

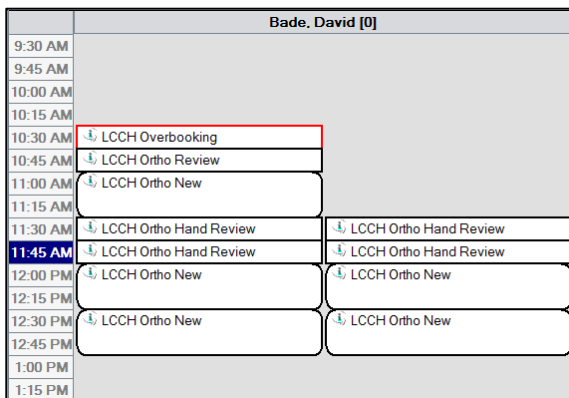
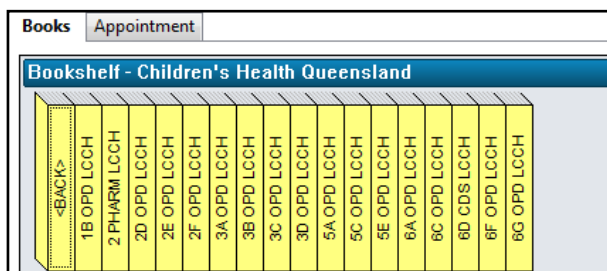


Add unavailable appointment slots

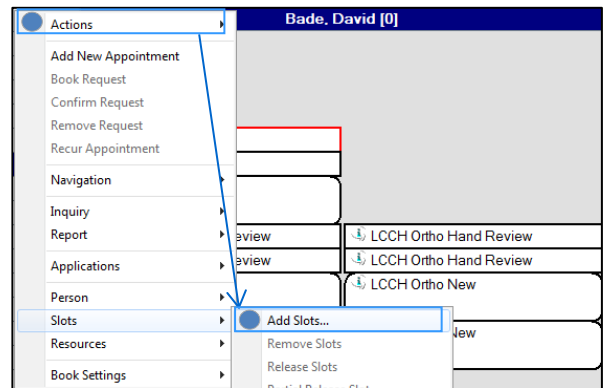
Note: Unavailable appointment slots are used to indicate why a clinician has slots removed from a normal template.

Ad hoc clinics can be managed directly by the end user and local clinic staff. If a longer term template change is required, this will be undertaken by the LCCH OPD Management Team.

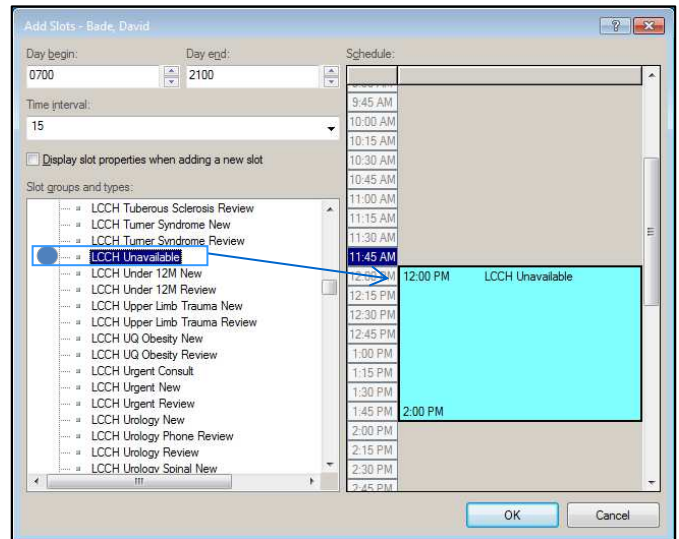
1. Locate the resource in the relevant **book**.



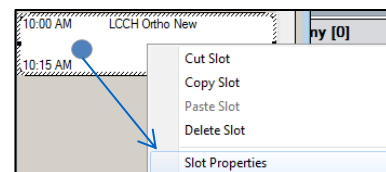
2. If the clinician is not available to see patients, the corresponding slots will require removal with a new **LCCH unavailable** appointment in its place.
3. Right click on the **appointment grid** under the corresponding **resource**.



4. Drag the **LCCH unavailable** appointment to the correct time in the schedule.

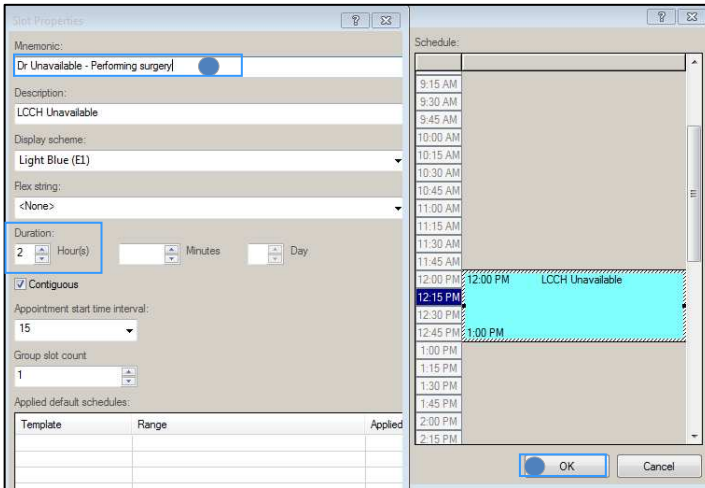


5. To change slot description or the duration, right click the slot and select **slot properties**.

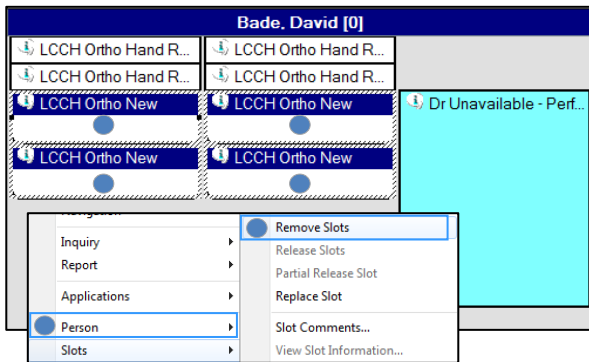


6. Update the **mnemonic** with a description of the leave and the slot duration. Click **OK** to finalise the slot.





7. Select the slots that overlap with the newly created **Dr unavailable** slot by holding **Ctrl** and clicking on each appointment. Right click, **slots**, **remove Slots**. Click **OK** when the warning box appears.



8. The slots have now been removed and the clinic template blocked off with an **unavailable** slot.

