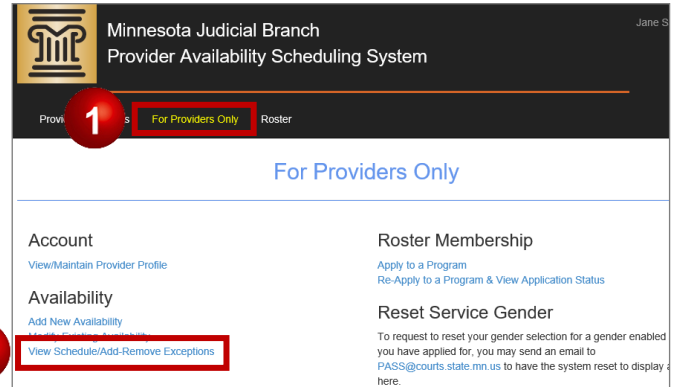


Viewing the Provider Calendar and Adding Exceptions to Availability in PASS

View calendar

1. Click **For Providers Only**.
2. Click **View Schedule/Add-Remove Exceptions**. Dates will appear in a list format.
 - a. Available: Established in availability definition
 - b. Session Scheduled: Click to view session details
 - c. Not Available: Exception added



Provider Calendar

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Nov 2017
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Date	Morning	Afternoon	Evening	Actions
11/01/2017 (Wednesday)	Available	Available	Available	Edit Exceptions
11/02/2017 (Thursday)	Available	Available	Available	Edit Exceptions
11/03/2017 (Friday)	Available	Available	Available	Edit Exceptions
11/04/2017 (Saturday)				Edit Exceptions
11/05/2017 (Sunday)				Edit Exceptions
11/06/2017 (Monday)	b Session Scheduled			Edit Exceptions
11/07/2017 (Tuesday)	Available	c Not Available	Available	Edit Exceptions
11/08/2017 (Wednesday)	Available	Available	Available	Edit Exceptions
11/09/2017 (Thursday)	Available	Available	Available	Edit Exceptions
11/10/2017 (Friday)	Court Holiday	Court Holiday	Court Holiday	Edit Exceptions
11/11/2017 (Saturday)				Edit Exceptions

Add exceptions to availability

1. Click **Edit Exceptions**.



Exceptions cannot be added to scheduled sessions.

2. Check available session time(s) to remove from availability.
3. Click **Save**.

11/06/2017 (Monday)	Session Scheduled			Edit Exceptions
11/07/2017 (Tuesday)	Available	Not Available	Available	Edit Exceptions
11/08/2017 (Wednesday)	Available	Available	Available	Edit Exceptions
11/09/2017 (Thursday)	Available	Available	Available	Edit Exceptions
11/10/2017 (Friday)	Court Holiday	Court Holiday	Court Holiday	Edit Exceptions

Provider Calendar

Edit Exception
Nov 8, 2017

Morning	Afternoon	Evening
<input type="checkbox"/> Available	<input type="checkbox"/> Available	<input checked="" type="checkbox"/> Available

3 Save
Cancel