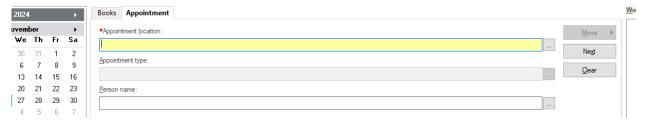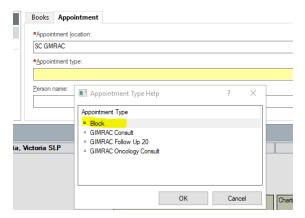# Scheduling a Block

Used for blocking off resource's day in the schedule
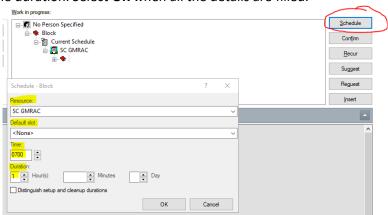
1. Navigate to the **Appointment Tab** and enter in the **Appointment Location** that you wish to BLOCK.

2. On the **Appointment Type** tab, you can enter in **BLOCK** or select the ellipsis to the right to see the appointment types available to schedule and select **BLOCK**.
   After selecting **BLOCK**, there will be no other required fields.

3. Select **MOVE** and the **BLOCK** will appear in the **Work in Progress** window.
4. From here, you are able to **Drag and Drop** the BLOCK onto the schedule or you can manually Schedule this block and at this point you can pick the resource if there are multiple, the start time and the duration. Select **OK** when all the details are filled.

5. Once the BLOCK is placed, select CONFIRM.
   On the CONFIRM window, select OK.
   The BLOCK is now placed.