

QMATIC

Manual

Appointment Blocking

251.01B

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1. Installation

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1.1 General information

Appointment Blocking is an application for adding blocks to the calendar when appointments cannot be booked.

Important:

- This application can only be used on the central system and not on distributed agents.
- The blocks that you add will only affect the public booking API, i.e. appointments booked with Qmatic Web Booking, Concierge or similar. Calendar Client will not be affected by blocks.
- You can only add blocks on global level and branch level. You cannot add blocks for specific resources.
- When you add blocks on global level, time zone is taken into account and the blocks are added to the local time in the branches.

1.2 Requirements and prerequisites

- Appointment Blocking is only compatible with Orchestra 7, and later.
- Appointment Blocking requires that the calendar functionality is set up in Calendar Admin.

1.3 Install Appointment Blocking

❗ If you install Appointment Blocking using Qmatic Xtend, please go to step 6.

1. Copy **appointmentblocking.war** to
<Orchestra_install_dir>\system\custdeploy.
2. Copy **appointmentblocking.properties** to
<Orchestra_install_dir>\system\conf\lang.
3. Add the following lines to commonMessages.properties:

```
application.appointmentblocking = Appointment Blocking
application.appointmentblocking.description =
Appointment Blocking Workstation
module.appointmentblocking = Appointment Blocking
```
4. In qp_central database, add a record for **application** and **application_modules** table:

```
INSERT INTO qp_central.applications
(id,branch_app,is_distributed,enabled,icon_url,url,version,view_index)
VALUES('appointmentblocking',true,false,1,'images/icons/
application.png','appointmentblocking',1,120)
```

```
INSERT INTO qp_central.application_modules  
(id,is_distributed,enabled,icon_url,privilege_level,url,view_index,application  
_id) VALUES  
('appointmentblocking',0,1,NULL,20,NULL,110,'appointmentblocking')
```

5. Restart the Orchestra Central service
6. Set up user rights. The users who will use Appointment Blocking need a role with access to the following modules:
 - Appointment Blocking
 - Appointment
 - Calendar Admin
 - Connector Entrypoint.

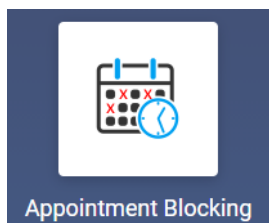
You should now be able to open and use Appointment Blocking.

2. Using Appointment Blocking

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2.1 Open Appointment Blocking

To open Appointment Blocking, click on the Appointment Blocking icon in the Orchestra home page.



2.2 Add blocks

The first time you open the application, you are prompted to add a block. Enter the following information:

- **Title:** Used for identifying the block later
- **Branch:** Select a specific branch, or [GLOBAL] if the block should be applied to all branches.
- **Start:** Start date and start time for the block (based on local branch time)
- **End:** End date and end time for the block (based on local branch time)

Click **Add Block** to finish.

To add a block from the list of appointment blocks, click **Add block**  in the top right corner.

2.3 Delete a block

- To delete a block, click **Delete**  at the end of the row of the block you wish to delete.

2.4 Print appointment block list

- To print a list of all blocks, click **Print**  in the top right corner. A print preview is opened, where you can take the next necessary steps to print the list.

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