Setting Resource availability

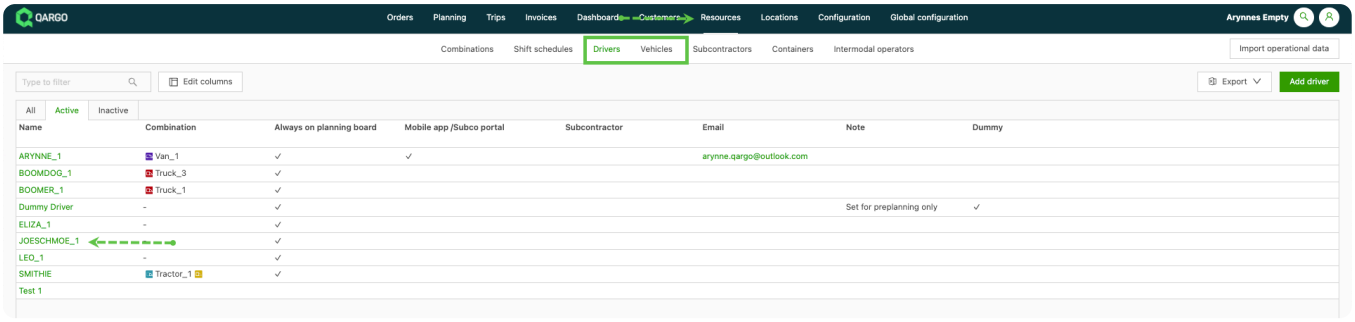
Set resource (Driver / Vehicle) availability in the resource profile to ensure only available resources are planned on trips.

Updated 12 January 2026

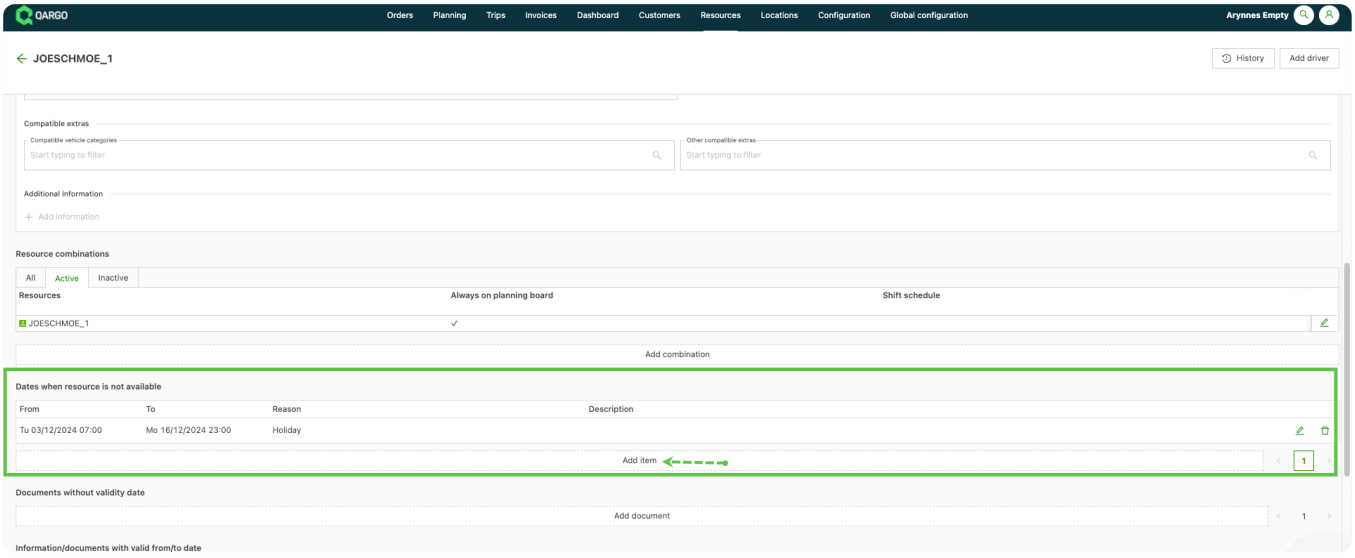
- Registering Resource Availability (Unavailability)
- Setting Availability from the Planning Board

Registering Resource Availability (Unavailability)

