

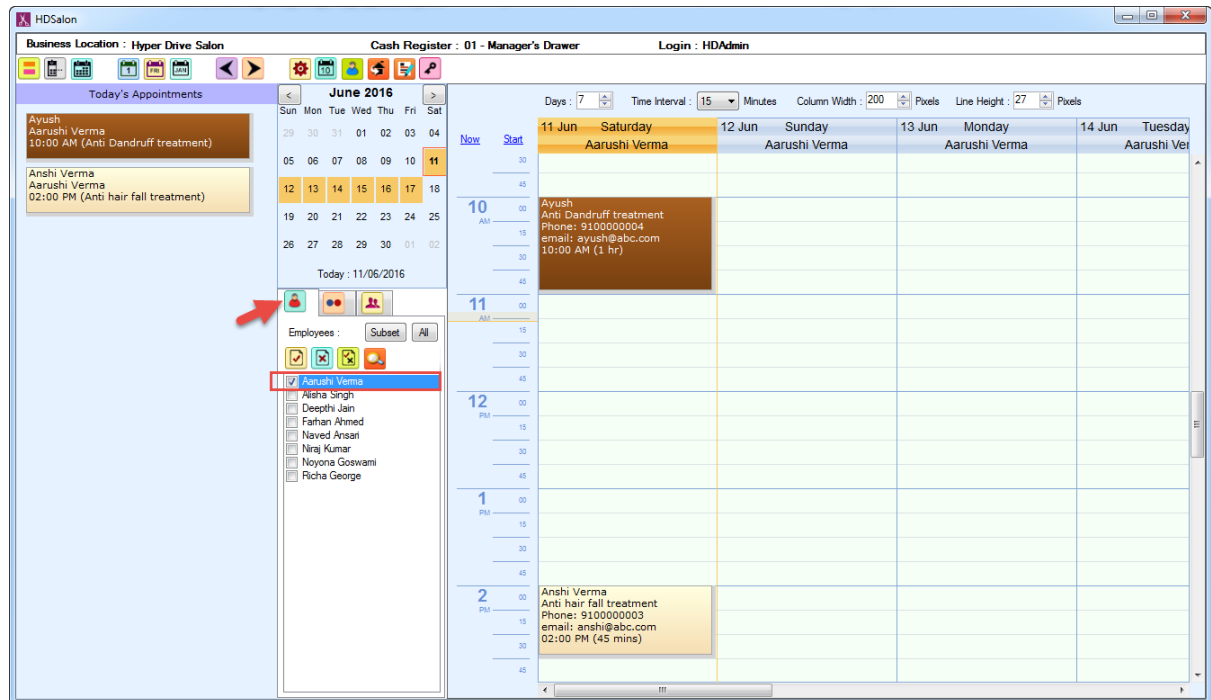
## How to block time slot in HDSalon?



Due to unavailability of your staff members or resources you may want to block appointment time slots to avoid confusion and accidental bookings. To block appointment time slot in HDSalon, follow the below steps:

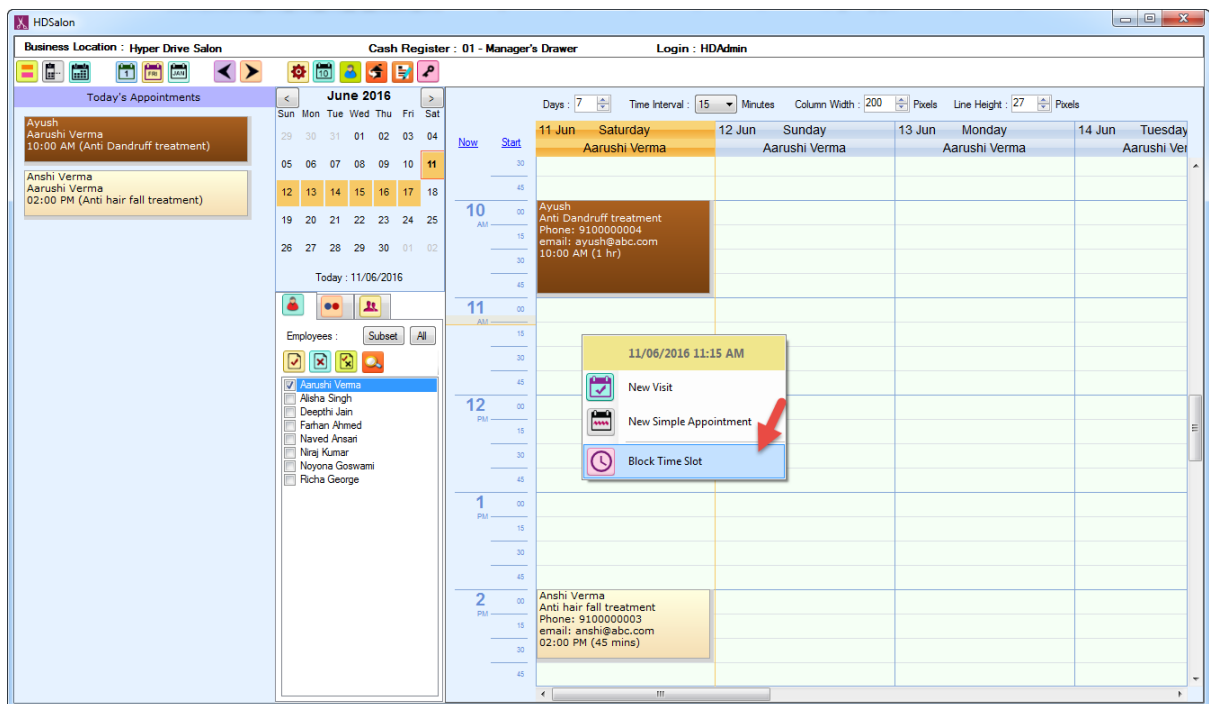
### Employee:

