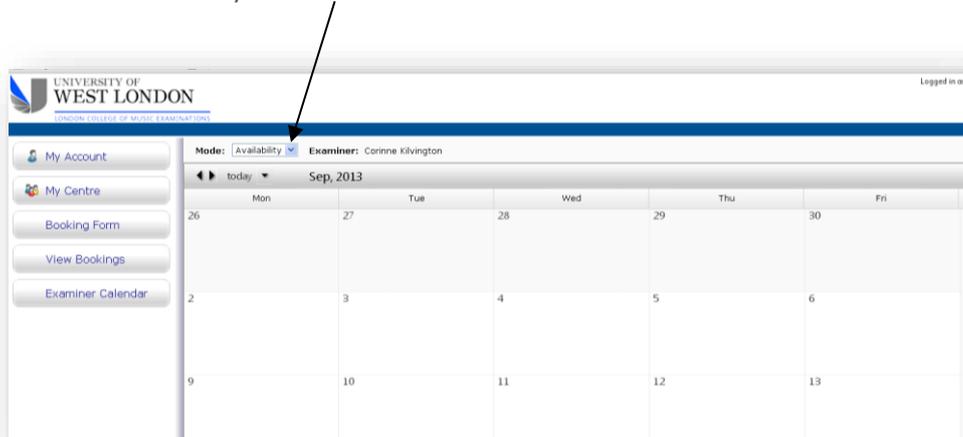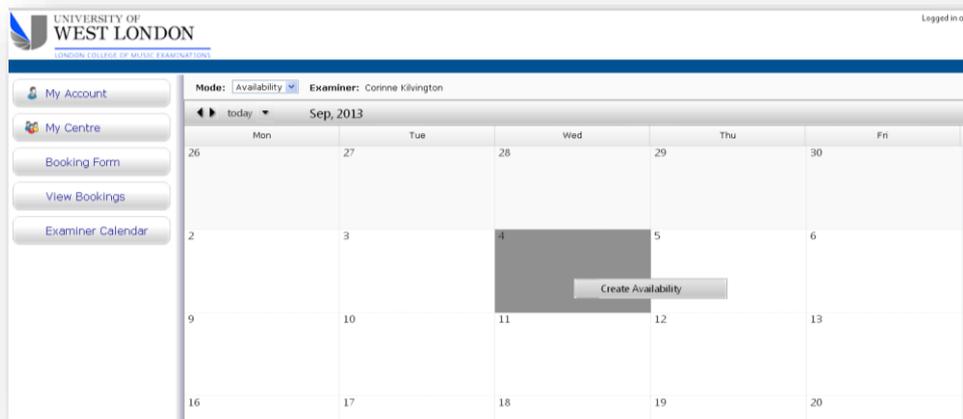# Examiner Guide: Uploading availability in ERIC

Open the EXAMINER CALENDAR

Then select availability mode here

Right mouse click on a day to create availability.

Choose the times and click 'create'