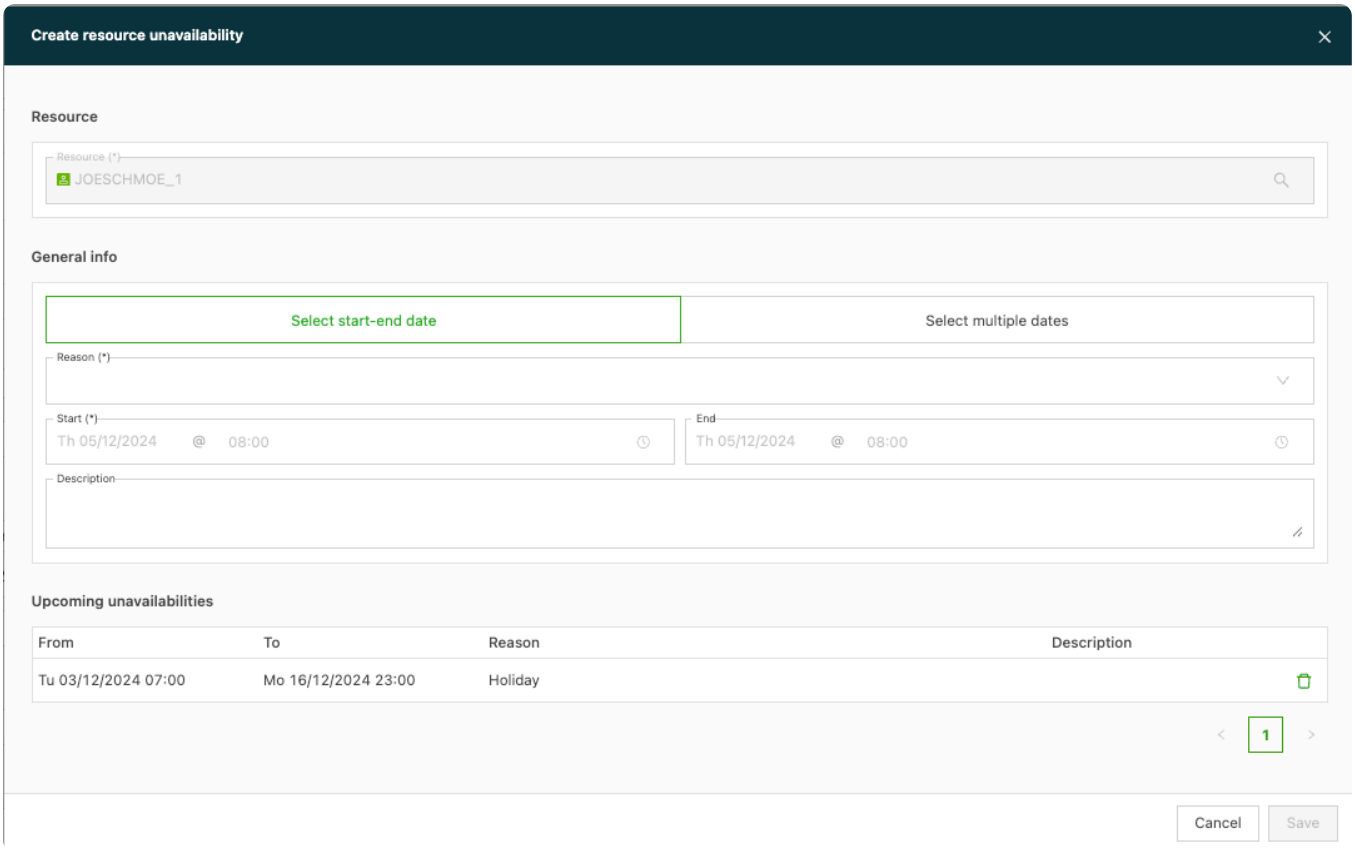
To update availability navigate to the Main Resources tab and select the resource category (Drivers / Vehicles) to update availability. Within each resource page, select the Name / ID of the Resource being updated by clicking on it.



In the Resource profile, locate the section '***Dates when resource is not available***' .

