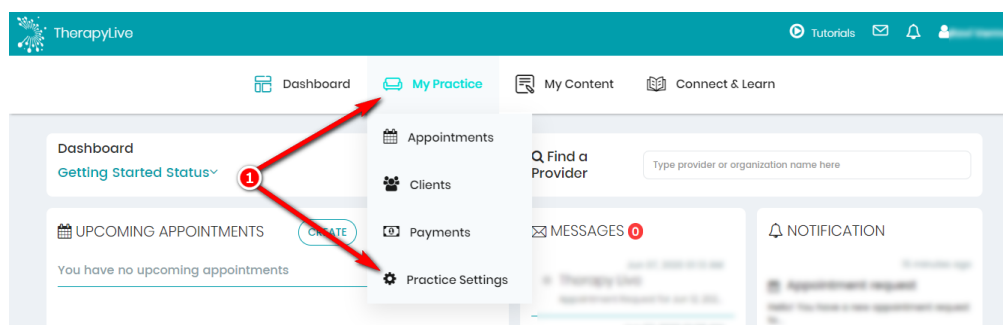


How can I schedule a day off in my calendar?





Customer Success Liaison - 2020-06-06 - in Calendar and Appointment Scheduling

Here are the steps to blocking off a day in your calendar:

1. Click on “My Practice” and select “Practice Settings” from the drop-down menu.



2. Click on the “Schedule” tab located on the left side of the page.
3. You will see three sections at the top of the page, select “Your Days Off”. This will direct you to your calendar.
4. Click on the dates on which you will not be available. Once you select the dates they will be highlighted red. Your day off schedule will be saved automatically.

-  Services
-  **Schedule**
-  Practice
-  General

Set Your availability

 YOUR AVAILABILITY

 YOUR DAILY BREAKS

 YOUR DAYS OFF

Click the days that you will be taking off

2020

January <input type="checkbox"/>							February <input type="checkbox"/>							March <input type="checkbox"/>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5						1	2							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29
														30	31					
April <input type="checkbox"/>							May <input type="checkbox"/>							June <input type="checkbox"/>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	20	30					

