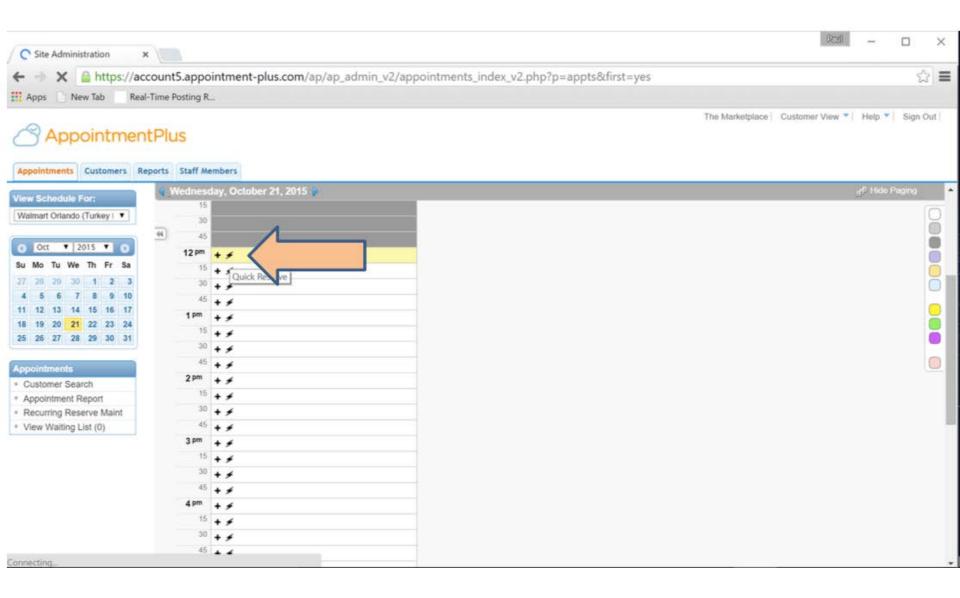
# Blocking Out Times and No Stock Devices in Appointment Plus

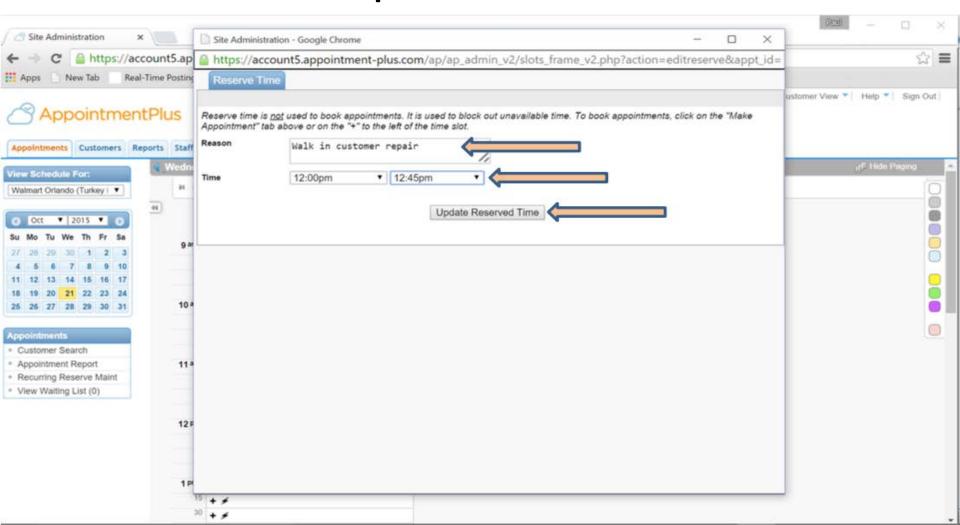
#### Blocking out Time and No Stock Parts

- Use the following process when you encounter time that you need to reserve for capacity planning and to avoid overbooking
- Use the following process when you are out of stock on repair parts
  - Best Practice: Each morning login to Appointment Plus and note any repair parts shortage at the beginning of the shift. Do this each morning to avoid booked appointments for devices that you do not have parts for. This will update the Call Center in real time.

