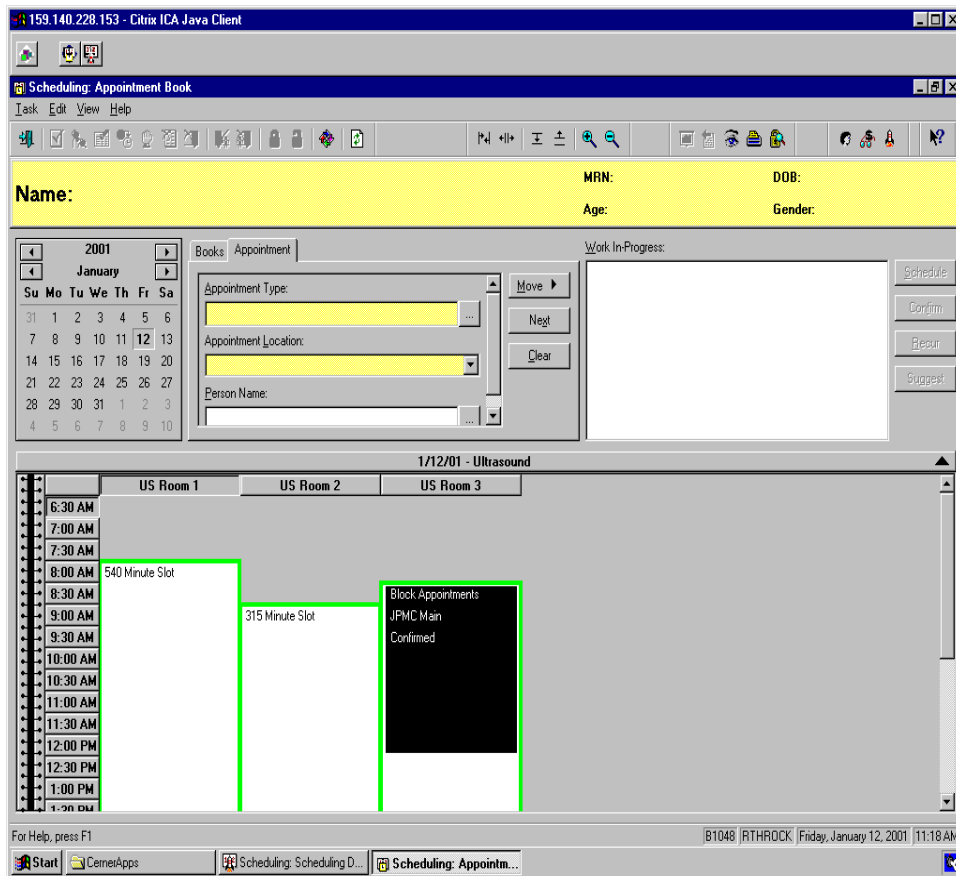


# Blocking Schedules

There are times when you will need to block off a schedule so that appointments are not scheduled. There are two ways to block schedules.

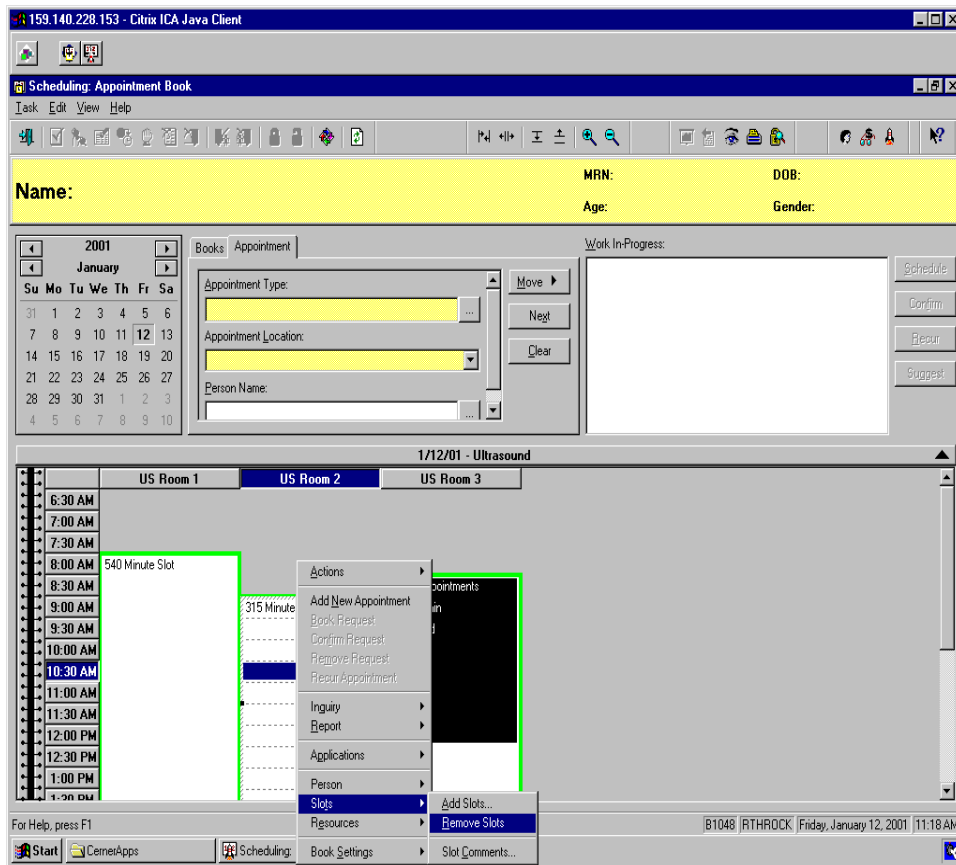
To block just a few slots, you can use the appointment type Block appointments. You can schedule this just like regular appointments. When you have confirmed it, the slot will be RED and cannot be scheduled to. To cancel a blocked appointment you can just R click on the appointment and go to actions and then cancel and this will cancel the blocked appointment if needed.



