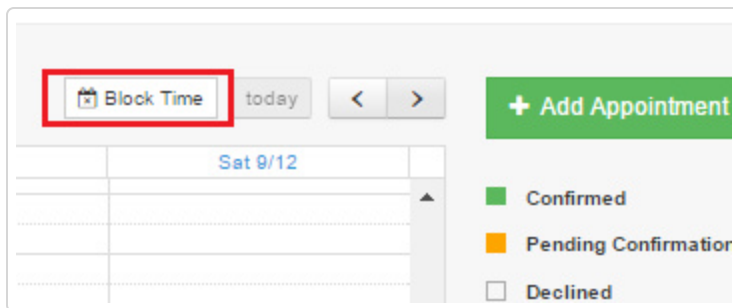


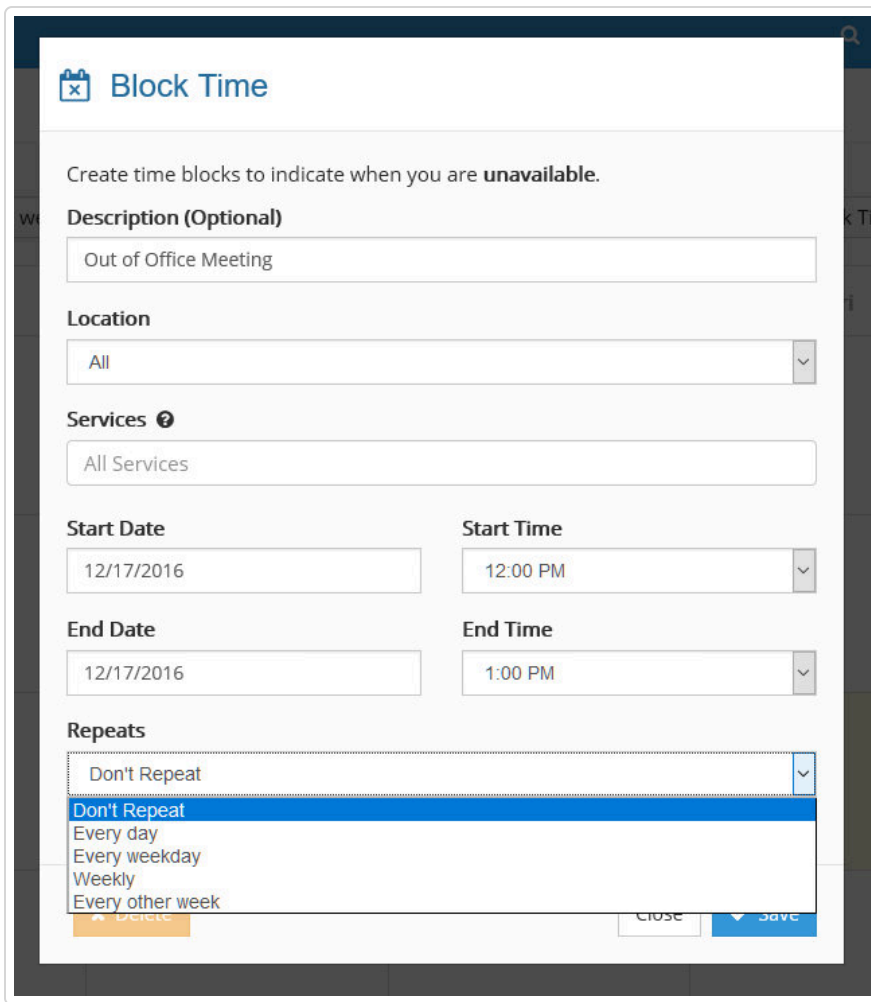
How to Block Time Availability from my IntakeQ Calendar?

If your practiceQ calendar is linked to your Google or Outlook Calendar, all your blocked time on those calendars will automatically show as blocked on your practiceQ calendar. What if you haven't linked them or just want to block time availability inside practiceQ? To do this, follow the steps below:

1. Navigate to "**Bookings**" in the main menu.
2. Click on "**Block Time**" above the calendar (as shown below).



In the "**Block Time**" prompt fill out the information as you wish and click on "**Save**" to add this blocked time to your calendar.



Block Time

Create time blocks to indicate when you are **unavailable**.

