

# CCWS HOW TO GUIDE HOW TO COMPLETE AVAILABILITY

## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### HOW TO COMPLETE AVAILABILITY

#### Availability

Once you have registered in CCWS, you will be able to note the times that you are available or unavailable for work. If you have commitments that would prevent you from working at certain times, it is advised that you include this information here. Marking time as available can greatly assist your department to understand when they can send you offers of temporary work.

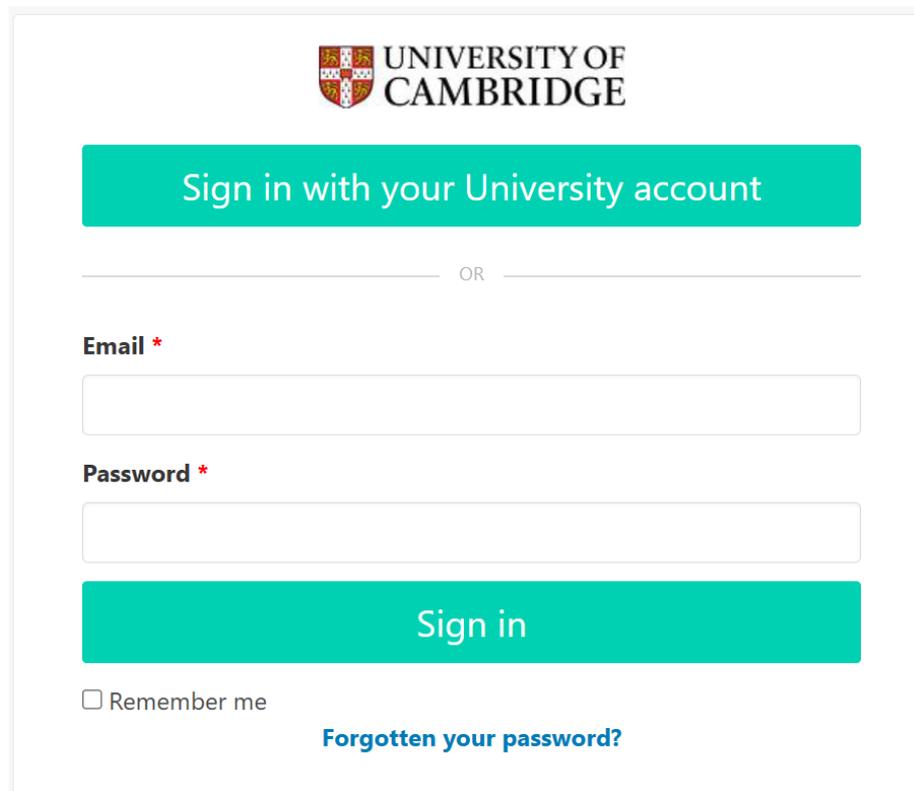


Availability

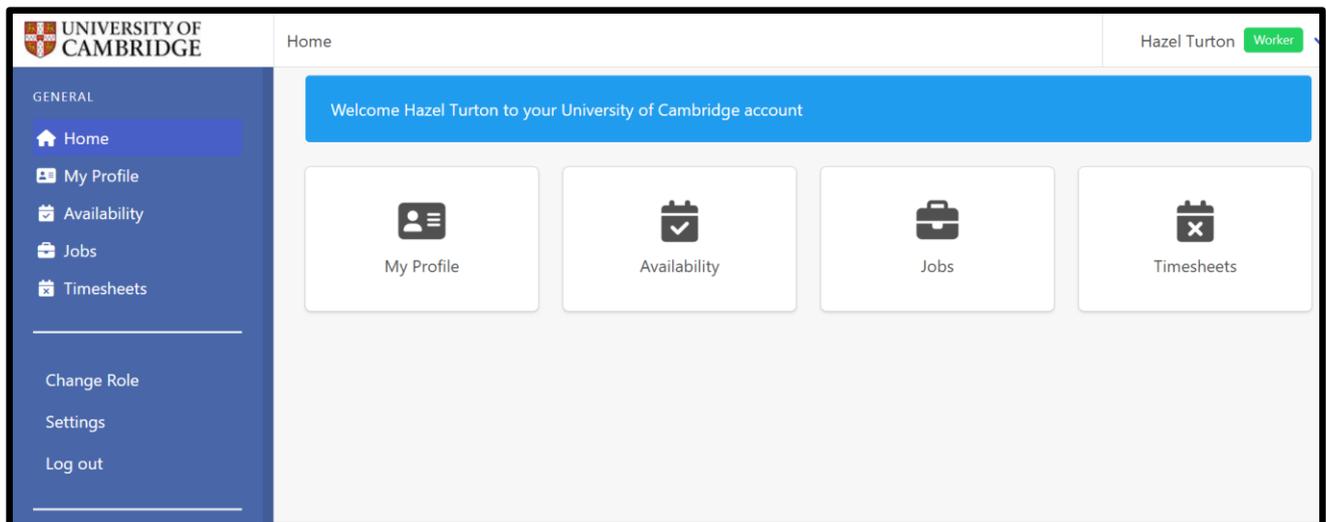
## Step 1

Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.

<https://cambridge.dashboardtechnology.co.uk/>



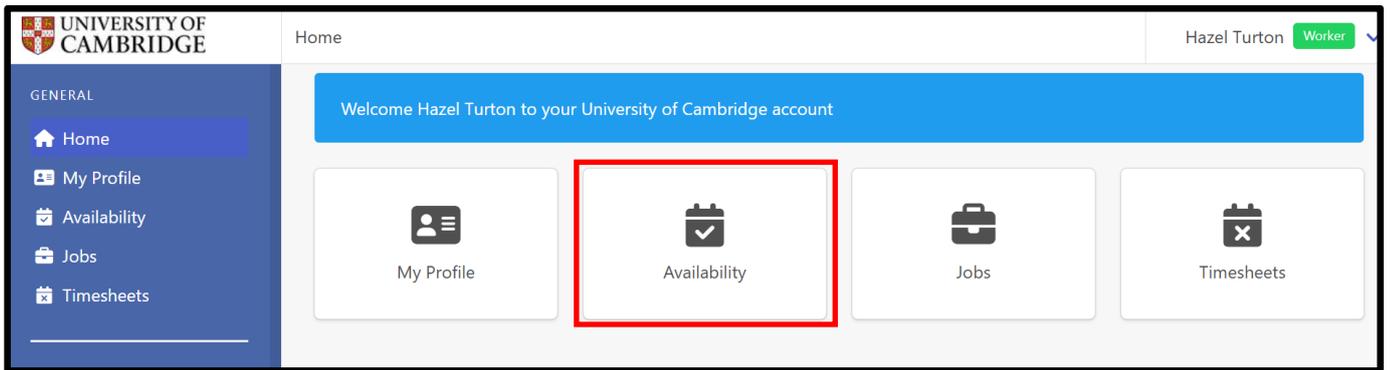
The login form features the University of Cambridge crest and name at the top. A prominent teal button reads "Sign in with your University account". Below this, a horizontal line with "OR" in the center separates it from the standard login fields. These include "Email \*" and "Password \*" labels, each followed by a white input box. A second teal button labeled "Sign in" is positioned below the password field. At the bottom left, there is a checkbox for "Remember me" and a blue link for "Forgotten your password?".



The dashboard screenshot shows the University of Cambridge logo in the top left. The page title is "Home". In the top right, the user's name "Hazel Turton" is displayed next to a green "Worker" role indicator. A blue banner across the top of the main content area says "Welcome Hazel Turton to your University of Cambridge account". Below the banner are four white tiles with icons and labels: "My Profile" (person icon), "Availability" (calendar with checkmark icon), "Jobs" (briefcase icon), and "Timesheets" (calendar with X icon). On the left side, a dark blue sidebar menu is titled "GENERAL" and contains the following items: "Home" (highlighted), "My Profile", "Availability", "Jobs", "Timesheets", "Change Role", "Settings", and "Log out".

