINE
Asset Description	Fire Door - 00005
Manufacturer	AUTION MICRO
Model	53N00
Serial Number	44A214C0-D712-496A-A
Unit	Single

To the right of the 'PHYSICAL INFO' section is an 'AVAILABILITY TO USE' section with an 'Edit' button and a table showing standard hours (7 day week) for each day of the week (Mon-Sun) and a 'MEDIA' section.

2 Clicking Edit here.

The screenshot shows the 'micad pro' interface for asset 'Fire Door - 00005'. The asset status is 'Broken' and health is 'Average'. The 'AVAILABILITY TO USE' section is highlighted with a yellow circle, and the 'Edit' button next to it is also circled in yellow. The interface includes a top navigation bar with the user name 'Ian Johnson' and a notification bell. Below the asset name, there are tabs for 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'PHYSICAL INFO' tab is active, showing a list of asset details. The 'AVAILABILITY TO USE' section shows 'Standard Hours (7 day week)' with a table of hours for each day of the week.

Day	Hours
Mon	09:00 - 17:00
Tue	09:00 - 17:00
Wed	09:00 - 17:00
Thu	09:00 - 17:00
Fri	09:00 - 17:00
Sat	09:00 - 17:00
Sun	09:00 - 17:00

3

The screenshot shows the 'micad pro' interface with the 'Edit Availability to use' dialog box open. The dialog box has a title bar 'Edit Availability to use: Fire Door - 00005'. It contains a section 'AVAILABILITY TIMES' with a list of options: 'Standard Hours (7 day week)', 'Working hours', and 'AV Times'. The 'Standard Hours (7 day week)' option is highlighted with a yellow circle. Below the list, there is a table showing the hours for each day of the week. The dialog box also has 'Cancel' and 'Save' buttons at the bottom.

Day	Hours
Fri	09:00 - 17:00
Sat	09:00 - 17:00
Sun	09:00 - 17:00

4 To configure these, click on configuration in the menu on the left.

The screenshot shows the micad pro interface. On the left, a dark blue sidebar contains a menu with 'Asset Register' and 'Configuration' (highlighted with a yellow circle). The main content area displays the details for 'Fire Door - 00005'. At the top, it shows 'Asset ID: 5', 'Status: Broken' (with a yellow dot), and 'Asset Health: Average' (with a red-to-green gradient bar). Below this are tabs for 'GENERAL', 'GROUP', 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'PHYSICAL INFO' tab is active, showing a table of asset details:

PHYSICAL INFO		AVAILABILITY TO USE
Asset Status	Broken	Standard Hours (7 day w
Asset ID	5	Mon
Alt Reference ID	DEV-RU-RU-00005	Tue
Asset Health	Average	Wed
Barcode	AV123456	Thu
Asset Type	Fire Doors	Fri
Asset Sub Type	BOYLES MACHINE	Sat
Asset Description	Fire Door - 00005	Sun
Manufacturer	AUTION MICRO	MEDIA
Model	53N00	
Serial Number	44A214C0-D712-496A-A	
Unit	Single	

An 'Edit' button is visible in the top right of the 'PHYSICAL INFO' section.

5 Click edit availabilities.

The screenshot shows the micad pro configuration page. The top header includes the micad pro logo, a notification bell, and the user 'Admin [devalpha]'. The main content area is a grid of configuration options, each with an 'Edit' button (indicated by a pencil icon):

- Asset Type
- Asset Sub Type
- Model
- Unit
- Availabilities (highlighted with a yellow circle)
- Custom Fields

Other visible buttons include 'Edit Asset Status', 'Edit Supplier', and 'System Parameters'.

6 To create a new availability, click this button.

micad pro

Ian Johnson
Admin [devalpha]

