Initial Setup for Unavailable Session Type

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

Create a new calendar session type

1. Click **Administration**
2. Select **Appointments** from menu
3. Click **Calendar Session Types**
4. Click the **New** button
5. Click on the **Category** drop down menu and select **Unavailable**
6. Fill in the fields based on the table below.
7. Click **Create Calendar Session Type**.

Field	Description
Name	Give the session a descriptive name
Location	Specify the location that the session type is delivered at
Category	Unavailable sessions can be used to block out a period of time if a provider is not available or on holiday. No appointments can be booked into an unavailable session.
Enabled For Theatre	Indicates that this Session Type should have the extra fields required for external Theatre bookings. It also activates Theatre fields for any appointments booked into this session of this Session Type and makes the session appear on the Theatre List screen NOT RELEVANT -LEAVE AS FALSE.
Service Location (if Enabled for Theatre ticked)	Service location that prints on the Theatre List printout for sessions for this Session Type. If not selected the location of the appointment will be display instead. NOT RELEVANT - LEAVE BLANK.
Duration	Default length of the Session Type in miutes
Inactive	Inactive = FLASE - Session type appears in Pick Lists Inactive = TRUE - Session Type does not appear in Pick Lists
Sort Order	Where the calendar session appears in the pick list when selecting it and also on the Administration > Appointment > Calendar Session types Screen
Colour	Coloured background for the session. You can select from the picker or enter the hex value.
Default Appointment Type	As no appointments can be booked into an unavailable session leave this blank. NOT RELEVANT - LEAVE BLANK