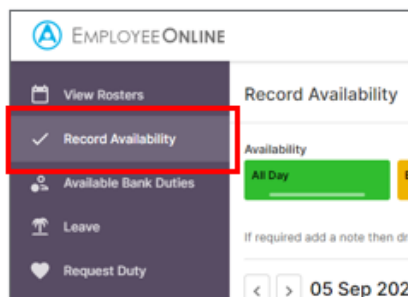# Employee Online
Recording your availability

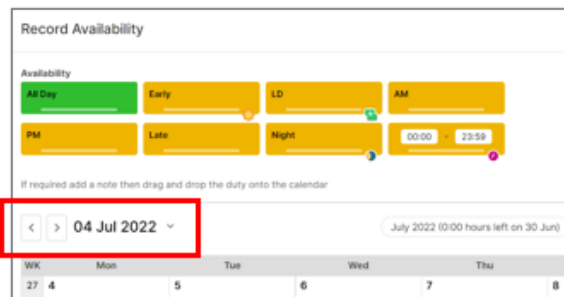**NHS Dorset County Hospital** NHS Foundation Trust

You can record your future availability to work bank shifts via **Healthroster Employee on Line (EoL)** by following these steps:
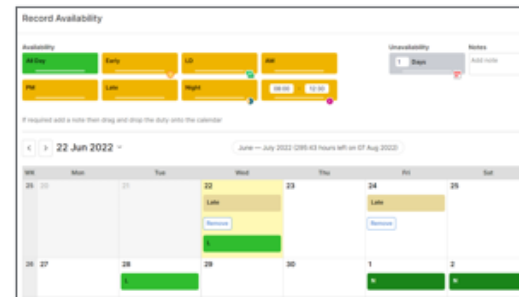
P Record Bank Availability

1
Click on **Record Availability** from the left menu.

2
Use the **navigation arrows** or use the calendar to find the date you wish to offer your availability for


3
Drag and drop the shifts / periods you would be willing to work into the Availability calendar

4
Customise your availability by choosing the **exact times** of your entire available period, then **drag and drop** this into the **Availability** calendar
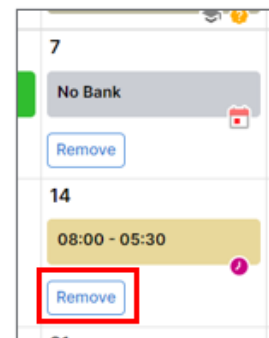

5
Use the **Unavailability option** to block a day as **No Bank**. Enter the length of unavailability in days before dragging on to the calendar
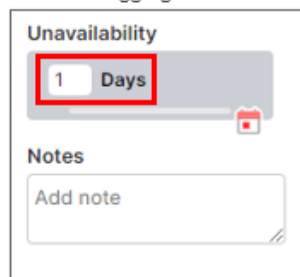
Note: You can add Notes before dragging your availability on to the calendar

6
Customised specific availability shows the exact times and the clock icon

Note: Click on the 'Remove' link to delete availability entered

Note: Unavailability is displayed as **No Bank** in grey.