Availabilities Configuration

+ Create Availability

ID	DETAILS
1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting

7 Click in the details box to give this availability a name.

micad pro

Availabilities Configuration

Create Availability

Details *

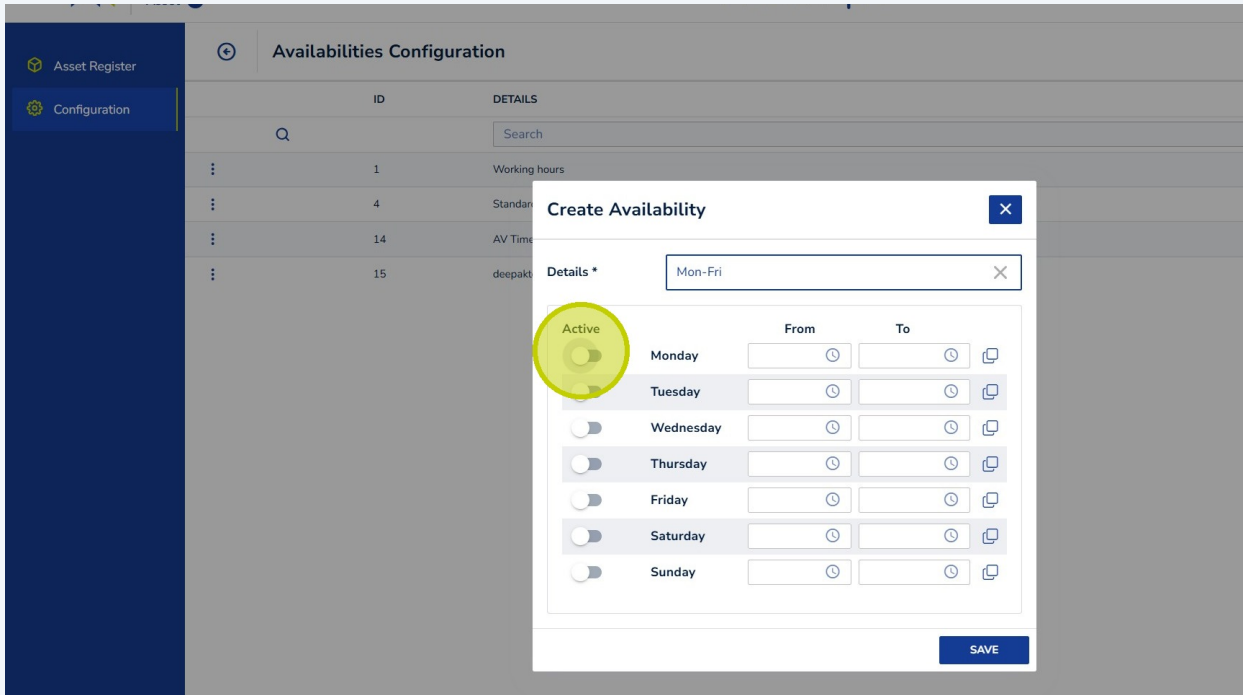
Details

Active		From	To
<input type="checkbox"/>	Monday		
<input type="checkbox"/>	Tuesday		
<input type="checkbox"/>	Wednesday		
<input type="checkbox"/>	Thursday		
<input type="checkbox"/>	Friday		
<input type="checkbox"/>	Saturday		
<input type="checkbox"/>	Sunday		

SAVE

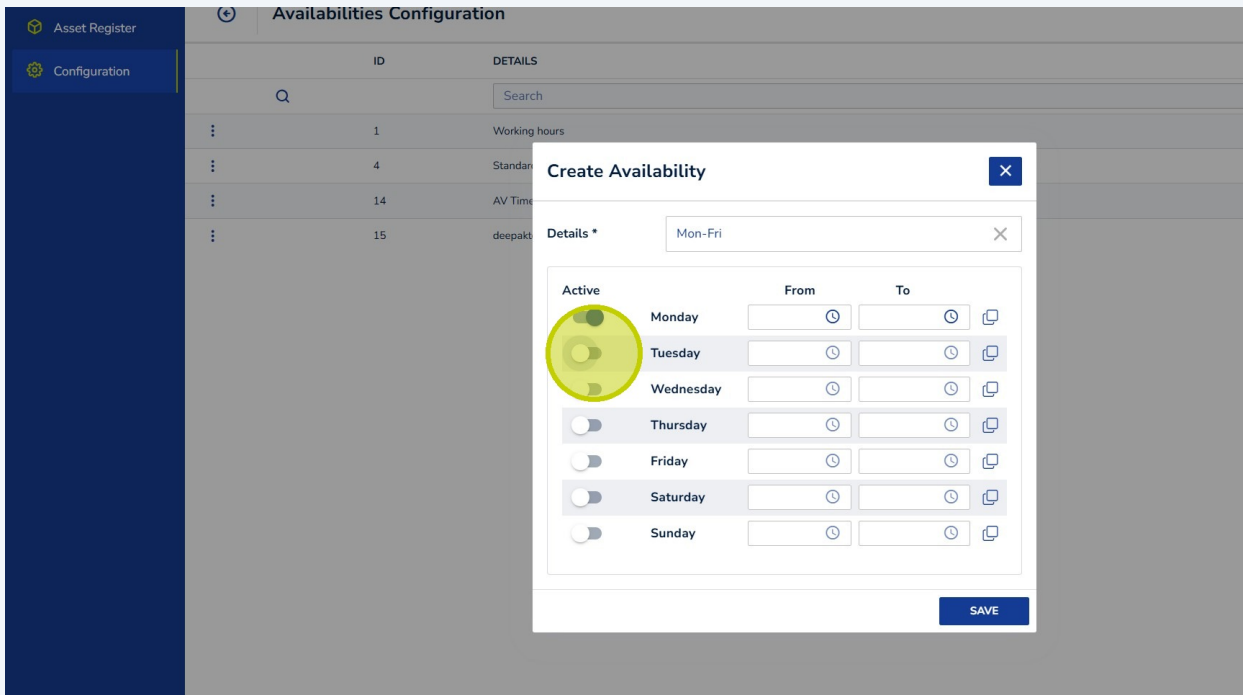
8

After you've given it a name, activate the days you want for this availability window by using the toggles on the left.