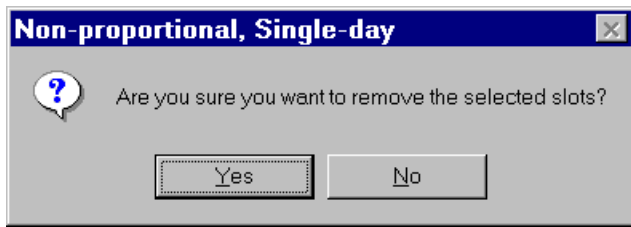
If you need an entire day or more blocked, the Block Out appointment type may be too cumbersome. Instead you can delete the slots that you want blocked, and add in blocked slots.

To delete a slot, right click the slot, move your cursor to Slots, then Remove Slots.

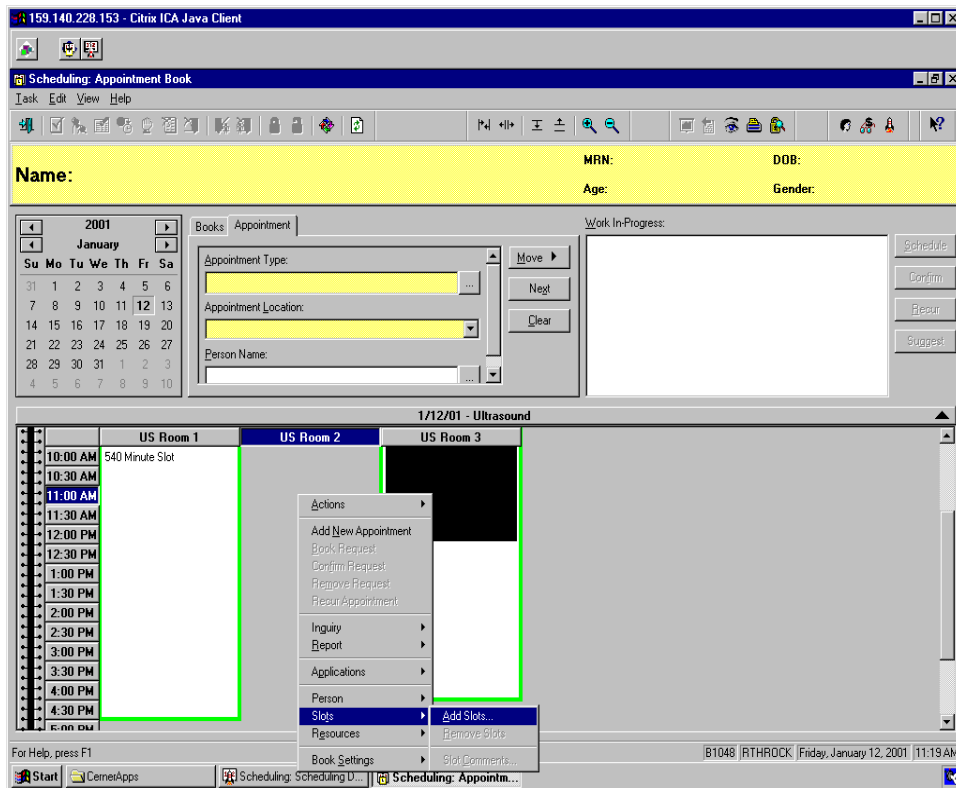
**Note: To remove more than one slot at a time, left click each while holding down your CTRL key, then right click to remove.**



The system will ask you if you're sure you want to remove them. Click Yes.

