1. Introduction

If you are a reviewer or a sign-off person and you are not going to be available to perform either of these tasks, you can set your user profile as unavailable. If someone tries to allocate work to you in the system, they will be advised that you are not available.

**NB** You must remember to update your user profile again when you do become available.

2. Making yourself unavailable within Infonetica

A. Click on the drop down menu beside your name
B. Click on **Personal Details**
C. Scroll down, click the text box next to **Unavailable**
D. Click **Change Details**
E. Message will display confirming that your personal details have been changed

**NB**

If a user enters the email address (F) of someone who is unavailable, a message will be displayed (G) and the email address is unable to be selected from the email address picker list.

**NB**

Please ensure that once you are available again, you go in and untick the **Unavailable** box (C).