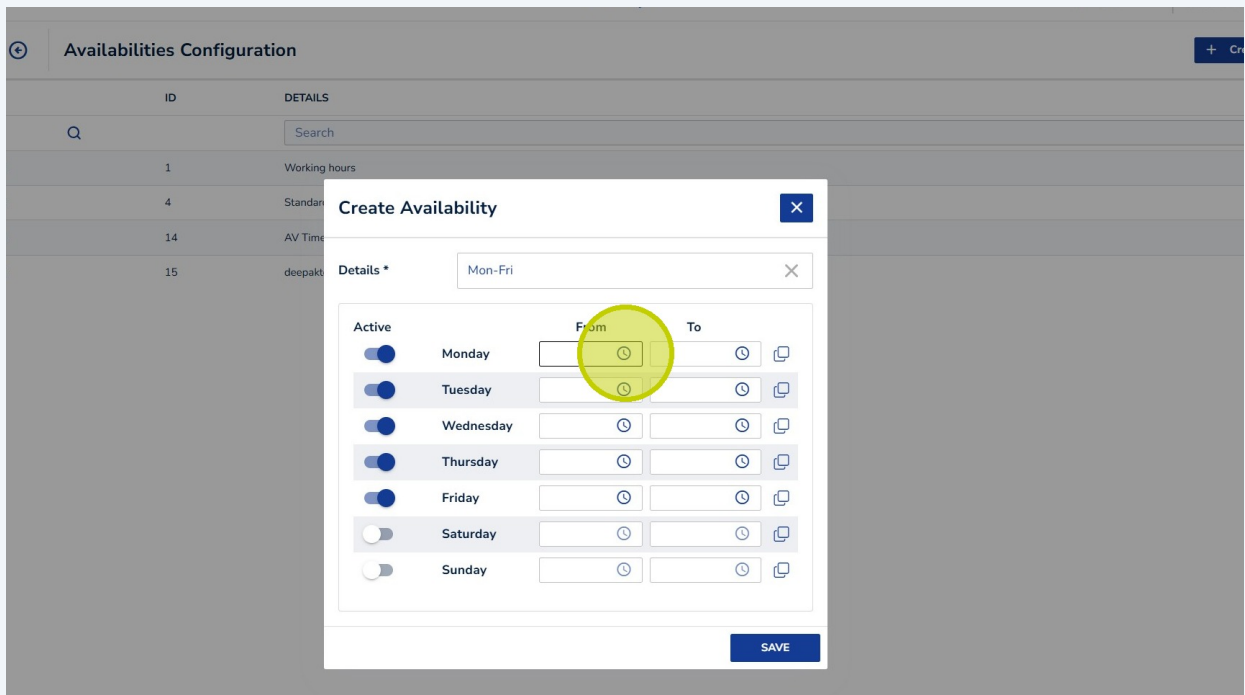


9

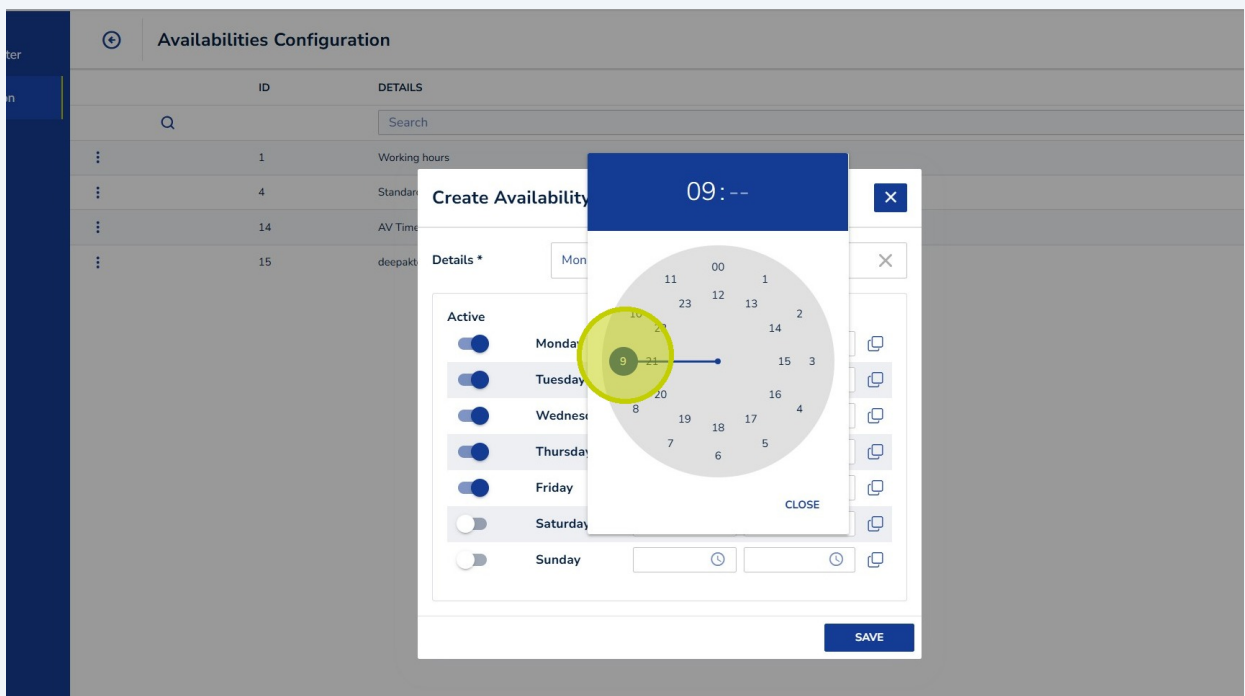
Click here.