## Step 2

Select the **Availability** button



Here you will see your calendar, where existing bookings will show, and where you can indicate whether or not you are available for work.

## Step 3

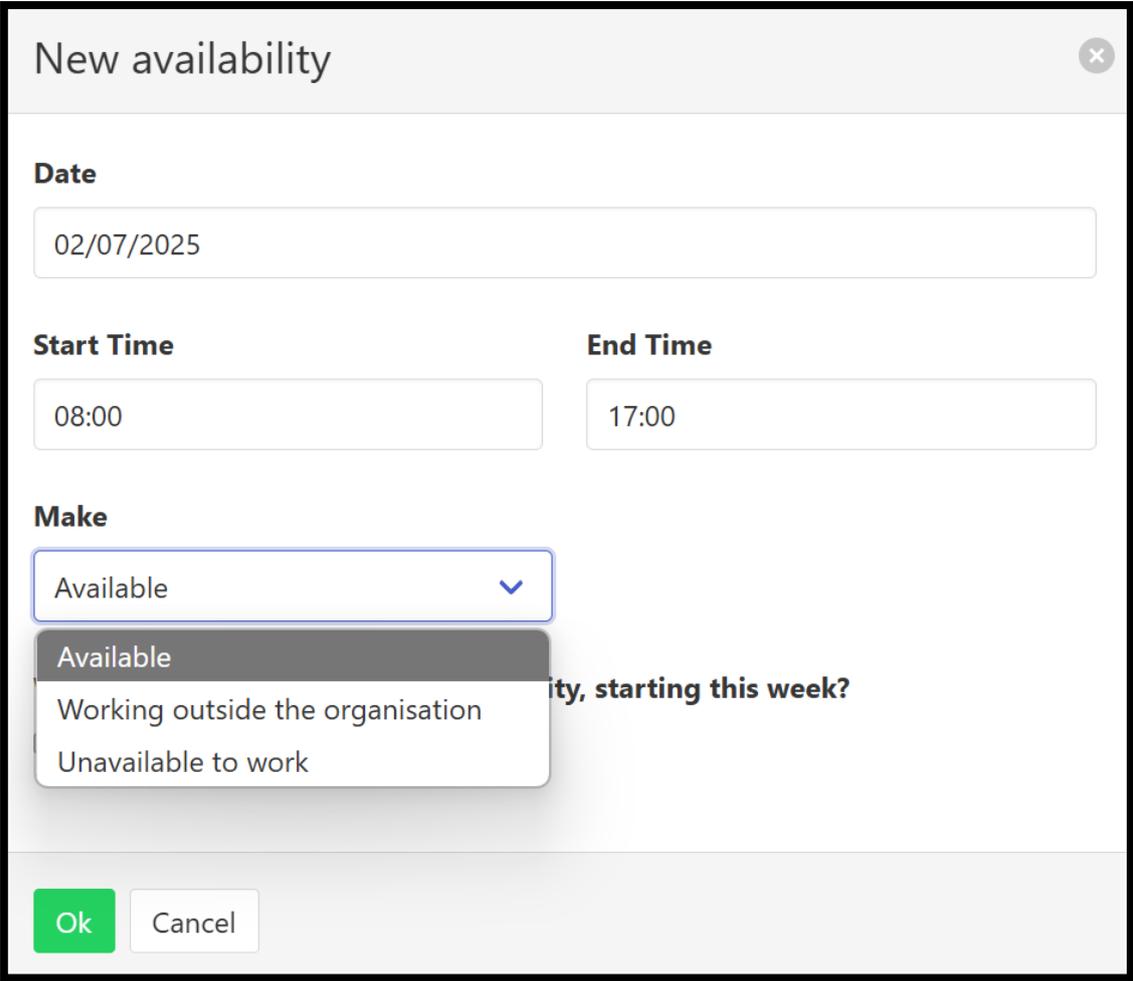
To add a new period of availability, or non-availability, click on **Add Availability** in the top right-hand corner of the screen.

