Creating an Unavailable Session Type

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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.

If the provider's calendar has already been cloned then you can create a session that simply blocks out time and doesn't allow appointments to be booked into it.

This is called an "Unavailable" session type.

Create an unavailable 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
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 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 a 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 of this Session Type. If not selected the location of the appointment will display instead. NOT RELEVANT - LEAVE AS FALSE
Duration	Default length of the Session Type in minutes
Inactive	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 pick list when selecting it and
Colour	Coloured background for the session.

	You can select from the picker or enter the hex value.
Default Appointment Type	As no appointment can be booked into an unavailable session leave this blank.
	NOT RELEVANT - LEAVE BLANK