Set the Default Appointment Type

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

Set the Default Appointment type

1. Click **Administration**.

2. Select **Appointments** from menu.

3. Select **Calendar Session** Types.

4. Click the **New** button.

5. Fill in fields using the table below as a reference.

6. Choose **Default Appointment Type** from the drop down menu

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
Enabled for theatre (check box)	Indicates that this Session type should have the extra fields required for external Theatre bookings It also activates Theatre fields for any appointment booked into this a session of this Session Type and makes the session appear on the Theatre Screen
Category	This must be one of Procedure or Consultation - or Hybrid (Which means it would allow a mix of both types, if desired) 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.
Service Location (Display only if "Enabled for Theatre ticked")	Service location that prints on the Theatre List printout for sessions of this Session Type. If not selected the Location of the appointment will display instead.
Duration (minutes)	Length of the Session Type in minutes
Inactive (check box)	Inactive = FALSE - 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 pock list when selecting it and also on the Administration > Appointment > Calendar Session types screen
Colour	Coloured background for the session (Appointment will have a smaller slab of colour so contrast against this .) You can select from the picker or enter the hex value.
Default Appointment Type	When creating an appointment in this session, this appointment will be automatically selected. The choice can then be changed to a different appointment type. So a Review Session default Appointment Type "Review(Short)"