Alternatively you can click into the calendar on the appropriate date/time and open up your availability options that way.

The screenshot shows a web interface titled "My Availability Calendar". In the top right corner, there is a green button with the text "Add Availability" highlighted by a red rectangular box. Below the title, there are navigation controls: a left arrow, a right arrow (which is highlighted), a "Today" button, and the date range "30 - 6 Jul 2025". To the right of the date range are view options: "Day", "Week" (which is selected), "Month", "List", "Year", and "Print". Below these controls is a calendar grid for the week of July 30th to August 6th, 2025. The days are labeled as "W 27", "Mon 30/06", "Tue 1/07", "Wed 2/07", "Thu 3/07", "Fri 4/07", "Sat 5/07", and "Sun 6/07".

## Step 4

Select the date/time you wish to record your availability



**New availability**

**Date**

02/07/2025

**Start Time**                      **End Time**

08:00                                      17:00

**Make**

Available

Available

Working outside the organisation

Unavailable to work

ity, starting this week?

Ok      Cancel

Once you have selected the date/time, you have three options to select:

Available

Please select this option if you wish to be considered for work at this time.

Unavailable to Work

If there is a particular date/time you cannot work then please record it by selecting this button.

Working Outside the Organisation

Please select this option if you are working elsewhere during the date/time you have chosen. This option means hours will be deducted from your working week. If you are working on a student visa, and have restricted hours, **you must choose this option** if you are working elsewhere so that we remain compliant with your visa conditions.

If you have a recurring time when you are available, unavailable for work or working outside the organisation, rather than making multiple entries, you can select to repeat your availability by ticking the box **Would you like to repeat this availability, starting this week**. The screen below will appear and you can select the day you are available/unavailable and the number of weeks.

**New availability**

**Date**  
04/04/2025

**Start Time** 10:30 **End Time** 10:45

**Make**  
Available

**Would you like to repeat this availability, starting this week?**

**For how many weeks?**  
1

**On which days?**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>						

**Ok** Cancel

Click on **OK** to save.

The system will assume that you are available for work, unless you have specifically stated that you are unavailable to work, or are working outside the University. It is therefore not necessary to enter all periods of availability into your Availability calendar. The only exception to this would be if you wish to carry out work for the Education Services department, who require your availability to be added to the calendar.