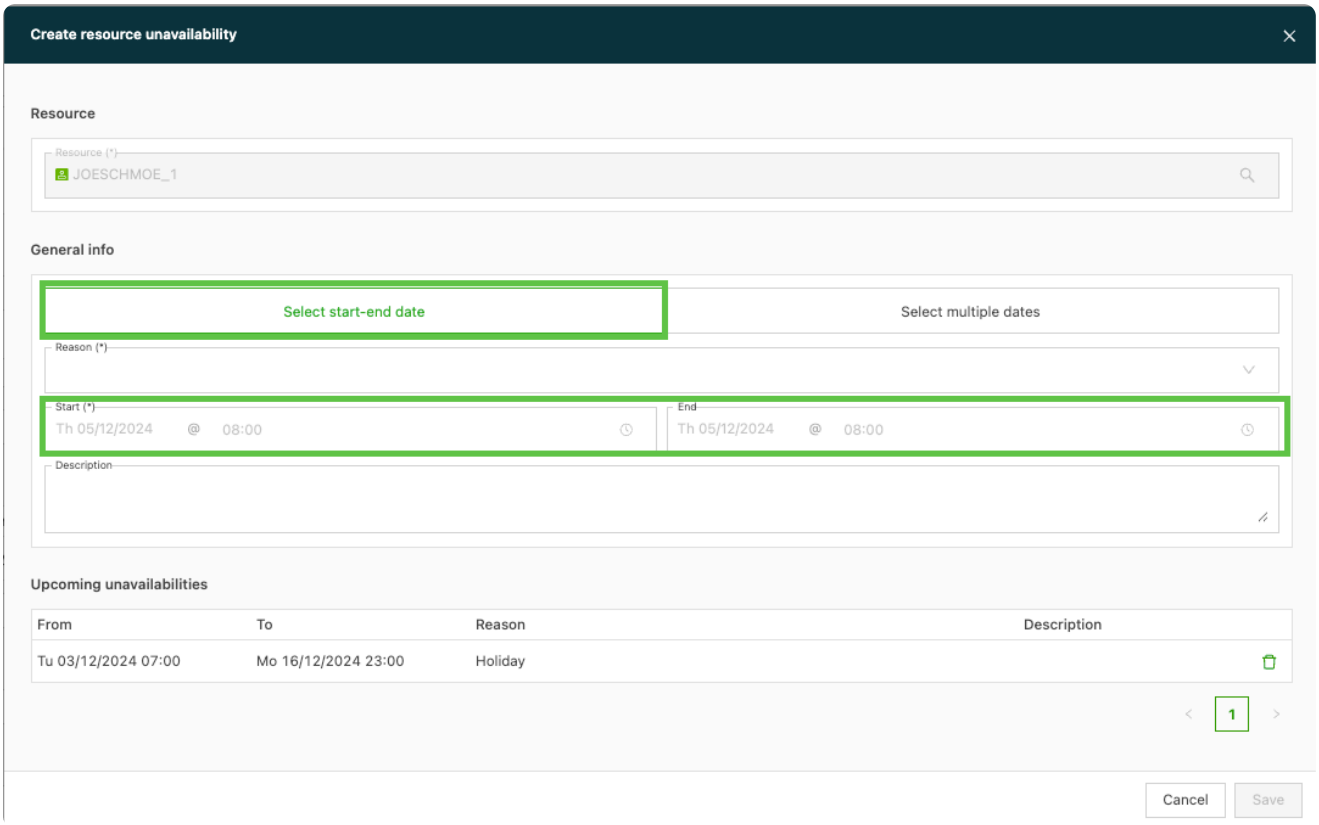


Click the 'Add Item' link to open the ***'create resource unavailability'*** page. There are 2 options to enter availability.



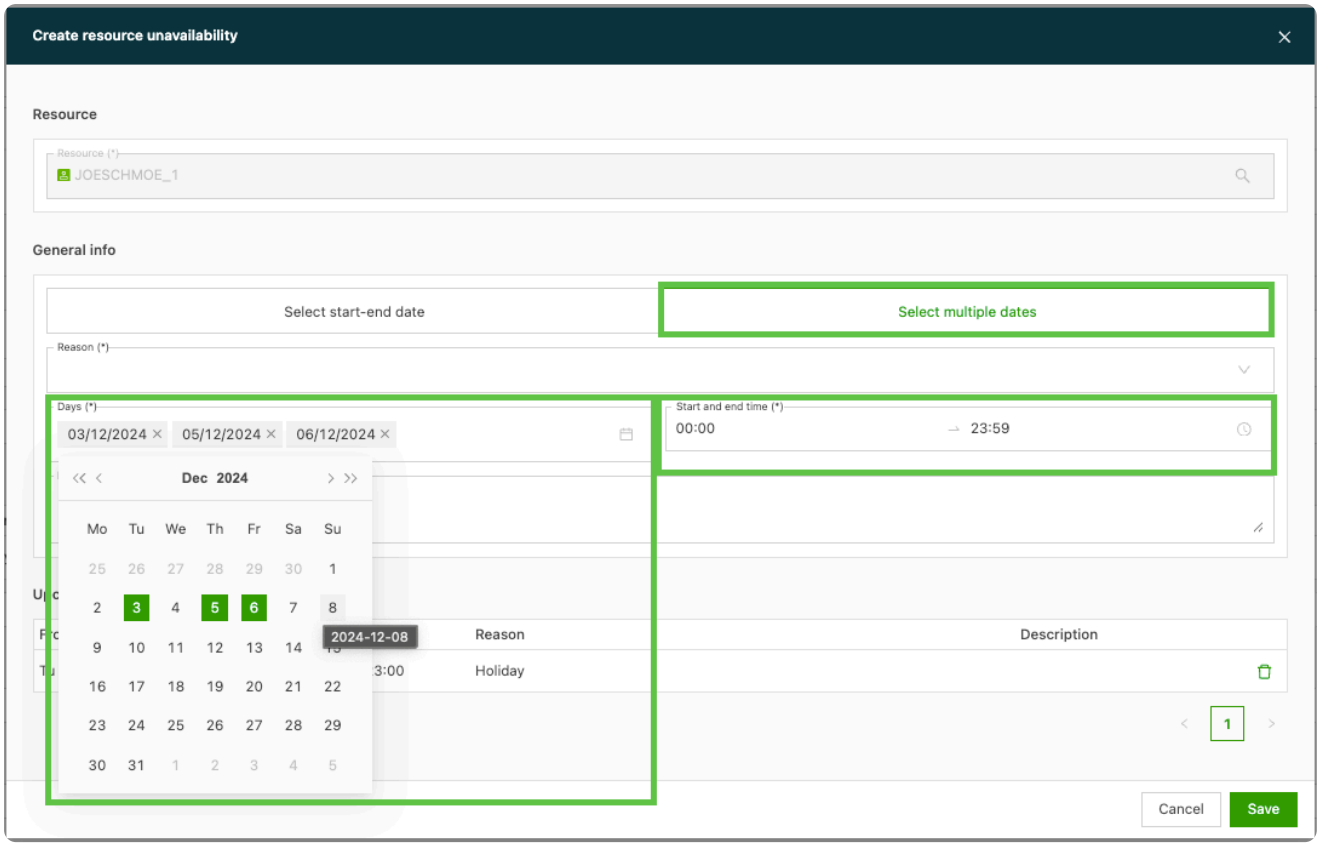
There are 2 options to set dates when the resource is not available.

