



## RELEASE NOTES

# All Day Calendar Blocks

### What is it?

All day calendar blocks allow a clinical user to be set as available and/or schedulable for an entire day with one click.

### Why is it useful?

This creates simplification so a clinical user or scheduler only has to select one button and that user's available and/or schedulable block adjusts to cover the whole day. This will also ensure a clinical user's availability remains on at midnight if a clinical user intends to be available 24/7 and/or overnight.

### When should I use it?

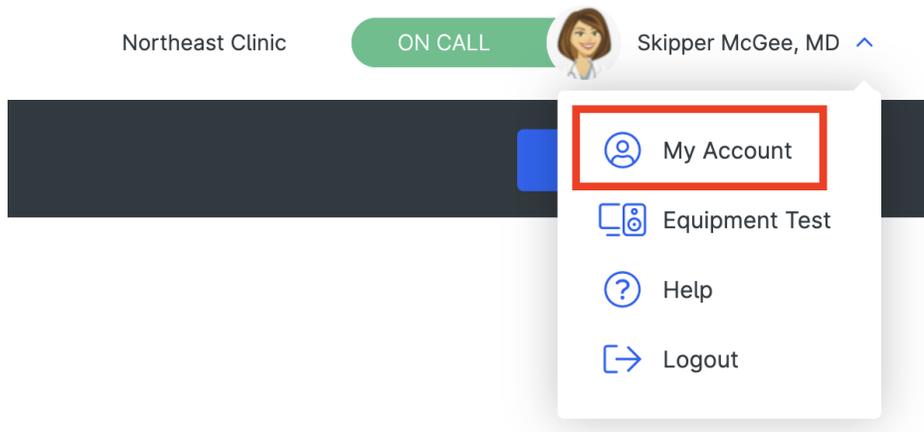
Consider using all day calendar blocks when:

- A clinical user should be available and/or schedulable 24/7
- A proxy clinical user is used to automatically triage patients
- When a clinical user may be switching time zones but still wants to maintain 24/7 availability to help

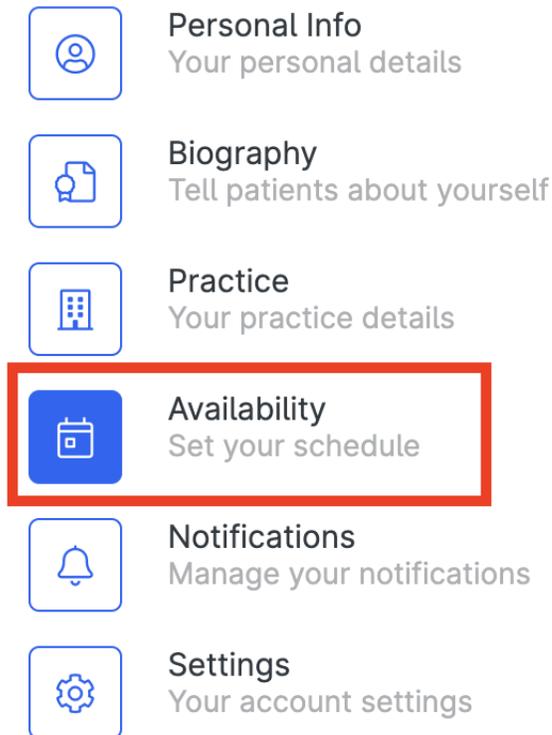
## How does it work?

To set up an all day calendar block, follow these steps:

1. In the user dropdown menu, click **My Account**.



2. On the left side of the screen, click **Availability**.



3. On the calendar, click on a time slot. A popup window will appear.

All day

**Start**  
Sept 18, 2021 2:30 pm

**End**  
Sept 18, 2021 12:30 am

**Repeat**  
None

Schedulable  
 Available for On Demand

Save

4. Select the **All day** checkbox. This will remove the time selection and will block the calendar, displaying All day. Make sure you also select if you want the user to be on call and/or allow scheduled visits.

All day

**Start**  
Sept 18, 2021

**End**  
Sept 18, 2021

**Repeat**  
None

Schedulable  
 Available for On Demand

Save

## How do I get started?

This feature will be available to all customers automatically and just requires that a provider be assigned to more than one practice.

## Additional Information

Please note the following additional details about the all day calendar blocks feature

- If you have existing calendar blocks from 12:00 AM - 11:59 PM, you should convert these to use the all day blocks so that a user isn't made unavailable for one minute.