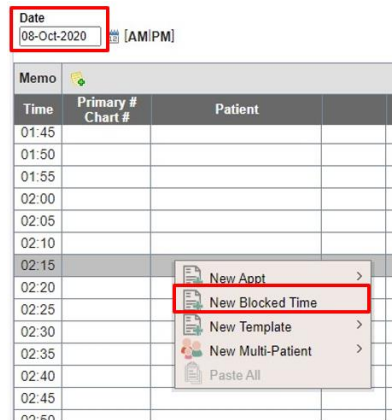


# User Guide

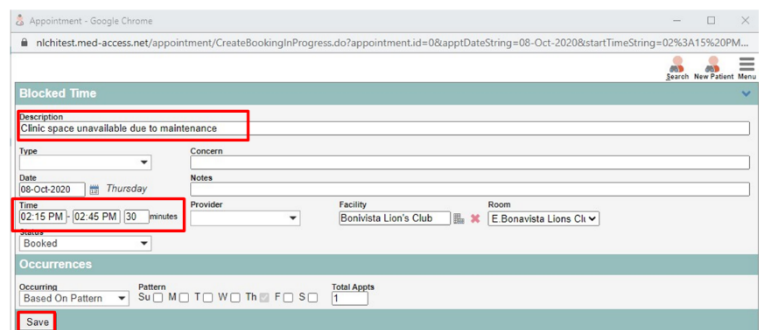
## Med Access: Blocking Out 'Unavailable' Time on the Daysheet

### Blocking Out 'Unavailable' Time on the Daysheet

1. Ensure you are viewing the correct Daysheet by selecting the correct location on the top left-hand corner and the correct room from the Provider/Resource drop-down.
2. Select the **Date** in the top left corner of the screen above the daysheet to select a date for the block out period.
3. Identify the desired time to be blocked on the daysheet and right click anywhere in that row to view the drop-down list.
4. Select **New Blocked Time** from the drop-down list to open the 'Appointment' window.



5. Enter the reason that the clinic is unavailable in the 'Description' field (e.g. 'Clinic space is unavailable due to maintenance').
6. Specify the start time and end time of the block out in the appropriate fields.
7. Click the **Save** button.



8. Verify that the blocked time appears as 'unavailable' on the daysheet for the identified day and time slot.