

## Add an Unavailable Session for the Provider

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

Create an Unavailable session for the provider:

1. Click **Administration → Appointments → Calendar Sessions**
2. Choose a **provider** from the list
3. Enter a date to view current sessions for / to add sessions to.
4. Click **Search**.
5. Click **New Calendar Session**
6. Fill out the fields based on the table below.
7. When done, click **Create Calendar session**.

Field	Description	Example Values
Date	Date that the session occurs on	24/04/2015
Start time	Start time of the session	9am
End time	end time of the session	5pm
Location	Location where the session normally takes place	Clintel Clinic
Session Type	Select the unavailable Session Type you created previously. Only Session Types available at the location can be selected.	Holiday
Anaesthetist	Select from the drop-down list	
Planning Completed (Check Box)		
Session Name	Give the session a descriptive name	Holiday
Session Notes	Any session notes	Golf Trip - can be contacted on mobile for emergencies.

**Please Note:** If the provider already has sessions at the time the holiday is occurring, you'll need to delete or make those sessions inactive before adding the Unavailable session.