1. Select start-end date. This accounts for a single period of time, set over the selected start/end date and time.

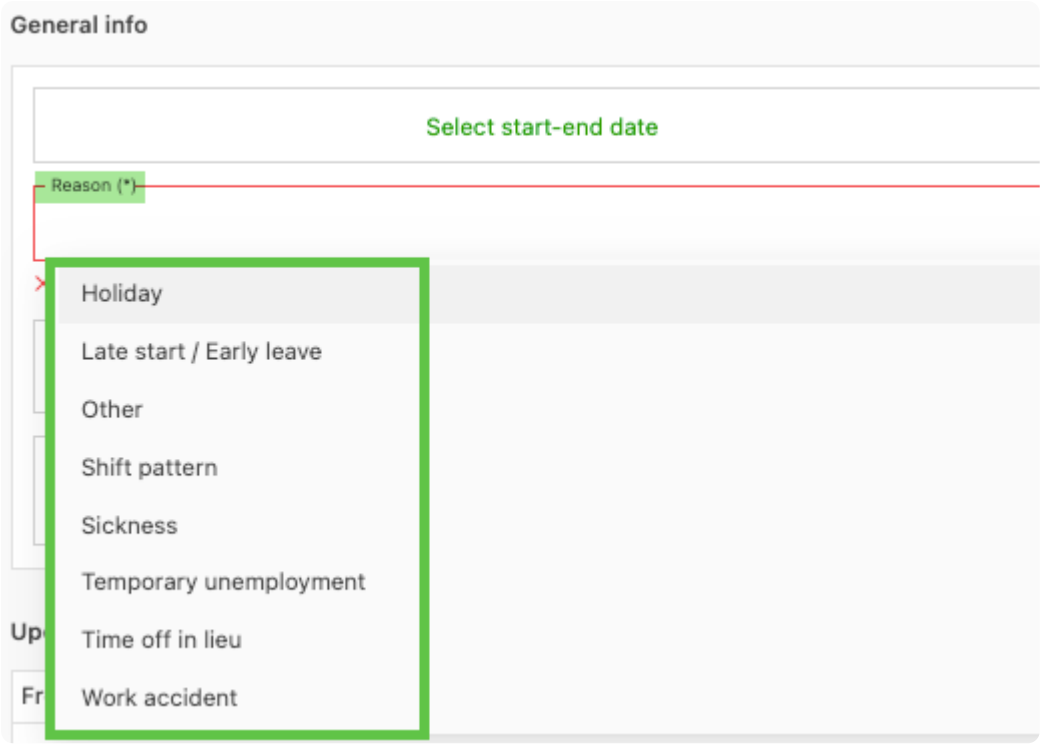


2. Select multiple dates. This allows for multiple dates to be selected from a calendar, with the start / end times available to be set. NOTE: the times will be set for ALL the dates selected. This should be used for a regular