Description (Optional)

Out of Office Meeting

Location

All

Services

All Services

Start Date

12/17/2016

Start Time

12:00 PM

End Date

12/17/2016

End Time

1:00 PM

Repeats

Don't Repeat

Don't Repeat

Every day

Every weekday

Weekly

Every other week

Delete Close Save

Note that you can block all locations or single locations, all services or single services, and set it to repeat every day, every weekday, weekly, or every other week. This can be used to support many scenarios, for example, a provider who works every other Thursday can set up their Thursday hours, and then block every other Thursday by choosing the "Every other week" option.

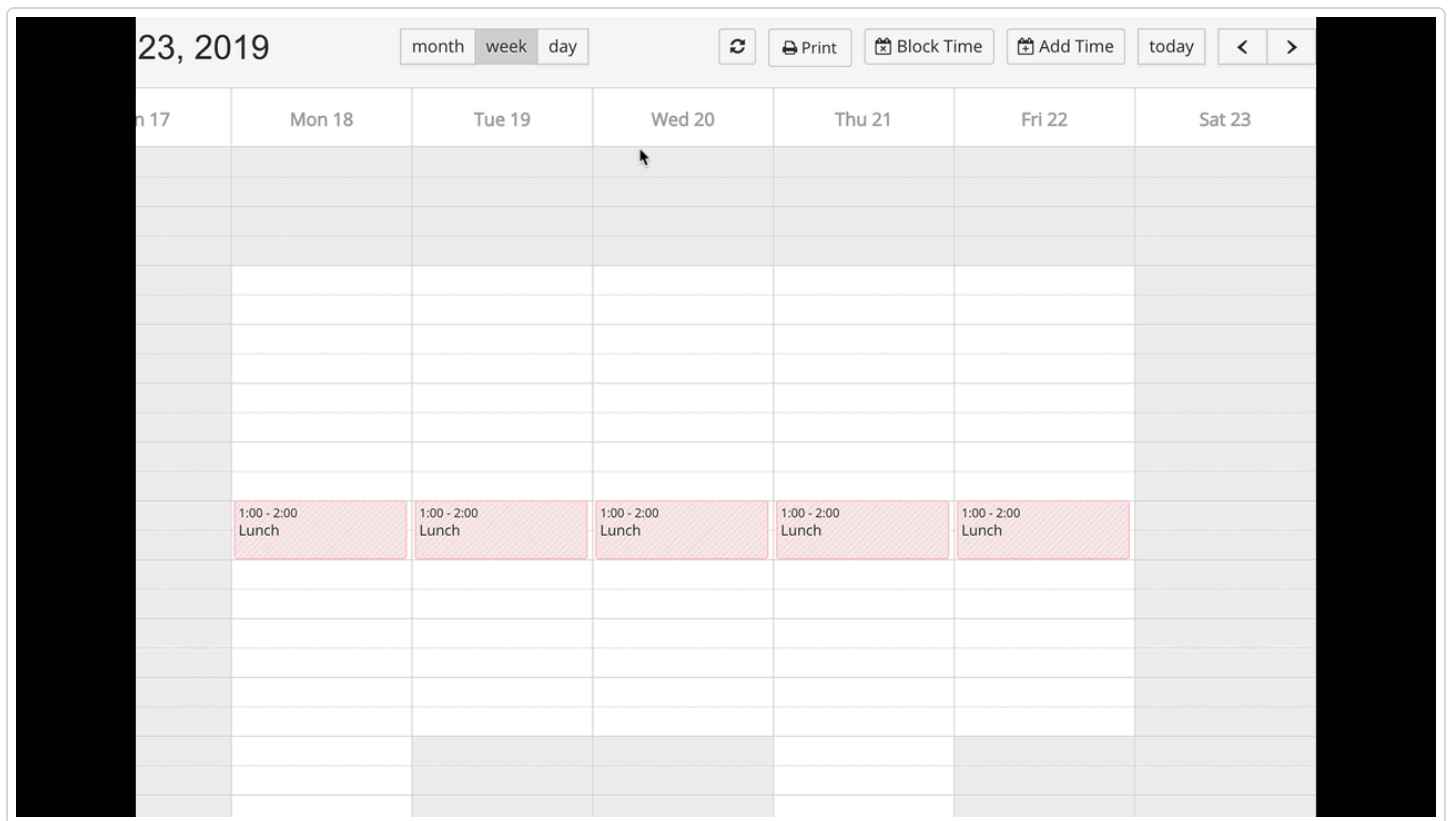
Shortcut: To quickly block availability in your calendar, you can open the dialog above by pressing and holding the Shift key while clicking on the day/time you want to block in your calendar.