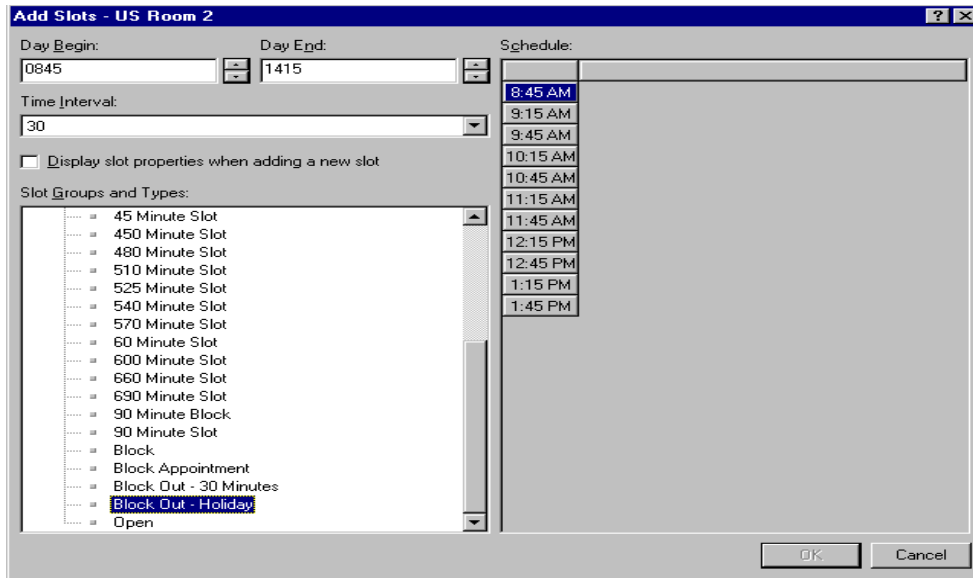


Once you have removed all the slots that you want to replace, click the resource whose slots you are adding to, then right click. Move your cursor to Slots, then Add Slots.

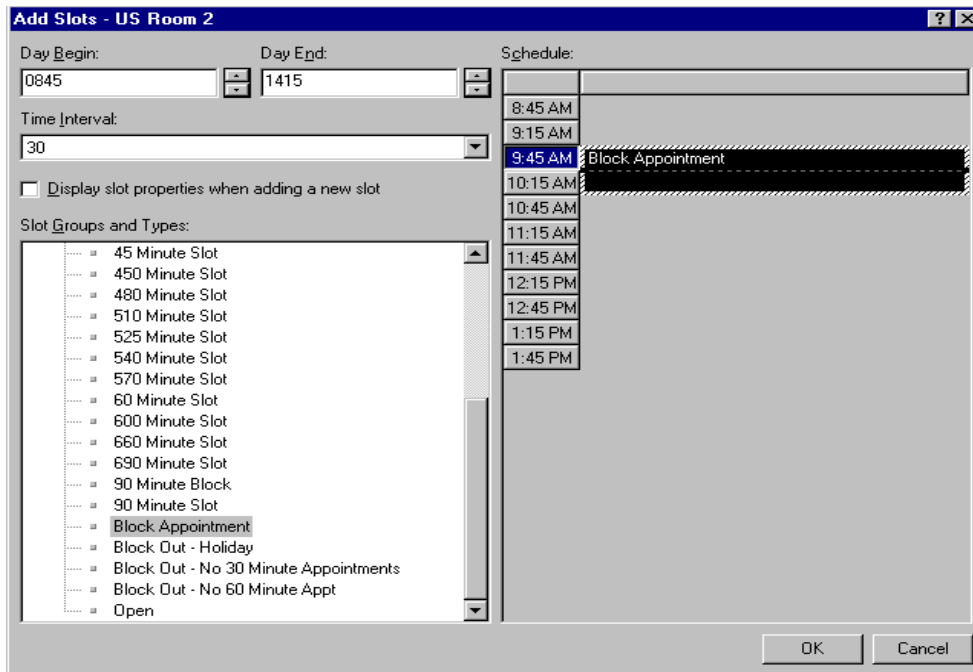


You will need to put in the time that you want the slots to start, and end. The time interval defaults to 30 min, you can change it by using the drop down box.

Then you will need to select the slot you want to use. Click the plus + sign next to All Slot Types.



Click the Block slot you want to use, (try to use either Block Appointments or Block Out – 30 Minutes), then drag it over to the time of the right side of the window.



Click OK and the slot has been added.

159.140.228.153 - Citrix ICA Java Client

Scheduling: Appointment Book

Task Edit View Help

Name: MRN: DOB:  
Age: Gender:

2001  
January

Su Mo Tu We Th Fr Sa  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3  
4 5 6 7 8 9 10

Books: Appointment Work In Progress:

Appointment Type: Move  
Appointment Location: Next  
Person Name: Clear

Schedule Confirm Book Suggest

1/12/01 - Ultrasound

	US Room 1	US Room 2	US Room 3
7:30 AM			
8:00 AM	540 Minute Slot		
8:30 AM			
9:00 AM		Block Appointment	Block Appointments JPMC Main Confirmed
9:30 AM			
10:00 AM		Block Appointment	
10:30 AM			
11:00 AM		180 Minute Slot	
11:30 AM			
12:00 PM			
12:30 PM			
1:00 PM			
1:30 PM			
2:00 PM			
2:30 PM			

For Help, press F1 B1048 RTHROCK Friday, January 12, 2001 11:25 AM

Start CernerApps Scheduling: Scheduling D... Scheduling: Appointm...