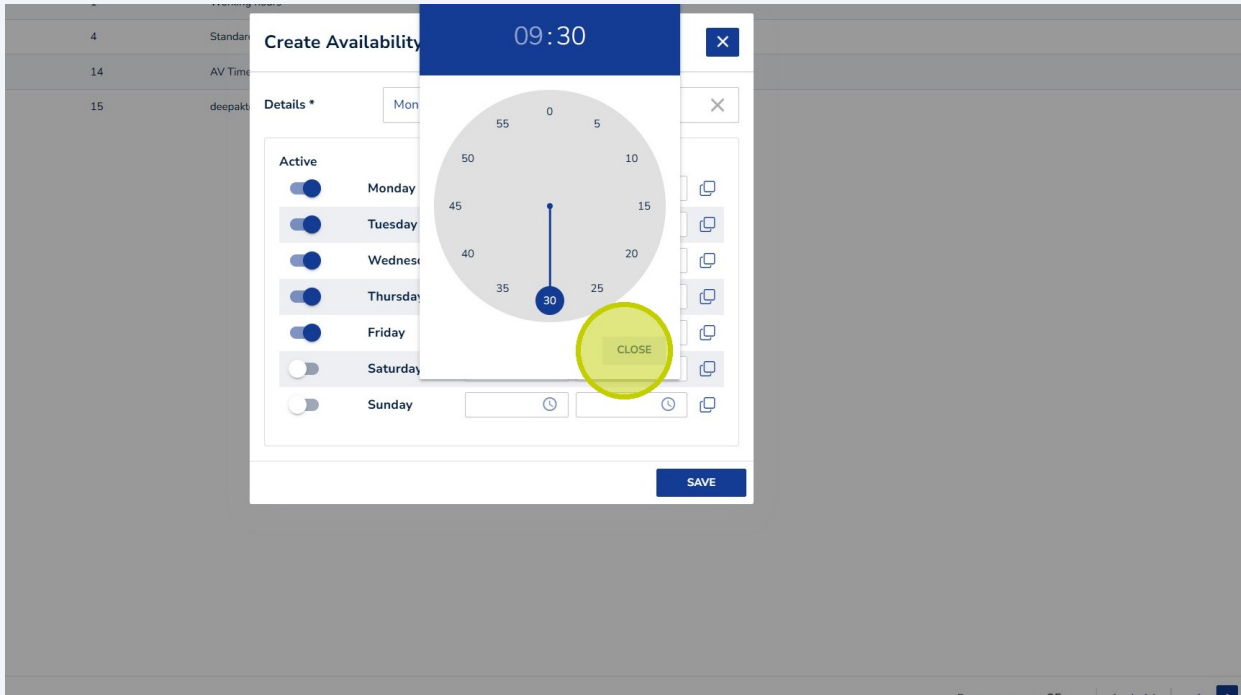
10 Next, for each day, click the clock icon to set the time.



