languagewire

# Indicating your unavailability

LanguageWire Calendar

On LanguageWire, you can create a calendar entry when you are unavailable. For instance, when you are taking a holiday, when you are sick or when you are too busy to take on new projects.

We encourage you to use this calendar as it informs us when you are unavailable, thus creating a smoother cooperation. We also don't risk losing time in trying to contact you, and, by keeping your calendar up to date, you will not be disturbed when you don't want to be disturbed.
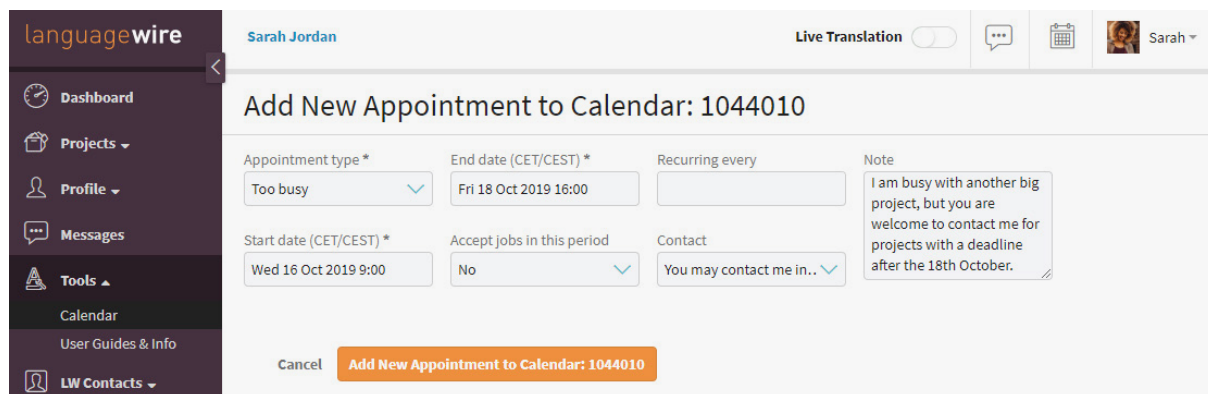

Creating a calendar entry

Log in to LanguageWire at https://agito.languagewire.com

You can access your calendar from either the Tools menu or the calendar icon in the upper right corner.
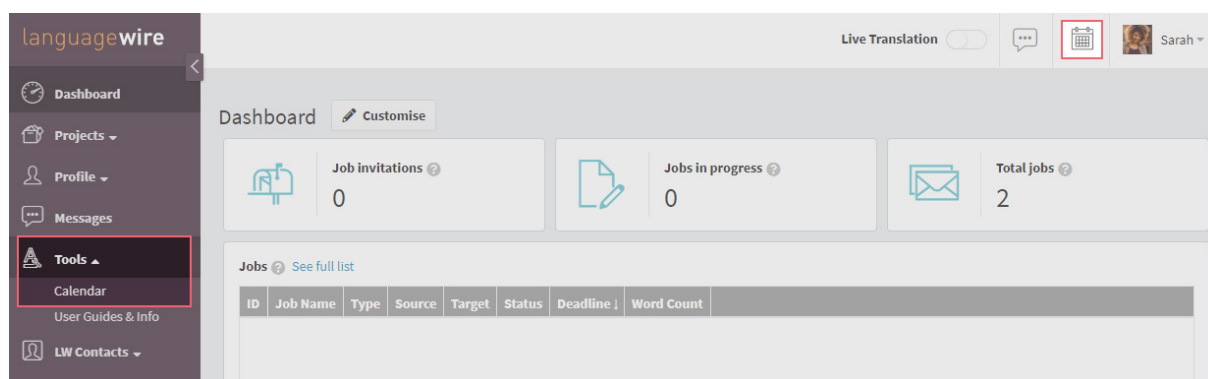
Once you have accessed the calendar, click on **Add New Appointment**, which will give you this view:

In the **Contact** section, you can choose between *You may contact me in this period* or *Do not contact me in this period.*

By selecting the former, it means that LanguageWire may invite you for jobs which have a deadline after your unavailable period. By selecting the latter, it means that you do not wish to be contacted by LanguageWire at all during this period.

You are welcome to add a note to your calendar entry, for example saying that you are busy and unavailable for new projects at the present time, but that you are still able to accept jobs from your main client(s).