

# Setting your days and hours

Show owners which days you work and your hours, so somebody deciding who to call knows you are the kind of business that is around. Tap the days, set the times or mark a day by appointment, done.

## **It is a guide, not a promise.**

Your hours show the way your rates do. Every listing says plainly they can be out of date and tells an owner to call to be sure. Put your usual week and let the phone call sort out the rest.

## **Leave it blank and nothing shows.**

No days and no hours means nothing on your listing and nothing changes for you. Fill it in when you are ready, and change it whenever your week changes.

## 1 Sign in and open your profile.

Go to [yellowpagesrv.com](https://yellowpagesrv.com), press Sign in at the top right, then either the green Face ID or fingerprint button if you have set a passkey up, or type the email you signed up with and use the code or link that arrives. You land on your profile.

The screenshot shows the 'Tech sign in' screen for Yellow Pages RV. At the top, there's a header with the Yellow Pages RV logo and a 'Help' link. The main heading is 'Tech sign in'. Below it, a message states: 'No password. Your face or fingerprint if you set that up, or your email and a link or a code.' There are two main sign-in options: a green button labeled 'Sign in with Face ID or fingerprint' and a text input field for email. Below the email field is a green 'Continue' button. At the bottom, there's a link for 'Not signed up yet? Sign up.' and a footer with links for 'Map', 'Terms', 'Privacy', and 'For technicians'. A 'Powered by SKILL ABOVE' logo is also present, along with a 'Feedback' button.

Yellow Pages RV Help

### Tech sign in

No password. Your face or fingerprint if you set that up, or your email and a link or a code.

**Sign in with Face ID or fingerprint**

One touch, nothing typed, if you set up a passkey on this device. Not inside Facebook's or Instagram's own browser, and best not on a shared computer.

or with your email

The email you signed up with

**Continue**

Not signed up yet? [Sign up.](#)

Map Terms Privacy For technicians

Powered by **SKILL ABOVE**

**Feedback**

## 2 Find When you work, and tap the days you work.

It is its own card, just below What you charge. Tap a day and it fills in green; tap it again to turn it off. Under each day you turn on, choose **Set hours** — an **Open** and a **Close** time — or **By appointment**.

The screenshot shows the 'When you work' screen. It starts with a title 'When you work' and a subtitle 'A guide for owners, not a promise, the same as your rates. Tap the days you work and set your hours. Leave it blank and nothing shows.' Below this is a checkbox for 'Owners can call me anytime' with a descriptive note. The main section lists days of the week from Monday to Sunday. Each day has a toggle switch to turn it on or off. For Monday through Friday, there are two options: 'Set hours' (which opens a time picker with 8am and 6pm defaults) and 'By appointment'. Saturday also has these two options, but the 'By appointment' option is highlighted with a green background. Sunday is currently turned off and has no options.

### When you work

A guide for owners, not a promise, the same as your rates. Tap the days you work and set your hours. Leave it blank and nothing shows.

☐ **Owners can call me anytime**  
Your listing says "Call anytime" beside your phone number. Your days and hours below still show as when you do the work.

☒ **Monday**

**Set hours** **By appointment**

8am to 6pm

☒ **Tuesday**

**Set hours** **By appointment**

8am to 6pm

☒ **Wednesday**

**Set hours** **By appointment**

8am to 6pm

☒ **Thursday**

**Set hours** **By appointment**

8am to 6pm

☒ **Friday**

**Set hours** **By appointment**

8am to 6pm

☒ **Saturday**

**Set hours** **By appointment**

☐ **Sunday**

### 3 Set the hours, and let the next day borrow them.

Pick your **Open** and **Close** on the first day you turn on. Every day you turn on after that starts with the last hours you set, so a plain week is a few taps: set Monday, then tap Tuesday through Friday and they come out the same. A day that runs different hours — a late Thursday, a short Friday — just gets its own **Open** and **Close**, and the others stay as they are.

### 5 A day you do not work: leave it off.

An empty day is a day off. It shows no times here and does not appear on your listing at all. Turn off a day you have stopped working and it drops off the same way.

### 4 A day you take by appointment? Say so without hours.

Whenever a day is on, you choose between **Set hours** and **By appointment**. Tap **By appointment** and the times go away: your listing shows you are around that day without giving hours, which suits a Saturday you keep for booked jobs or a day you come out only if somebody calls ahead. The other days keep their hours.

### 6 Take calls at any hour? Check Owners can call me anytime.

It is the box at the top of the card. Your listing then says **Call anytime** beside your phone number, so an owner does not hold off calling early or late. Your days and hours still show as when you do the work.



#### Owners can call me anytime

Your listing says "Call anytime" beside your phone number. Your days and hours below still show as when you do the work.

### 7 An after-hours fee goes with your rates.

If you charge extra for after-hours or emergency calls, that is a checkbox and a fee up in **What you charge**, not here, because it is another thing an owner pays before any work starts. There is more on it in **Setting your rates**, the guide just before this one.

### 8 Press Save changes.

Your days and hours are on your listing and your page from that moment. Change them whenever your week changes; every save shows right away.

## 9 This is what owners see on your listing.

Under **When they work**, your days grouped by their hours. Days in a row that share the same hours read as a range, so Monday to Friday at the same times reads "Mon–Fri 8am–6pm", and a Saturday by appointment sits on its own line as "Sat By appointment". Under it, the line "Hours are a guide, not a promise. Call to be sure, especially for a same-day job". If you checked **Owners can call me anytime**, **Call anytime** sits under your call button and **Calls Anytime** is the first line.

Show phone number

Call anytime

Full page

**When they work**

CallsAnytime

Mon–Fri8am–6pm

SatBy appointment

Hours are a guide, not a promise. Call to be sure, especially for a same-day job.

## 10 And on your page.

A **When they work** card in the same words, in the column beside your rates. It reads the same as the card, so somebody who lands on your page sees the same grouped days and the same reminder to call.

**When they work**

CallsAnytime

Mon–Fri8am–6pm

SatBy appointment

Hours are a guide, not a promise. Call to be sure, especially for a same-day job.

## ? Not sure what to put?

Put your usual week. Owners are not holding you to the minute; they are checking whether somebody is likely to be around when they need one, and a listing that says so gets the call over one that does not. Your normal days and hours are worth stating, and the line on every listing says the rest is a phone call away.