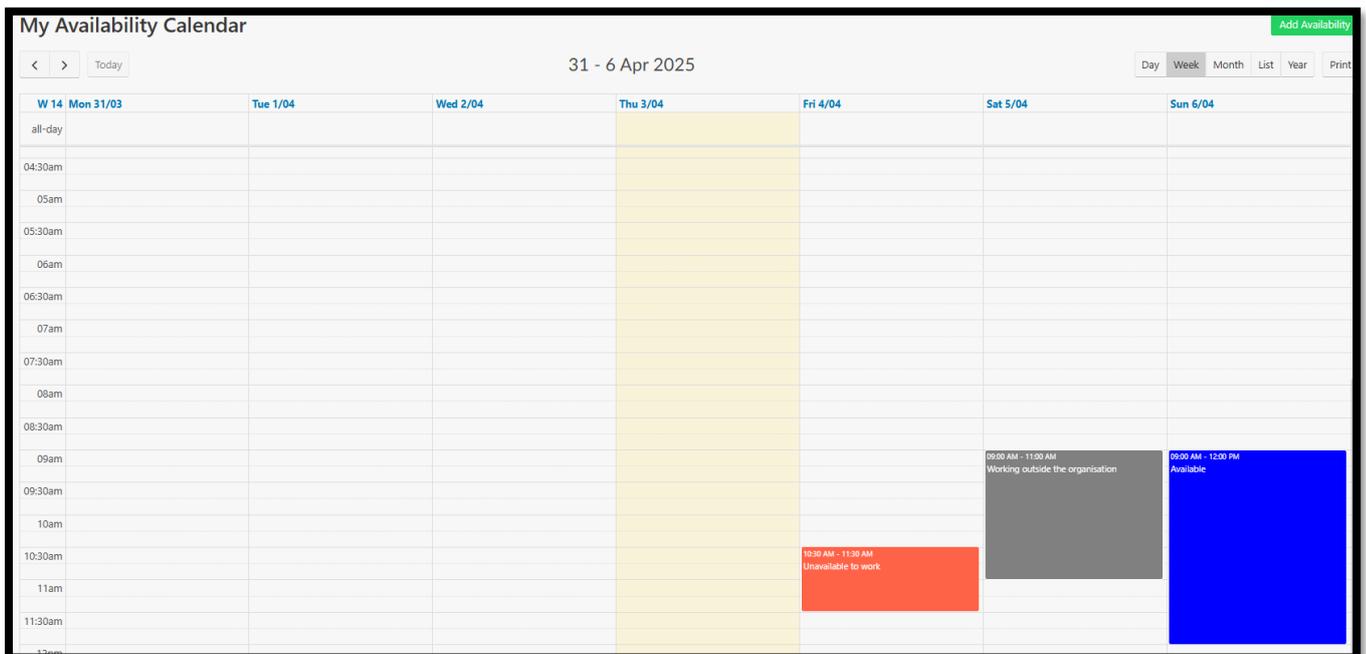
## Step 4

### Viewing your Availability

You can choose to view your availability in different ways (by Day, Week, Month, List or Year) by clicking on an option in the top right of your calendar

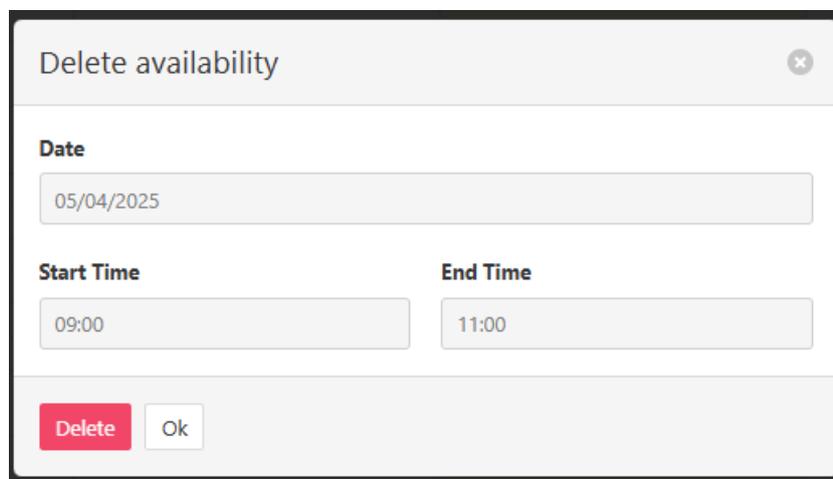


You can also print out your calendar if you wish in any of the display options.



## Deleting your Availability

If your circumstances change and you wish to update your availability, you can click on the calendar to open up any existing entries and click on **Delete** to delete your availability.



The image shows a dialog box titled "Delete availability" with a close button (X) in the top right corner. The dialog contains the following fields:

- Date:** A text input field containing "05/04/2025".
- Start Time:** A text input field containing "09:00".
- End Time:** A text input field containing "11:00".

At the bottom of the dialog, there are two buttons: a red "Delete" button and a white "Ok" button.

Although it is possible to add availability as a repeating occurrence, if you need to delete availability you will need to do this one entry at a time.

## Finish