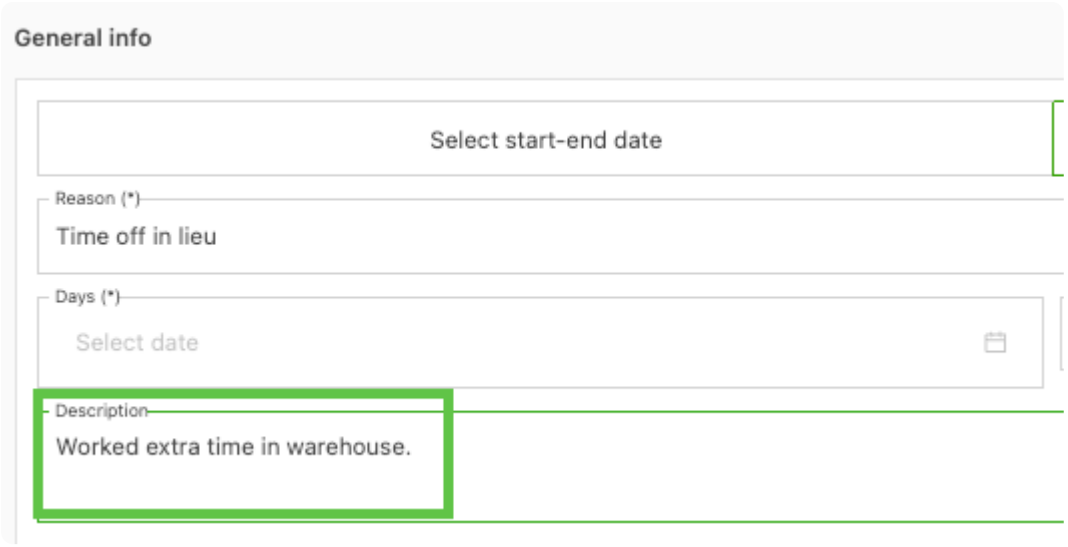
reoccurring time off.



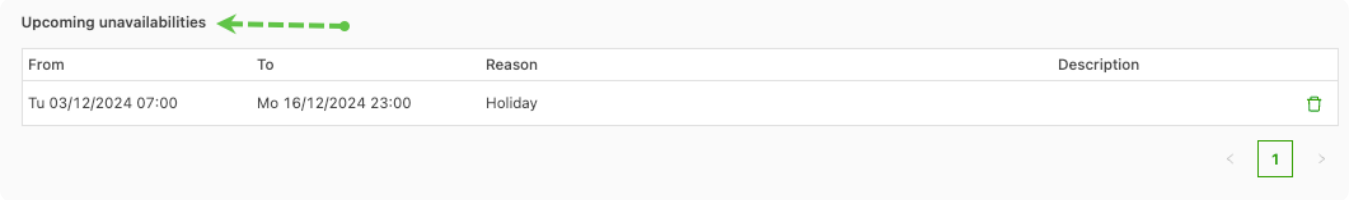
When setting the availability, select the reason (required) for the absence. There are a list of options provided in the dropdown menu.



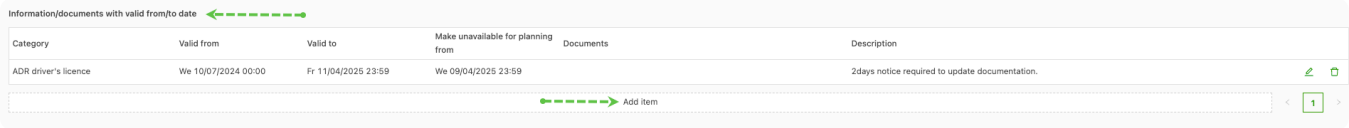
If more details are required, use the 'description' field to enter additional information.



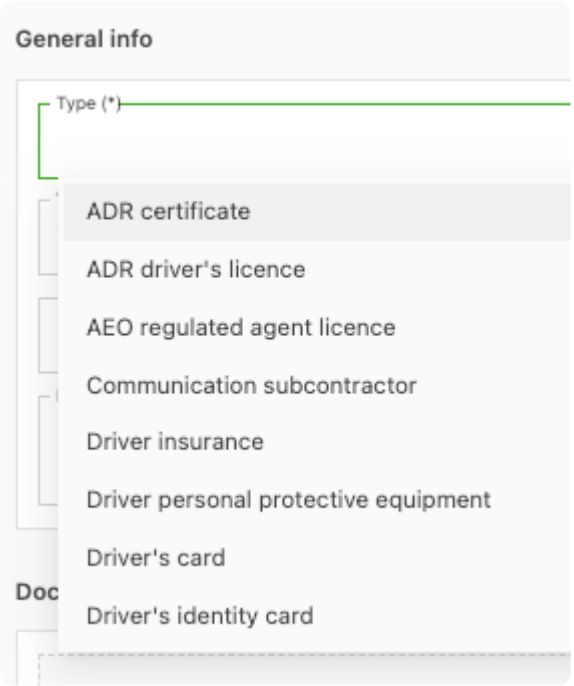
Any dates where the resource is NOT available will be shown in the ***'upcoming unavailabilities'***



