Working hours and time off

Each technician has their own working hours, and time off is asked for and approved in HQ.

Steps

1. To change hours, open Technicians, pick the person, and change their hours.
2. A technician asks for time off from their phone app. It waits on the Requests screen.
3. Approve or Deny it. HQ checks it against your time-off rules first.

Good to know

Set your rules in Configure, then Time-off rules: how many days in a row, and how many people may be away at once.

HQ never sees or asks for the reason for time off.