Adding Leave for a Provider

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

If a Provider goes on holiday then you are able to block out their sessions to indicate this. This can only be done **BEFORE** you have cloned out sessions into the day on which they intend to take leave.

1. Click **Administration**.

2. Select **Appointments** from menu.

3. Select **Holidays** sub-menu.

4. Select **Add Leave Dates** button (top right of the screen).

5. Either select a provider or leave the provider list BLANK to select ALL PROVIDERS.

   a. If All Providers is selected the display under Provider will be blank.

   b. I a Provider is selected, the name of the Provider will display under the Provider column.

6. Enter a start and end date and name for the holiday e.g. Public Holiday.

   a. Start Date: The first day of leave.

   b. End Date: The last day of leave (can be the same as Start Date if leave is only for one day).

7. Finally, set the **Blocks** time field.

8. If checked: A message will be displayed when you click to book an appointment stating that the provider is on holiday.

9. If NOT checked: No message will be displayed when you click to book an appointment.

10. Click **Save**.

In the appointments calendar, leave will appear as a striped background.

N.B. You can still book an appointment when a provider is on leave. The Blocks time check box will provide a message to state that they are on leave BUT you can then still proceed to book an appointment.