ADVANCEDRELEASE
TOWNSVILLE HOSPITAL AND HEALTH SERVICE - **DIGITAL HOSPITAL**

ESM - Add unavailable appointment slots

> **i**
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> **Note**: Approval must be sort before making appointments unavailable.
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> Unavailable appointment slots are used to indicate why a clinician has slots unavailable for patient bookings in a normal template.
>
> This is to be used for closing minimal slots, for larger quantities please use QGR Add or remove clinics or slots.
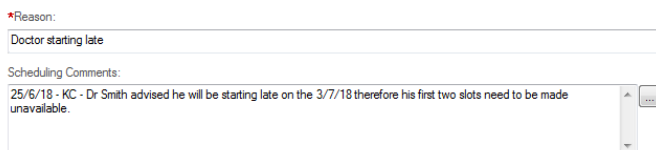
1. Locate the relevant *book.*
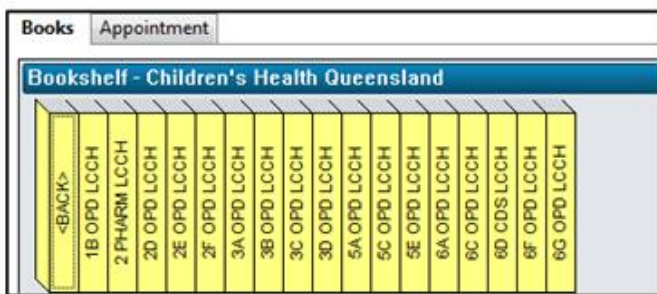
2. Go to the *Appointment Tab*

3. In the *Appointment Type* select *Unavailable* and *Location* of *TTH*
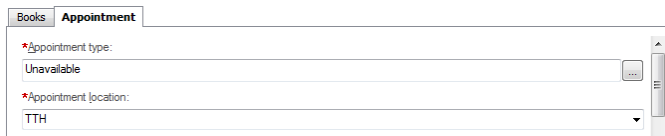
4. Enter in a *reason* (this will be displayed in the slot) and *scheduling comments* (eg. 25/6/18 - KC - Dr Smith advised he will be starting late on the 3/7/18 therefore his first two slots need to be made unavailable.)

5. Select *Move*

6. *Schedule* your *Resource* into the appropriate slots and *confirm*.

7. Repeat these step for all slots required