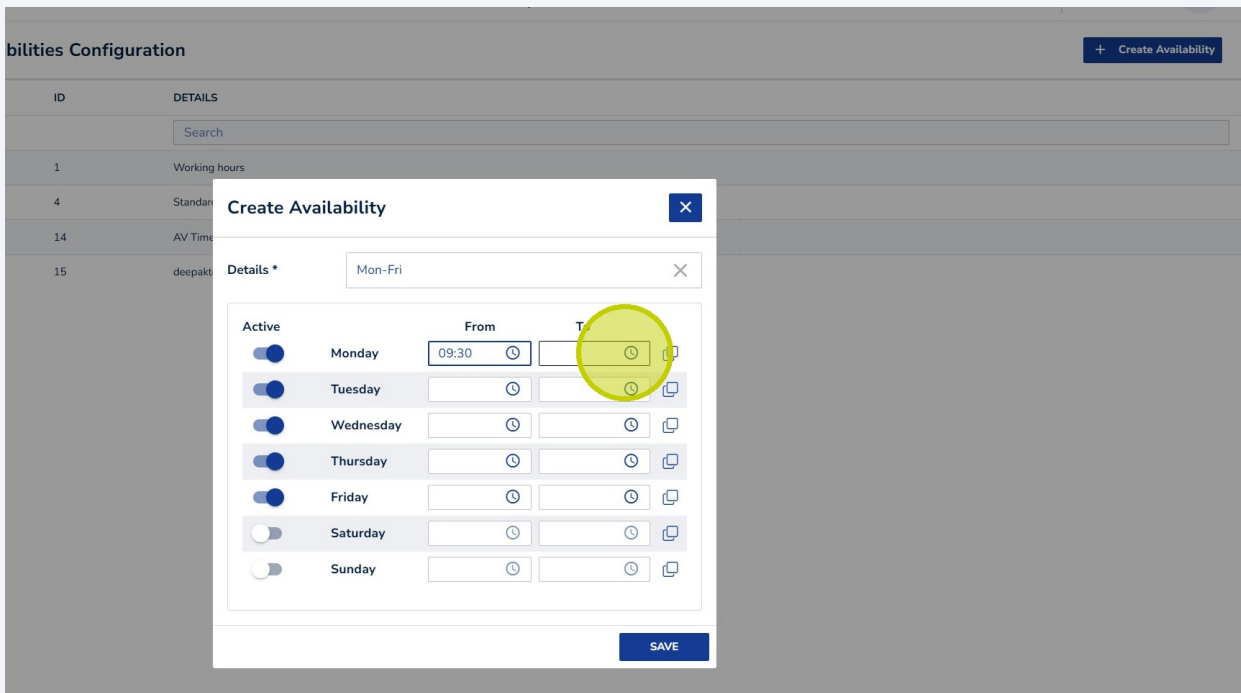
11 Choose the hour



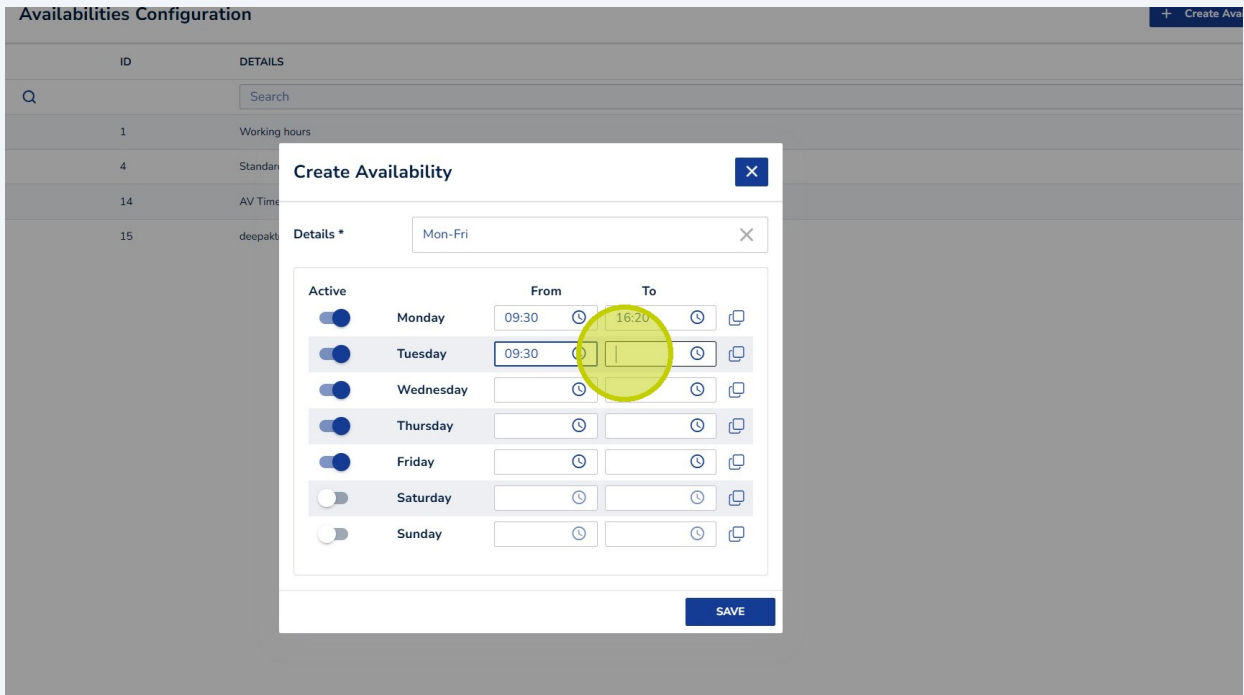
12 Then the minutes. Once the correct time is displayed click close.



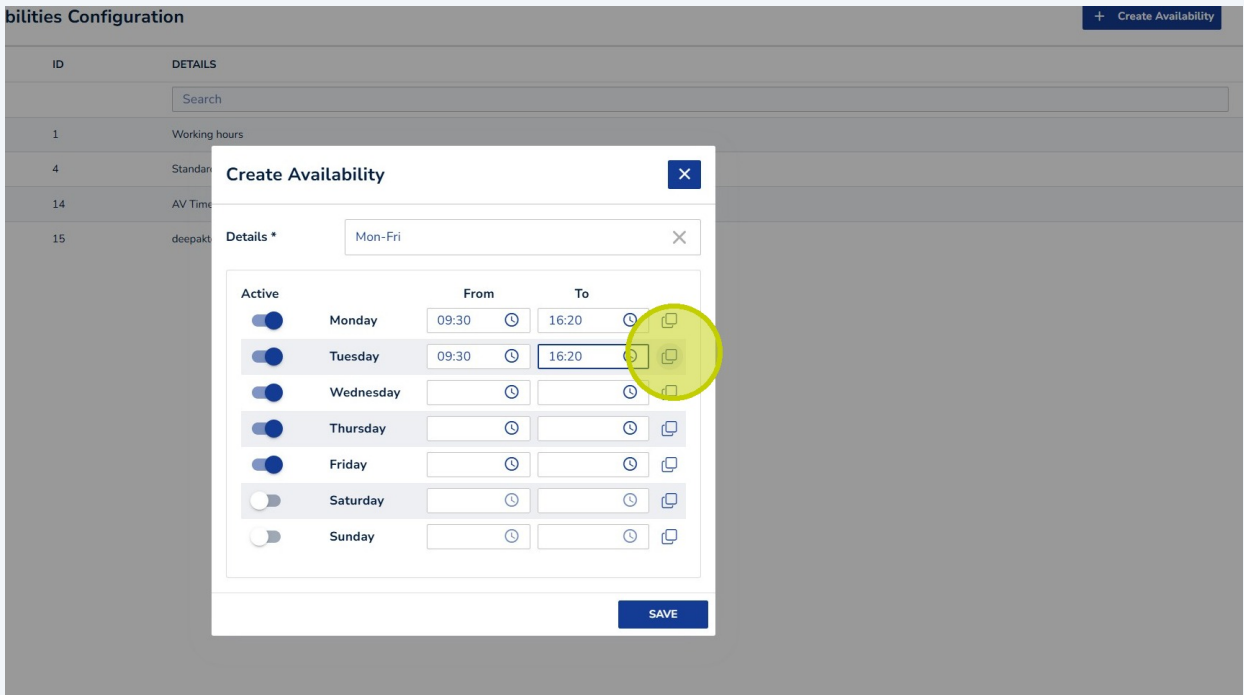
13 Repeat the process for the To time.