Editing Recurring Blocked Time Series

To edit blocked time slots, simply click on any block of the series in the calendar and the "Block Time" dialog will open allowing you to modify the blocked time settings.

Moving Individual Blocked Time

There is also a simple way to move an individual blocked time slot by drag-and-drop, as shown in the animation below.



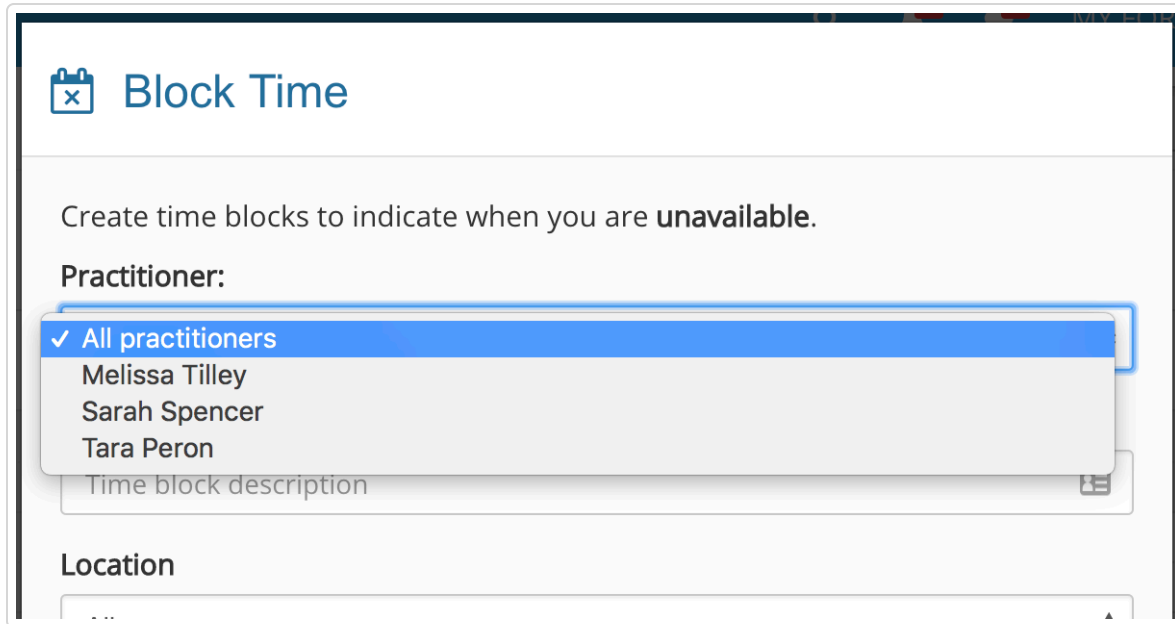
Deleting Blocked Time

If you have blocked time and wish to delete that block to open the appointment time again for bookings, this process is very simple:

1. Click on the specific time block that you'd like to remove.
2. If it's a single time block you just click the orange **"Delete"** button in the bottom left corner of the "Block Time" dialog.
3. If this is a series of blocked time slots, click that orange **"Delete"** button will remove the entire series.
4. To delete individual blocks of a series, click the arrow on the right side of the orange **"Delete"** button, then select **"Delete Individual Block"**.

Team Calendar

You can also block availability for your team members by using the Team Calendar. When blocking a time in the Team Calendar, you will be able to select the practitioner you are blocking time for, or choose the "All practitioners" option to block time for all practitioners.



The screenshot shows a 'Block Time' form with a calendar icon and a close button. The form includes a title 'Block Time', a description 'Create time blocks to indicate when you are **unavailable**.', a 'Practitioner:' dropdown menu with options 'All practitioners' (selected), 'Melissa Tilley', 'Sarah Spencer', and 'Tara Peron', a 'Time block description' text field, and a 'Location' dropdown menu.

Block Time

Create time blocks to indicate when you are **unavailable**.

Practitioner:

- ✓ All practitioners
- Melissa Tilley
- Sarah Spencer
- Tara Peron

Time block description

Location

...

When you block a time slot for the whole team, it will show up in the Team Calendar, as well as in all individual calendars, as a dark grey block.

Dec 23 – 29, 2018





[month](#)[week](#)[day](#)

	Sun 23	Mon 24	Tue 25	Wed 26	
8am					
9am		9:00 - 9:45 Monday Meetings			
10am					
11am					
12pm					
1pm					
2pm					

✉ [Still need help? Contact Us \(#\)](#)

Last updated on November 2, 2022

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