Manage Availability to Suppress Schedules

Manage Availability allows you to suppress schedules for users until you are ready for users to view them. Schedules are suppressed during optimization run cycles.

1. To access Manage Availability, click on the Optimization Setup tile in the top navigation bar to see the Optimization Setup Menu bar, and then click on Availability.

2. Click on Manage Availability in the Enter and Manage Menu

3. The Manage Availability screen
4. Starting on table at the bottom of the screen locate **Name** of Availability you want to suppress schedules for and then **click Edit Icon**.

**Existing Availability**

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Open For Educator Availability</th>
<th>Edit</th>
<th>Link Curricula</th>
<th>Add/Edit Course</th>
<th>Review Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Studies 13-14</td>
<td>05/06/2013</td>
<td>04/25/2014</td>
<td>Active</td>
<td>False</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCE 13-14</td>
<td>05/13/2013</td>
<td>04/24/2014</td>
<td>Active</td>
<td>False</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCE TEST</td>
<td>05/13/2013</td>
<td>04/23/2014</td>
<td>Active</td>
<td>False</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCE TEST</td>
<td>06/10/2013</td>
<td>03/28/2014</td>
<td>Active</td>
<td>False</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Studies TEST</td>
<td>05/07/2012</td>
<td>04/26/2013</td>
<td>Active</td>
<td>False</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. To **Add ranks and / or people groups to be suppressed** (schedules hidden from users) select appropriate rank / people group and **click + icon**.

**Manage Availability**

**Availability Name:** CCE 13-14

- **Start Date:** 05/13/2013
- **End Date:** 04/24/2014
- **Status:** Active
- **Open For Educator Availability:** False

**Suppress this schedule for:** Ranks and People Groups that appear in this box will have schedules suppressed

Ranks: Advanced Studies (AS)
Ranks: Core Clinical (CCE)
Ranks: FOM2

People Group: 2012 SOM Graduates
People Group: Advanced Studies 13-14 Distance
People Group: AY1213 - AS Students
People Group: AY1213 - CCE Students
People Group: AY1213 - FOM1 Students
People Group: AY1213 - FOM2 Students
People Group: Blackstone Learning Community
People Group: Blackstone Learning Community
6. To unsuppress (make schedules visible to users), select appropriate rank and/or people group and click **minus** icon.

**Blank box here indicates no schedules are suppressed**