

# Restricting Appointment Types Allowed in a Session

Last Modified on 17/05/2021 2:11 pm ACST

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

## Restricting Appointment Types Allowed in a Session

This is an optional step, whereby you can restrict which Appointment Types can be booked into each Session Type. For example, you may have a Consultation Session Type and restrict it to only allow the following appointment types:

- Initial Consults
- Reviews

### Notice

If an appointment of the type displayed has ever been booked into a session of the type you are editing, then you will not be able to untick Allowed for that appointment type.

To restrict what Appointment Types can be booked into a Session Type:

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Session Types** sub-menu.
4. Click **Show** on the session type you want to add restrictions to.
5. Scroll down to **Allowed Appointment Types** section and click **Edit**.
  - a. You will be presented with a list of appointment types that match the session Category (e.g. Consultation, Procedure or either if the session type is a Hybrid).
6. Tick the **Allowed** box to allow users to book each type of appointment into the sessions of that type.
7. Click **Update Calendar Session Type**.

For example:

- If you have created a *Consultation* session for a provider and booked appointments of type *Further Review* into that session.
  - Then you edit the Allowed Appointment Types for session type *Consultation, Further Review* appointment types would be allowed and could not be un-ticked.
-