1. Run HDSalon.
2. From calendar panel click on **Employee** and select employee from the list.

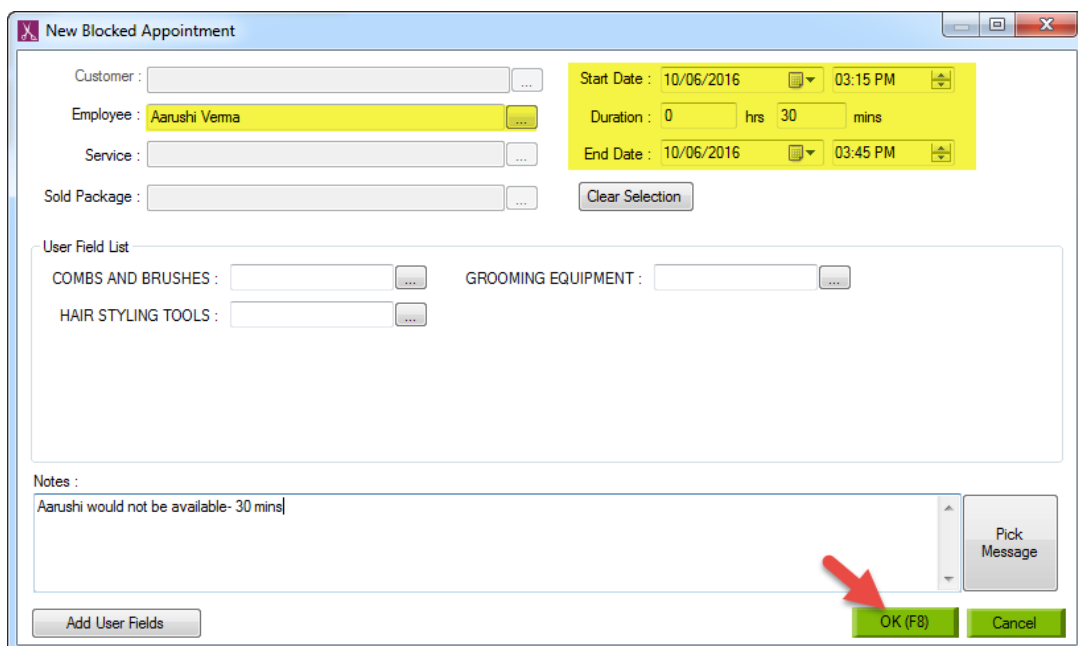


3. Right click on empty time slot in appointment calendar and select **Block Time Slot**.





4. In New **Blocked Appointment** enter the duration, choose the required date and time and click **OK**.



5. Blocked time slot(s) will displayed as shown below.





The screenshot shows the HDSalon software interface. At the top, it displays 'Business Location : Hyper Drive Salon', 'Cash Register : 01 - Manager's Drawer', and 'Login : HDAdmin'. The main area is a calendar for June 2016. On the left, there's a 'Today's Appointments' list with three entries: Ayush Verma (10:00 AM Anti Dandruff treatment), Aarushi Verma (11:15 AM Block), and Anshi Verma (02:00 PM Anti hair fall treatment). Below this is an 'Employees' list with names like Aarushi Verma, Alisha Singh, Deepthi Jain, etc. The main calendar grid shows a time slot from 11:00 AM to 11:30 AM on Saturday, June 11, 2016, which is highlighted in purple and labeled 'Blocked time slot' with a red callout box. Other appointments are visible for Aarushi Verma on Saturday and Sunday, and Anshi Verma on Monday.

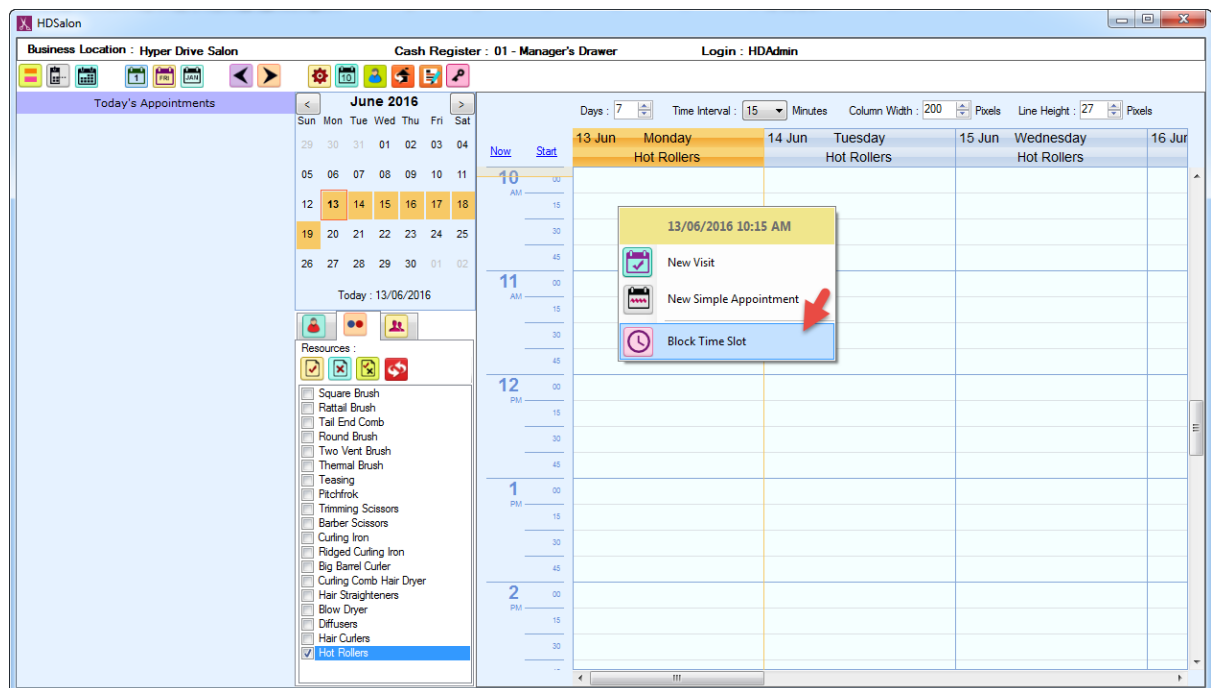
## Resources:

1. From calendar panel click on **Resources** and select the resource from the list.

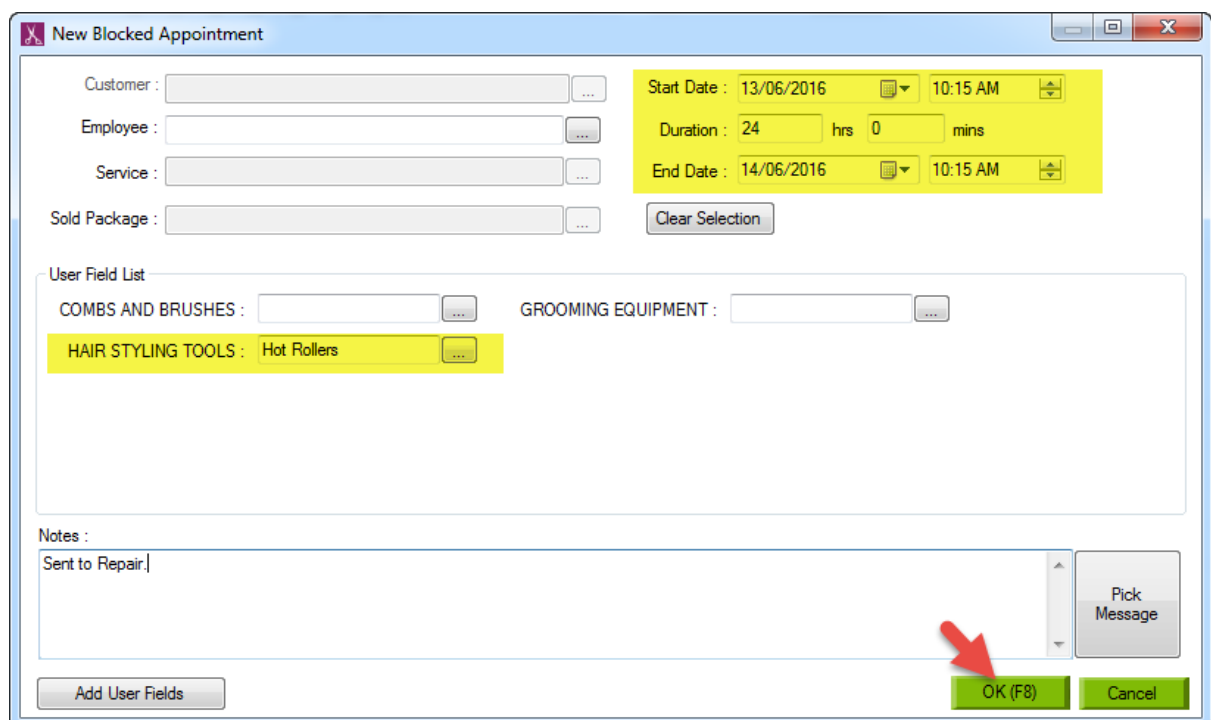
This screenshot shows the HDSalon software interface with the 'Resources' panel open. The 'Resources' list includes items like Square Brush, Rattail Brush, Tail End Comb, Round Brush, Two Vent Brush, Thermal Brush, Teasing, Pitchfork, Trimming Scissors, Barber Scissors, Curling Iron, Ridged Curling Iron, Big Barrel Curler, Curling Comb Hair Dryer, Hair Straighteners, Blow Dryer, Diffusers, Hair Curlers, and Hot Rollers. The 'Hot Rollers' resource is selected, indicated by a red arrow and a red box around the item. The main calendar area shows appointments for 'Hot Rollers' on Monday, Tuesday, and Wednesday of June 13, 14, and 15, 2016.

2. Right click on empty time slot in appointment calendar and select **Block Time Slot**.





3. In New **Blocked Appointment** enter the duration, choose the required date and time and click **OK**.





4. Blocked time slot(s) will be displayed as shown below.

The screenshot displays the HDSalon software interface. At the top, it shows the business location as "Hyper Drive Salon", the cash register as "01 - Manager's Drawer", and the user login as "HAdmin". The main area is a calendar for June 2016, with a grid view showing days from Sunday to Saturday. A large purple block is overlaid on the calendar, indicating a blocked time slot for Monday, June 13th, from 10:00 AM to 14:00 hours. The interface also includes a sidebar with a list of resources such as Square Brush, Rattail Brush, Tail End Comb, Round Brush, Two Vent Brush, Thermal Brush, Teasing, Pitchfork, Trimming Scissors, Barber Scissors, Curling Iron, Ridged Curling Iron, Big Barrel Curler, Curling Comb Hair Dryer, Hair Straighteners, Blow Dryer, Diffusers, Hair Cutters, and Hot Rollers. The Hot Rollers resource is currently selected.

