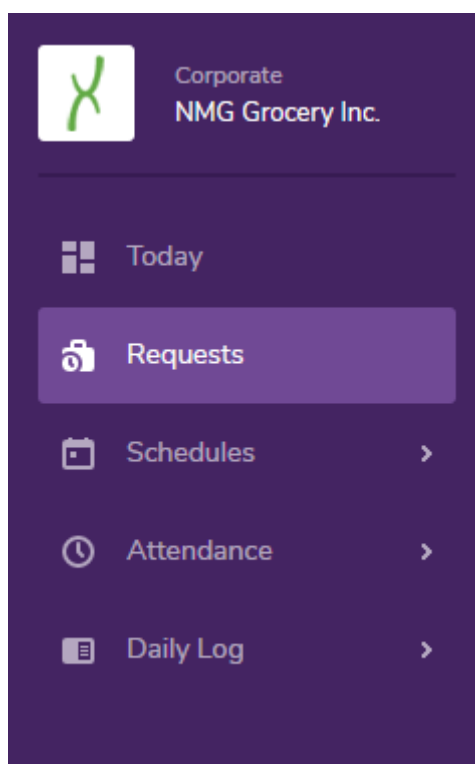


Edit or delete an availability or time off request

Editing and deleting requests and changing availability is easy with TimeForge! Prior to manager approval, Pending Requests can be edited or deleted. After a request is approved by management, you cannot edit the request, but you may delete it.

Click the Requests tab to go to your requests page



Requests that are not yet Approved can be Edited

Requests that are pending manager approval can be seen on your Request Calendar with a small caution icon next to them. These requests may also be edited or deleted.

Edit A Request

Track requests for time off, staff availability, and also create PTO requests for each of your team members.

[Previous Week](#)
Editing: 9/27/2019
[Update](#)
[Next Week](#)

Legend

One-time request:	Wants to work	Available to work	Does not want to work	Unavailable to work	⚠ Pending manager approval
Recurring availability:	Wants to work	Available to work	Does not want to work	Unavailable to work	⚠ Pending manager approval

	Sunday 9/22/2019	Monday 9/23/2019	Tuesday 9/24/2019	Wednesday 9/25/2019	Thursday 9/26/2019	Friday 9/27/2019	Saturday 9/28/2019
12:00 AM			⚠ Edit				
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							



Once a request is approved or denied by management personnel, you will not be able to edit the request.

Delete or Edit a Pending Request

Click the **Edit** link to bring up the request form.

If you have made a mistake in the request, you can edit or delete the request from this screen, prior to manager approval.

Edit Availability Request

You will need manager approval for this request

Request

I am unavailable to work

?

From / Start Date

09/24/2019

?

☒ All day

Happens

One time

?

Reason

?

All day one time on Tuesday Sep 24, 2019

Delete This Request

Next

Cancel

Pending Requests

After a request or change to availability has been made, you can see the request and status on your Today page.

My Requests	
I am unavailable to work on 9/24/2019 all day Reasons:	Pending Delete Edit Manager's comment:
I do not want to work on 8/16/2019 all day Reasons:	Approved Edit Manager's comment: