

# Availabilities

Menu: CRM ? Availabilities

## What

Availability of guides, drivers and tour guides can be entered and checked. Internal employees can enter their availability via a login. Other persons via an external link.

## Create and edit

How can I enter availabilities?

**Internal employees** with login can enter their availability directly in the menu under Availabilities.

Other persons, like **Guides**, can be entered under Administration ? Sales ? Guide. On the overview page of all guides, a link to the calendar with the availabilities can be sent via the email symbol.

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