block time definitions

This document will explain each function in the Block Time form.

ReBlock Time
This button is to be used to move the block up or down on the book.

For example, if Jessica decides to take her lunch from 12:00pm – 1:00pm instead of 1:00pm – 2:00pm. Change the start time and end time and click ReBlock Time.

This button can also be used to extend or decrease the length of a block. For instance, Jessica needs 30 extra minutes for lunch. You can change the start time or end time appropriately and click ReBlock Time. If she decides she only wants to take 30 mins for lunch, then you would change the start time or end time appropriately and click ReBlock Time.
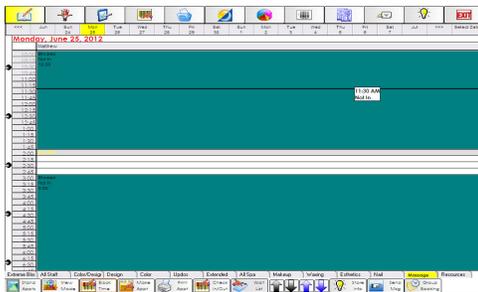
Open Block
This button is used to remove a slot of time from WITHIN a block.

For instance, a staff member is blocked out for the entire day and they would like to come in just for one hour to accommodate a long-time client that is only in town for that day. You would double click the blocked time and then change the start time AND end time to match the duration that they would like to OPEN the staff's book. Then click Open Block. This would remove the hour of time for the appointment, while leaving the rest of the day blocked.

❖ The Open Block button should never be used to Delete an Entire Block or to move a block. The user will be given a message when using Open Block for a reason other than removing a slot of time within an existing block.

Delete Entire Block
This button is used to simply delete an entire block from start to end time.

It can be used to remove a lunch block, a meeting block, an entire day's block, etc.   Double click into the block, note the start time and end time of the block, and click the Delete Entire Block button to remove the block from the staff member.