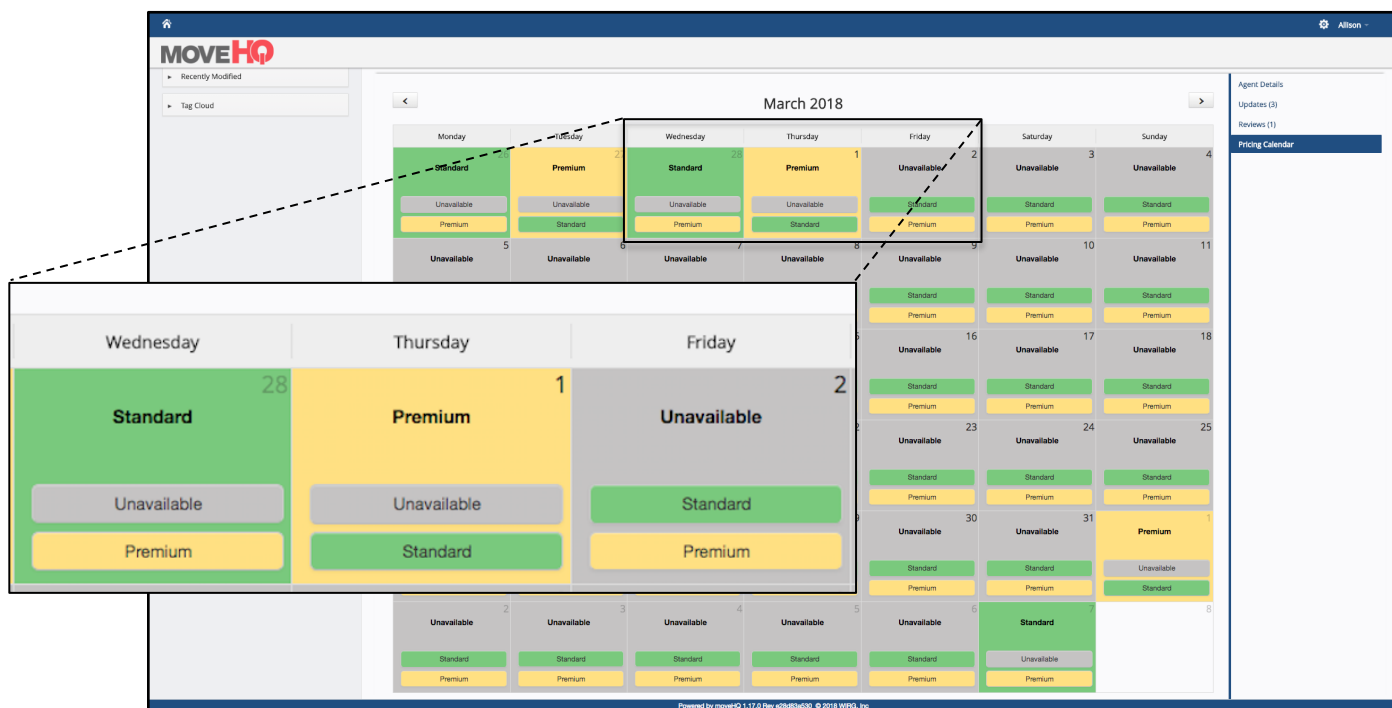


Managing Calendar Availability

To access your calendar, click on the “Automated Pricing Calendar” shortcut link on the **MoveIQ homepage** under the **Agent Manager** module.

In this section, you will select the days you are available, unavailable, and charge premium pricing for moves.

(Note) The calendar will automatically set days as unavailable. This is to avoid overbooking. For that reason, it is very important to fill your calendar out regularly if you want your company to be displayed to Updater users.



STANDARD: This option will insert your standard hourly rate for a specific job. Your hourly rate will be set up in the Tariffs module which will be filled out later.

(Note) If you charge extra for weekends, you will still want to mark them as **Standard** and the system will automatically pull the Saturday and Sunday rates that you set up in the Tariffs module to display to the user.

PREMIUM: This option will add a premium percentage to your standard hourly rate for that day. The premium percentage field is also set up in the tariffs module.

(Note) This is a great feature to use as capacity becomes limited or for holidays if you charge a higher rate for those days.

UNAVAILABLE: This option will remove all capacity for moves on that specific day.

When you select any of these options, the information will automatically be saved in our system.

(Note) It is vital to keep this section up-to-date to avoid any overbooking. In order to ensure this calendar remains as accurate as possible, you will also be periodically reminded via email to keep this up to date.