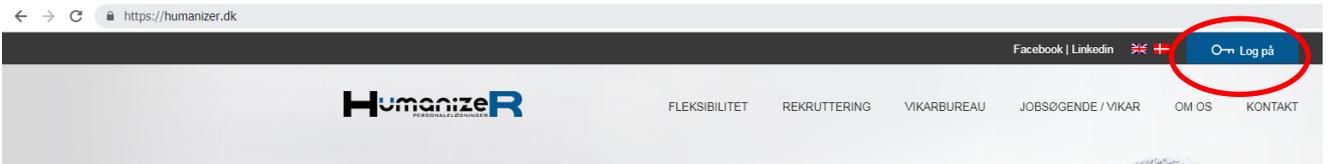


How to update your calendar

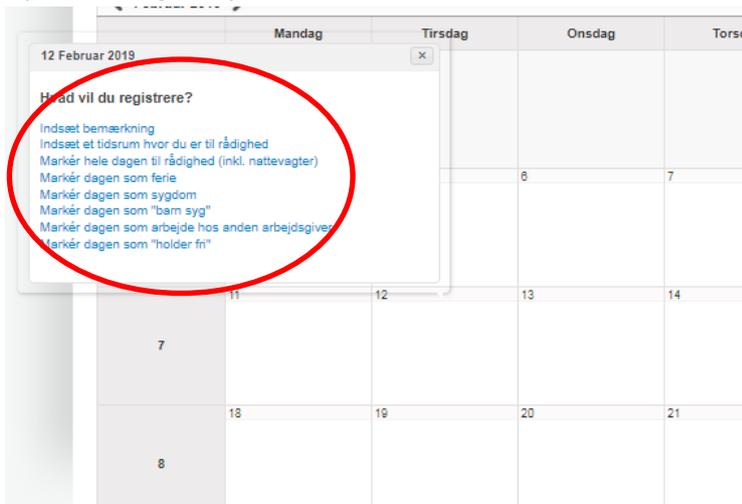
1. Using a computer, find our website www.humanizer.dk
2. In the top right corner there is a login, click on it.



3. Your username is your email address and your password.
 - a. If you have forgotten your password, press "Have you forgotten your password?". Here you must enter your email address and after a maximum of 5 minutes you should receive an email. In that email there is a link you need to press. Now you have to reset your password. Then go to login again.
4. Here you see on page 1 your personal information and on the next tab is the calendar.

A screenshot of a calendar for February 2019. The calendar is displayed in a grid format with columns for days of the week (Mandag, Tirsdag, Onsdag, Torsdag, Fredag, Lørdag, Søndag) and rows for weeks. The dates 1 through 10 are visible, with the 1st of the month starting on a Friday. The calendar is currently empty of any events or markings.

5. Update a single day



Click on a date and select the option that suits you best

What does it mean:

All day

You work all day 24 hours incl. night shifts.

Insert a time period

Enter a specific time period from 07: 00-15: 00

Work with another employer

If you are in school or have another job, choose this option.

6. Update a week

7. Click on a date and select the option that suits you best

What does it mean:

All day

You can work all day 24 hours incl. night shifts.

Insert a time period

Enter a specific time period from 07: 00-15: 00

Work with another employer

If you are in school or have another job, choose this option.

8. Remove selections. This is used if you need to change an update you have already made.

Now you have updated the calendar and we can see when you are available and when we should not ask you about shifts. Here is an example of an updated week.

← Februar 2019 →							
	Mandag	Tirsdag	Onsdag	Torsdag	Fredag	Lørdag	Søndag
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
	18	19	20	21	22	23	24

Visual details: In the updated week, Monday through Friday (days 11-15) are highlighted in light blue and labeled 'Hele dagen'. Saturday (day 16) is highlighted in light purple and labeled 'Fri'. Sunday (day 17) is highlighted in light yellow and labeled 'Ferie'. All other days are white.

If the day is white you have not updated your calendar and you risk that you will therefore not be offered work. We prioritize those who update their calendar.

If you want to update Monday to Friday, select the entire week and then clear the Saturday and Sunday.