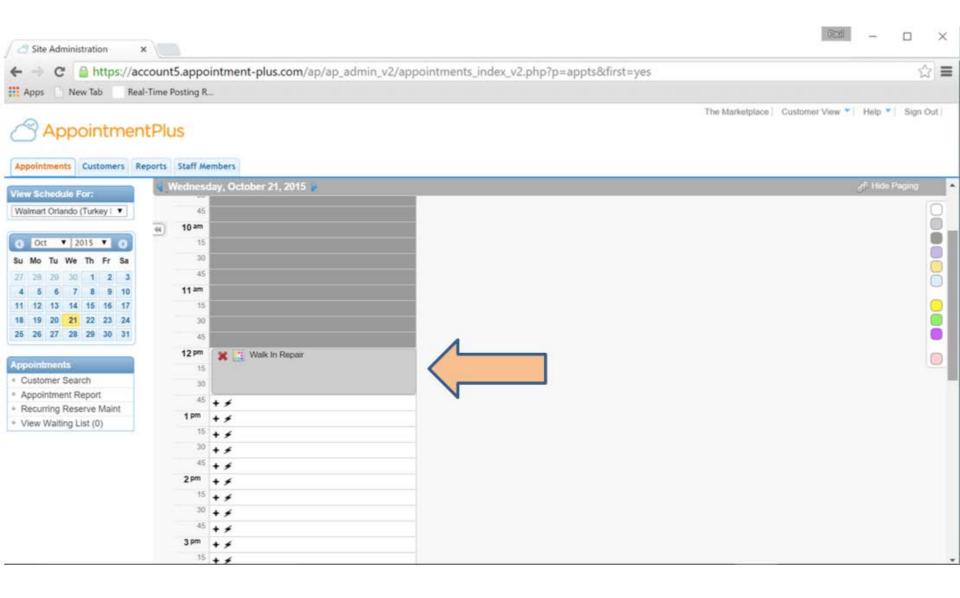
## Click the Lightning Bolt



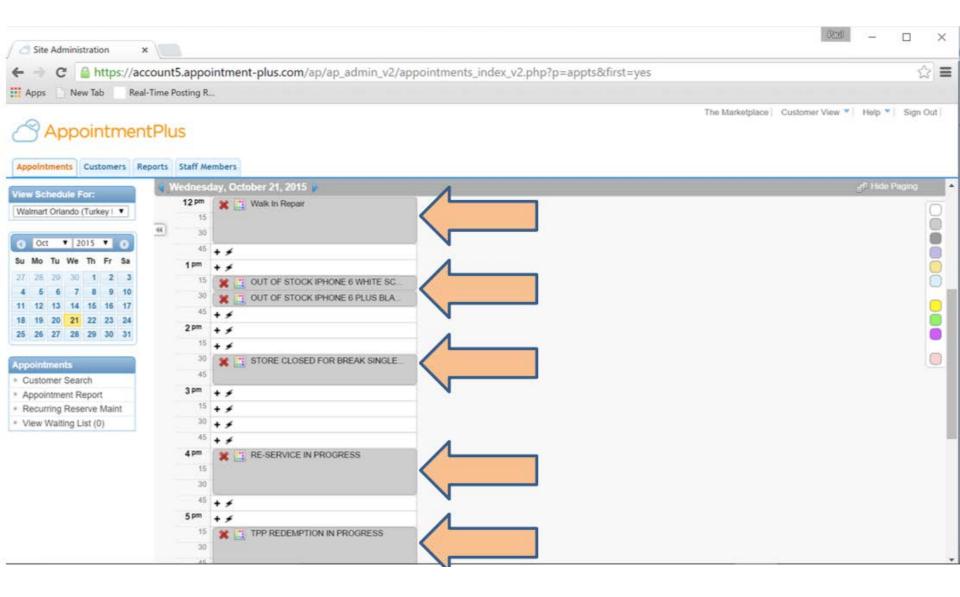
## Type in the Note for the Call Center, Block Out the Appropriate Timeframe and Click Update Reserved Time



## Example #1



## Example #2



### Example #3