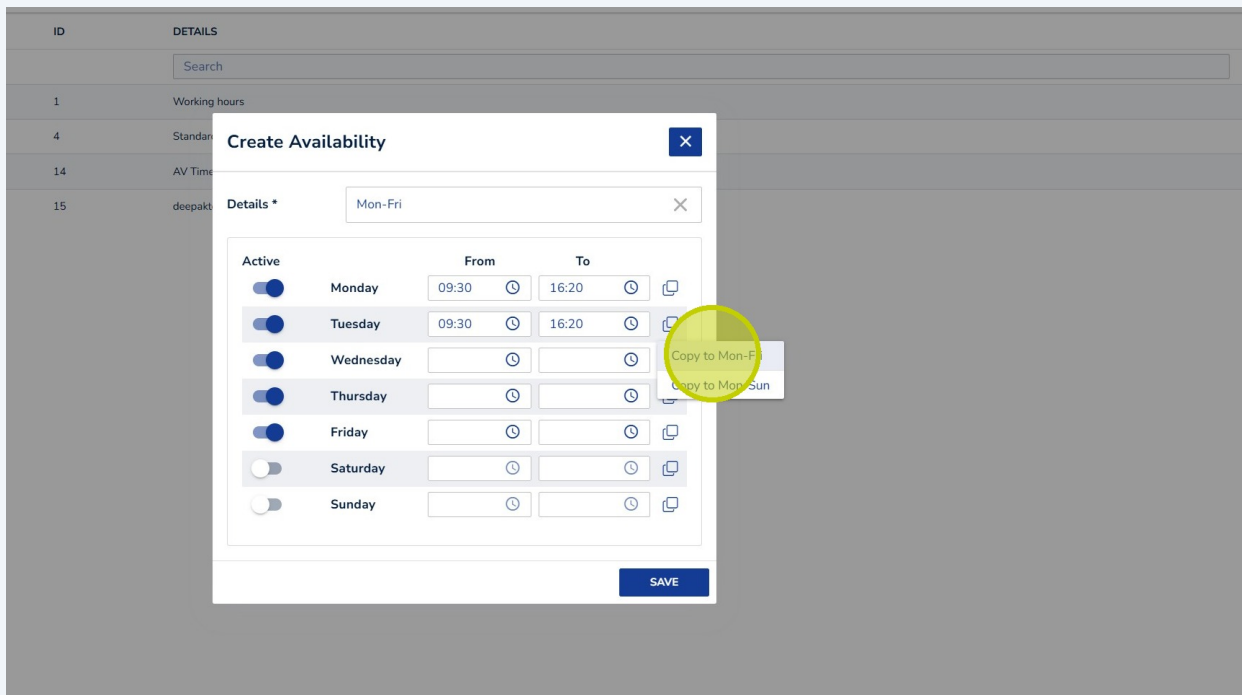
14 Alternatively, you can type.