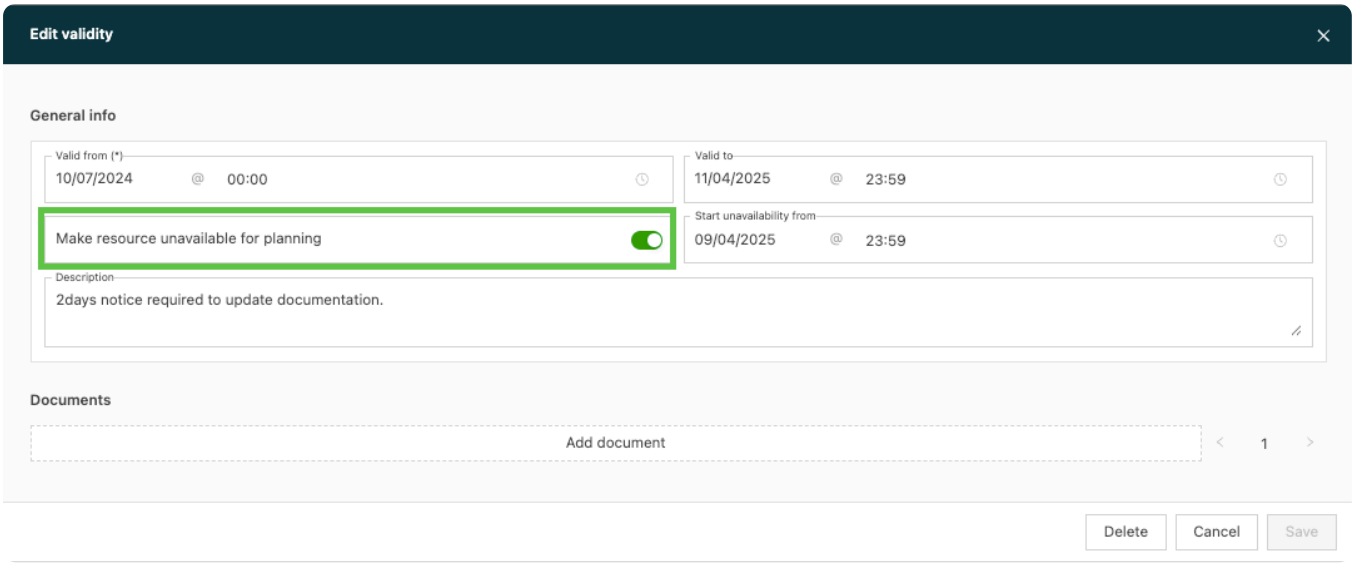
It is also possible to upload documents with validity dates into the system. This enables you to specify the date from which a resource should be marked as unavailable for planning purposes:



Select the document type from the drop down menu.



Select the valid from/valid to dates of the document and set the toggle on for “make resource unavailable for planning”. There is an option to select which date the resource should be considered as “unavailable”:



If there are any files present, you can drag them or click to the area shown above to upload them in the system and save the changes.

Note:* Document storing/validities on resources are also done via this field. Please see more details in 👉* ***Storing/Validities on Resources***.**

