Making a Block Appointment

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Overview

How to make a block appointment

Select the needed date and drag to select the time.

Right-click and select “Block Schedule.”

Enter the name for the block.

Select an “In” or an “Out” block. Colors for each are under “Program Setup,” “Appointment Setup.”

Select the Ops and enter additional notes.

Select the “Properties” tab for additional options.

Set Notifications, Foreground and Background color, if desired.

Click “Save and Close.”

Online URL: https://kb.tdo4endo.com/article.php?id=50