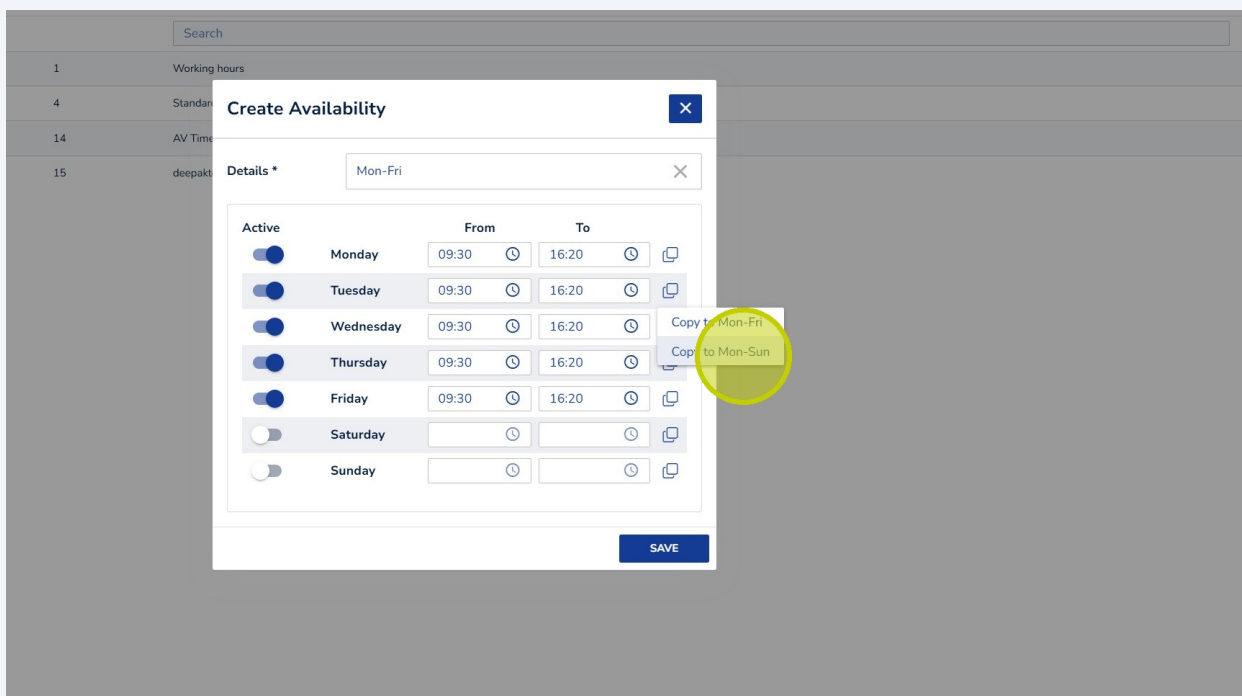
15 If you wish to copy a time window from one day to the next, click this icon.



16 This will allow you to copy in bulk from Monday to Friday,



17 or Monday to Sunday.



18 Once you are happy with the availability window, click save.

Create Availability

Details * Mon-Fri

Active		From	To	
<input checked="" type="checkbox"/>	Monday	09:30	16:20	<input type="button" value="🕒"/>
<input checked="" type="checkbox"/>	Tuesday	09:30	16:20	<input type="button" value="🕒"/>
<input checked="" type="checkbox"/>	Wednesday	09:30	16:20	<input type="button" value="🕒"/>
<input checked="" type="checkbox"/>	Thursday	09:30	16:20	<input type="button" value="🕒"/>
<input checked="" type="checkbox"/>	Friday	09:30	16:20	<input type="button" value="🕒"/>
<input type="checkbox"/>	Saturday			<input type="button" value="🕒"/>
<input type="checkbox"/>	Sunday			<input type="button" value="🕒"/>

SAVE

Rows per page: 25 | 1 - 4 of 4 | 1

19 Your availability will now go at the bottom of this table and will be available in physical information.

micad pro

Asset Register

Configuration

Availabilities Configuration

ID	DETAILS
1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting
16	Mon-Fri

Edit Availabilities

20 To edit an availability, double click it in the table.

Current Application
Asset

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Availabilities Configuration

ID	DETAILS
1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting
16	Mon-Fri

21 Make the required changes to the form and click save.

Edit Availabilities

Details * Mon-Fri

Active		From	To	
<input checked="" type="checkbox"/>	Monday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Tuesday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Wednesday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Thursday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Friday	09:30	16:20	<input type="text"/>
<input type="checkbox"/>	Saturday			<input type="text"/>
<input type="checkbox"/>	Sunday			<input type="text"/>

DELETE SAVE

Rows per page: 25 | 1 - 5 of 5 | 1

22 Alternatively, click the three dots, and click edit.

Current Application Asset

Data successfully saved.

Asset Register Configuration

Availabilities Configuration

	ID	DETAILS
Q		Search
⋮	1	Working hours
⋮	4	Standard Hours (7 day week)
⋮	14	AV Times
⋮	15	deepaktesting
⋮	16	Mon-Fri

23 Click here.

Asset Register Configuration

Availabilities Configuration

	ID	DETAILS
Q		Search
⋮	1	Working hours
⋮	4	Standard Hours (7 day week)
⋮	14	AV Times
⋮	15	deepaktesting
⋮	16	Mon-Fri

- Select
- Edit
- Delete

Delete Availabilities

24 To delete an availability double click to open it.

The screenshot displays the 'Availabilities Configuration' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar is a table with two columns: 'ID' and 'DETAILS'. The table contains the following data:

ID	DETAILS
1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting
16	Mon-Fri

A yellow circle is overlaid on the '16 Mon-Fri' row, indicating that this row should be double-clicked to delete the availability.

25 Click delete.

The screenshot shows a software interface with a list of availability items on the left and a modal dialog box titled "Edit Availabilities" on the right. The dialog box has a "Details" section for "Mon-Fri" and a table of days with their respective active status and time ranges. The "DELETE" button at the bottom left of the dialog is highlighted with a yellow circle.