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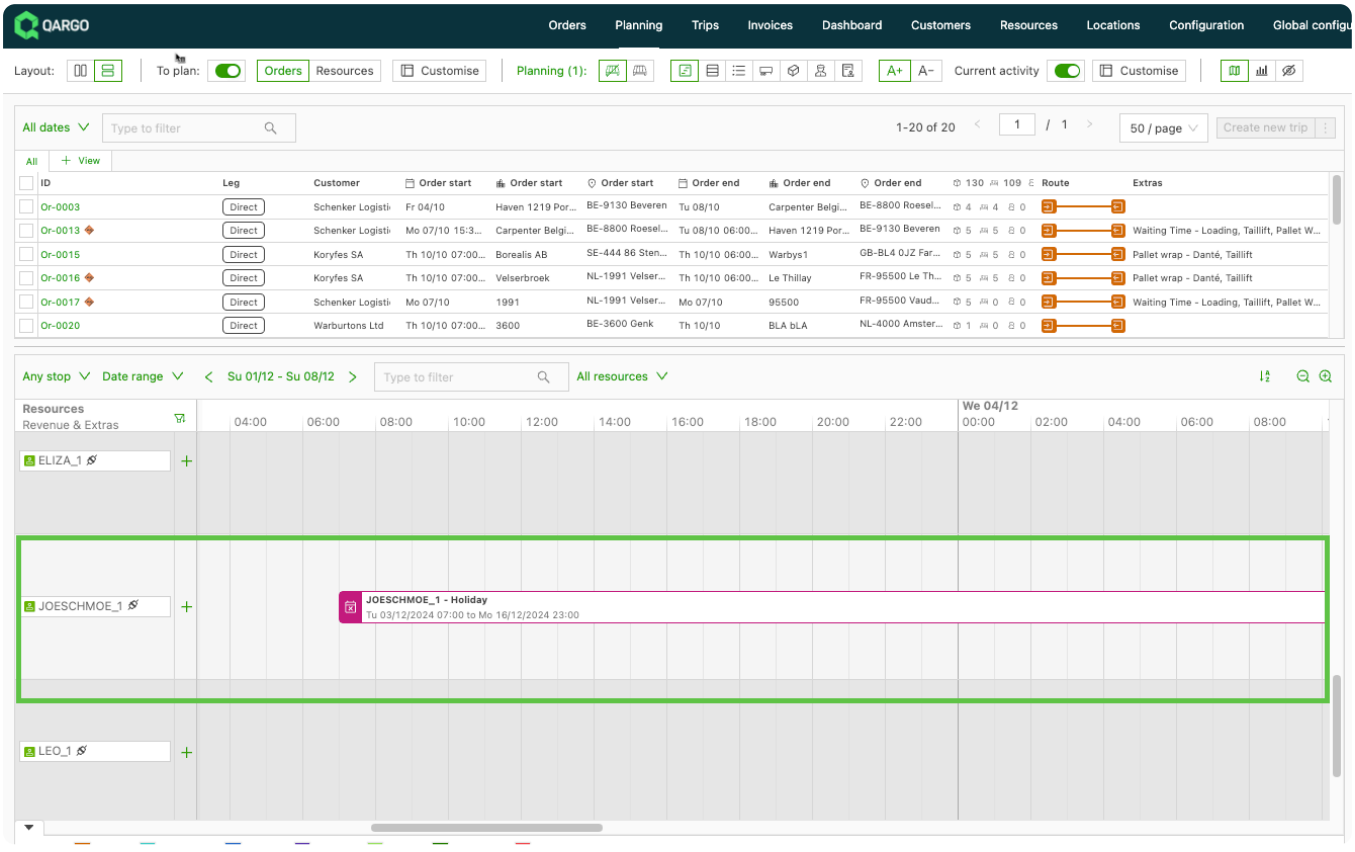
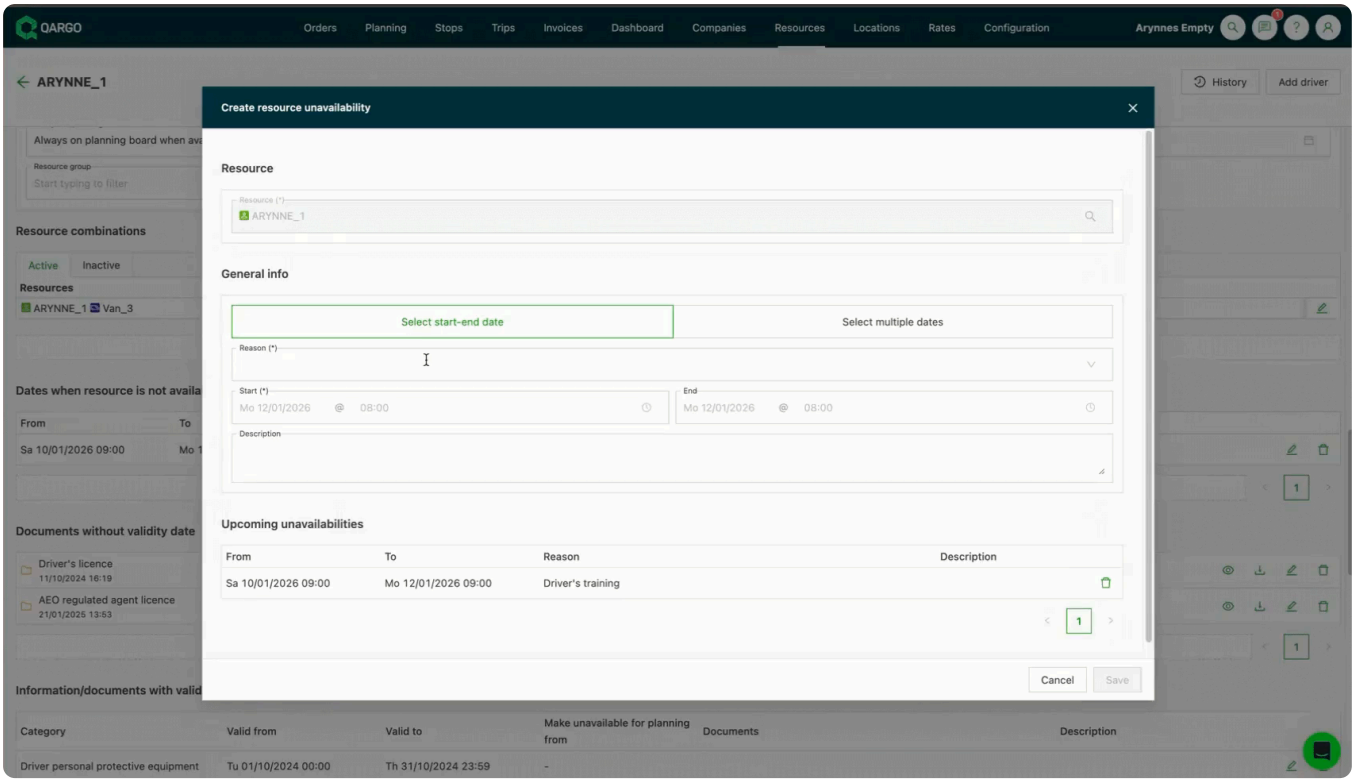
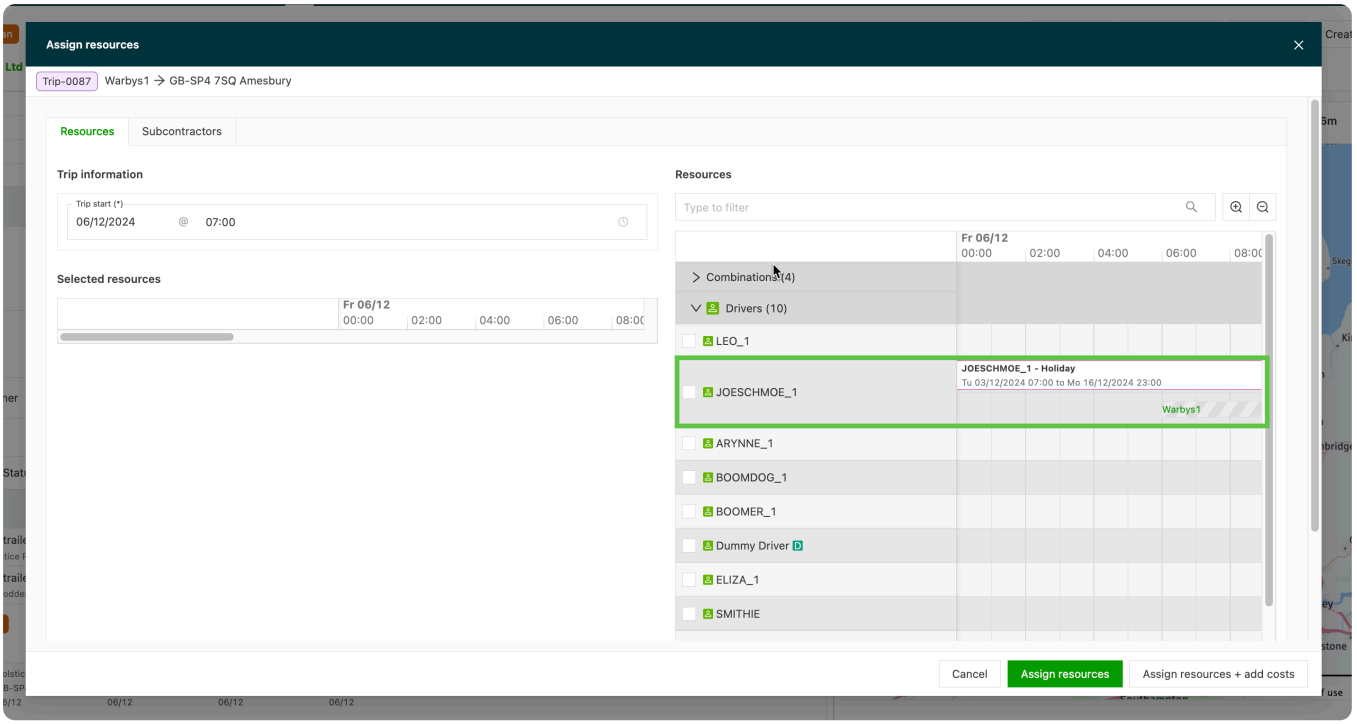
If the resource is set to ***‘Always show on planning’,*** the dates the resource is unavailable are shown on the planning board for full transparency.



Where there is an end date, the calendar icon is displayed next to the resource. Hover over the icon to see the unavailability details.

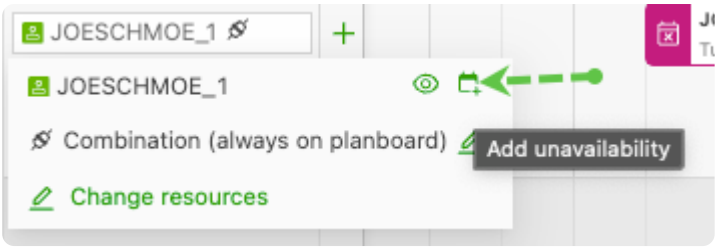


Also, when assigning resources directly from the order, via the '***Assign Resource'*** screen, the resource availability will also be shown. This visibility allows improved efficiency for planners and helps to reduce errors planning unavailable resources.



Setting Availability from Planning board

- Click on the driver
- Click on the calendar icon



- Choose the option “Select start + end date” or “Select multiple days”
- Add the reason of the unavailability

If you click on “Select start + end date”, then you would fill in the start date in the input field “Start”. Optionally, you can choose to fill in an end date.

If you click on “Select multiple days”, you can select multiple days in one go, and optionally add a start and end hour for these days.

