



Availabird

# User Guide

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# 1. Introduction

Welcome to Availabird! Availabird is a lightweight, intuitive scheduling helper. Designed for situations where a large number of clients must be fit into a weekly schedule, Availabird makes organizing your week a breeze. Just enter the times you're available throughout the week, and your clients' avails, and create a schedule in seconds. Availabird will let you know if anyone can't be accommodated, and can suggest changes.

Availabird can greatly simplify scheduling for people in a variety of professions, taking the grueling and time-consuming process of figuring out how to fit everyone in and reducing it to a matter of minutes. It's perfect for consultants, therapists, tutors, music teachers, and coaches – anyone who needs to interface with multiple clients on a weekly basis.

# 2. Quick Start Guide

## 2.1 Enter Client Availabilities

To get started using Availabird, you must first enter your clients' availabilities – every possible time window throughout the week during which each client is available. For example, Client A might be available on Mondays from 2-4:30pm, Tuesdays from 12-1pm, not at all on Wednesdays and Thursdays, and on Fridays from 10am-1pm. For each client, you must also enter the amount of time they would like to schedule.

Finally, you must enter your own availability – every possible time window throughout the week during which **you** are available.

### To add a new client:

1. From the landing screen, click the **Clients** button in the top left corner of the window.
2. The **Clients** window appears. Click the + button in the top right corner of the window.
3. The **New Client** window appears. Enter the new client's name and the amount of time they wish to schedule.
4. To add the client's available time ranges:
  - a. Choose a weekday to which to add an available time range, and click its + button.
  - b. The **New Availability Range** pop up window appears. Adjust the 'From' and 'To' times as desired.
  - c. Optionally, set the **Preferred Time** switch to 'on'. If possible, Availabird will schedule the client within one of their preferred time ranges.
  - d. Click the **Save** button.
  - e. Repeat this process for each of the client's available time ranges throughout the week.

### To add your own availability:

1. From the landing screen, click the **Clients** button in the top left corner of the window.
2. The **Clients** window appears. Click the **My Availability** button in the top right corner of the window, next to the + button.
3. The **My Availability** window appears.
4. To add your available time ranges:

- a. Choose a weekday to which to add an available time range, and click its **+** button.
- b. The **Create Availability** pop up window appears. Adjust the 'From' and 'To' times as desired, and then click the **Save** button.
- c. Repeat this process for each of your available time ranges throughout the week.

## 2.2 Create a Schedule

Once you have entered both your own weekly availability and the availabilities of each of your clients, you can create a schedule.

### To create a new schedule:

1. From the landing screen, click the **+** button in the top right corner of the window. The **New Schedule** window appears.
  2. Enter a name for the new schedule.
  3. Select the spacing between events you would like to include in the schedule. For example, if you typically meet with clients for 50 minutes with a 10 minute space between clients, you would select a spacing of 10 minutes.
  4. Select the clients you would like to include in the schedule.
  5. If needed, you can create a new client by clicking the **New Client** button at the bottom of the window.
  6. Once you have selected the clients to be included in the schedule, click the **Create** button in the top right corner of the window.
  7. Availabird will then search for a scheduling arrangement that accommodates all the clients you selected. **Note:** Because this process can take some time, the duration of the search is limited to a maximum of 30 seconds by default. The maximum search time can be changed in Availabird's settings window, which can be reached by clicking the **Availabird** menu in the menu bar at the top of the screen, and then clicking **Settings...** (see [Settings](#)).
- d. If Availabird **is** able to schedule all clients, it will display the schedule.
    - i) You can save the schedule by clicking the **Save** button in the top right corner of the window, or discard it by clicking the **Cancel** button in the top left corner of the window.
    - ii) Optionally, you can export the schedule as a PDF or CSV file by clicking the **Export** button at the bottom of the window, or print it by clicking the **Print** button.
  - e. If Availabird **is not** able to schedule all clients, it will display an error message with relevant information. Possible error messages include:

- i) **Unable to compute schedule: no solution found.** This error is displayed when Availabird completed its search but did not find a scheduling arrangement that could accommodate all clients, and is accompanied by a list of the clients that could not be scheduled. When computing a schedule, Availabird rapidly tries many different arrangements. The clients on this list are those which it was unable to schedule in the best attempt it recorded. This can be a helpful starting point in making changes to clients' availabilities in order to successfully schedule everyone. However, because of the complex nature of the problem, it is not definitive. Whether or not a particular client can be scheduled is mostly dependent on the availabilities of the other clients in the schedule, so while editing the clients on this list can often resolve the issue, it is sometimes the case that editing one or more clients which are **not** on this list can also have this effect.
- ii) **Unable to compute schedule: conflicting availabilities.** This error is displayed when two or more clients' availabilities overlap too much to accommodate them both. For example, if Client A is only available on Tuesdays from 4:30-5:30pm and wants to schedule one hour, and Client B is only available on Tuesdays from 5-6pm and also wants to schedule one hour, then these clients are in conflict because the total available time between the two (from 4:30pm Tuesday to 6pm Tuesday) overlaps, and is not long enough to accommodate the total time they are seeking (2 hours). This error can be resolved by editing the clients to resolve the conflict in one of three ways: **expanding** one or both clients' available time windows (e.g., changing Client B's Tuesday availability to extend to 6:30pm), **adding** a new available range to one or both clients (e.g., adding availability to either client on a weekday other than Tuesday), or **reducing** the amount of time each availability seeks to schedule (e.g., reducing the amount of time each client would like to schedule to 45 minutes).
- iii) **Unable to compute schedule: unsatisfiable availabilities.** This error is displayed when one or more clients do not share enough available time in common with you to be scheduled. For example, if Client A is only available on Wednesdays from 2-3:30pm and would like to schedule 45 minutes, but your availability on Wednesday does not start until 3pm, then this client cannot be scheduled because the amount of time their availability shares with yours (30 minutes) is less than the amount of time they are seeking (45 minutes). This error can be resolved by editing either the client's or your own availability such that the amount of time in common between the two is at least equal to the amount of time the client is seeking.
- iv) **Unable to compute schedule: both conflicting and unsatisfiable availabilities.** This error is displayed when both of the two conditions above occur in the same schedule. It can be resolved by following the suggestions listed above for conflicting and unsatisfiable availabilities.
- v) **Unable to compute schedule within the specified maximum search time.** This error is displayed when Availabird is unable to schedule all clients within the specified maximum search time. This means there may yet be a scheduling arrangement that accommodates all clients, but it was not found within the specified time window. To extend the maximum search time, go to Availabird's settings window by clicking the **Availabird** menu in the menu bar at the top of the screen, and then clicking **Settings...** (see [Settings](#)).

- vi) **Unable to compute schedule: an unexpected error occurred.** This error means something strange happened. Try computing your schedule again; if you continue to encounter this error, please contact us so we can track down the bug.

## 3. The Settings Window

### 3.1 Maximum Search Time (in seconds)

Here you can enter (using the text box) or select (using the slider) the maximum time Availabird should allow a schedule computation to go on for. The default value is 30 seconds, which is sufficient for most situations. However, if your schedule computations are frequently running out of time before finding a solution, it may be helpful to increase this value.

# 4. iCloud Sync

## 4.1 Overview

Availabird fully supports iCloud sync on iOS 13 and higher and macOS 10.15 Catalina and higher. Devices that are linked to the same iCloud account will sync all data automatically, without the need to manually export changes made on one device to another. Specifically, data that is **added** on one device will propagate to all others, and data that is **deleted** on one device will be removed from all others.

## 4.2 Time Required to Sync

The time required to sync changes depends on several factors, including the amount of data being transferred, the speed of the available internet connection, and the amount of network congestion present when the syncing process is initiated. Under ideal conditions, syncing can be nearly instantaneous, but it can occasionally take much longer. While there is no direct way to influence the syncing process, the following actions can sometimes help in cases where syncing appears to have stalled:

- Within Availabird, navigate back and forth between windows (for example, the landing screen and the Master Song List window) several times.
- Send Availabird into the background and then return it to the foreground.
  - To do this, launch Availabird, navigate to the desktop or to a different app, and then return to Availabird.
- Quit and then relaunch Availabird.

## 4.3 Enable or Disable Sync

iCloud sync is enabled by default. To disable or reenabling it:

1. From the Apple menu in the top left corner of the screen, click **System Preferences**.
2. Click **Internet Accounts**.
3. In the table on the left, select iCloud.
4. In the table on the right, locate **iCloud Drive** and click the **Options** button in the same row.
5. A pop up window appears. In the control at the top of the pop up, select **Documents**.

6. Locate Availabird in the list of apps.
7. To disable iCloud sync, uncheck the box next to Availabird. To enable iCloud sync, check the box.
8. Click the **Done** button.

*Note:*

Devices which are not running iOS 13 or higher will not sync. To check the iOS version of an iOS device:

1. From the device's home screen, navigate to the **Settings** app and tap to launch it.
2. Tap **General**.
3. Tap **About**.
4. The iOS version is listed under **Software Version** (on iOS 13) or **Version** (on iOS 11 and 12).