Active		From	To	
<input checked="" type="checkbox"/>	Monday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Tuesday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Wednesday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Thursday	09:30	16:20	<input type="text"/>
<input checked="" type="checkbox"/>	Friday	09:30	16:20	<input type="text"/>
<input type="checkbox"/>	Saturday			<input type="text"/>
<input type="checkbox"/>	Sunday			<input type="text"/>

26 Click OK to confirm.

The screenshot shows a software interface with a list of availability items on the left and a modal dialog box titled "Confirm" in the center. The dialog box contains a confirmation message and two buttons: "CANCEL" and "OK". The "OK" button is highlighted with a yellow circle.

Confirm
Are you sure you want to delete the selected availability(ies)?

CANCEL OK

27 Alternatively, click on the three dots.

micadpro

Asset Register

Configuration

Availabilities Configuration

	ID	DETAILS
Q		Search
⋮	1	Working hours
⋮	4	Standard Hours (7 day week)
⋮	14	AV Times
⋮	15	deepaktesting
⋮	16	Mon-Fri

28 Click Delete.

micadpro

Asset Register

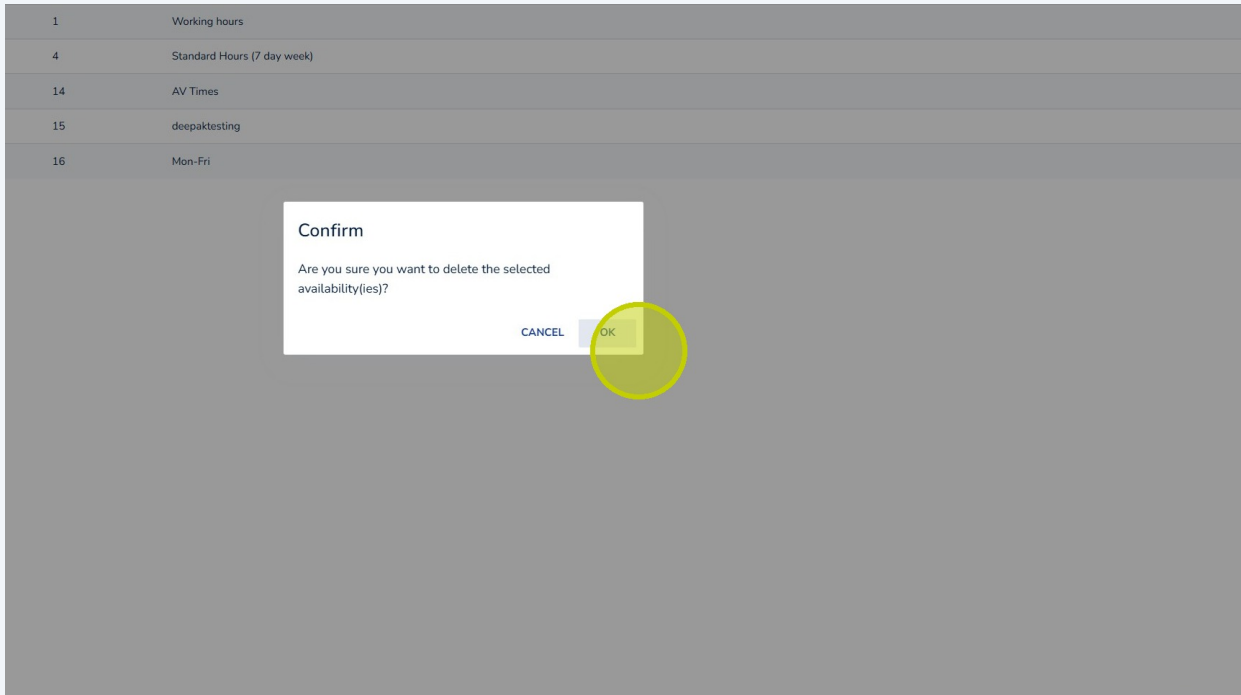
Configuration

Availabilities Configuration

	ID	DETAILS
Q		Search
⋮	1	Working hours
⋮	4	Standard Hours (7 day week)
⋮	14	AV Times
⋮	15	deepaktesting
⋮	16	Mon-Fri

- Select
- Edit
- Delete

29 Click OK to confirm.



30 If you wish to delete availability windows in bulk, click the three dots.



31 Click select.

Current Application Asset

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Asset Register

Configuration

Availabilities Configuration

ID	DETAILS
1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting
16	Mon-Fri

Search

Select

Edit

Delete

32 Make your selection and click Delete.

<input checked="" type="checkbox"/>	4	Standard Hours (7 day week)
<input checked="" type="checkbox"/>	14	AV Times
<input checked="" type="checkbox"/>	15	deepaktesting
<input type="checkbox"/>	16	Mon-Fri

Help

Edit Delete

Clear Selection Select All

3 of 5 selected

33

Click OK to confirm.

1	Working hours
4	Standard Hours (7 day week)
14	AV Times
15	deepaktesting
16	Mon-Fri

Confirm

Are you sure you want to delete the selected availability(ies)?

CANCEL OK