

## Defining Calendar Session Types

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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 a new session type

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Session Types**.
4. Click the **New** button on the top left button.
5. Fill in fields using the table below as a reference.
6. Click **Create Calendar Session Type**.

Field	Description
Name	Give the session a descriptive name
Location	Select from the specific list you created from location
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 appointments booked into this a session of this session Type and Makes the session  Appear on the Theatre List 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.  category can be changed in between if all the appointments are compatible with the change (6.73 Feature).
Duration (minutes)	Length of the Session Type in minutes
Sort Order	Where the calendar session appears in the pick list when selecting it and also on the Administration > Appointment > Calendar Session Type screen
Colour	Coloured background for the session (appointments 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 type will be automatically selected. The choice can be changed to a different appointment type.  So a Review Session may default to Appointment Type "Review (short)"