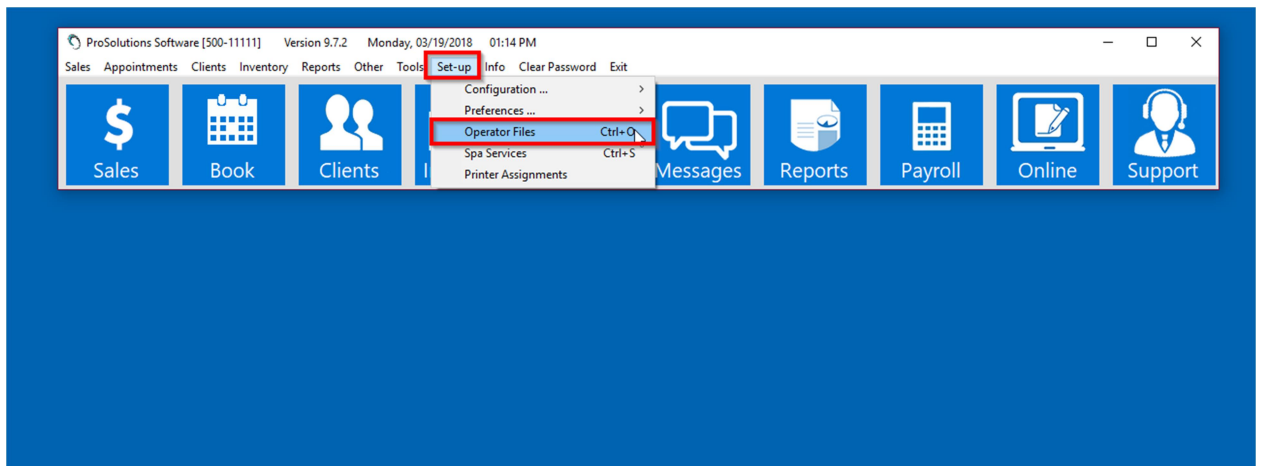# Setting up Recurring Blockouts

This document will show you how to setup a recurring blockout for your employee. This can be used to schedule a standing lunch, meeting, or any other non-service related appointment.

1.) Go to **Setup>Operator Files** (may say Stylist Files, Technician Files, Artist Files etc.) and select the **Operator** in question

Operator ID

Claire
Kelly
Morgan
Nicole
Nikki
Tamara
Tiana
*Room
+Equipment

X Modify Name

X Delete Operator

Done

9

2.) In the **Operator Information** select the **Schedule** option to bring up the **Operator Schedule** screen.

3.) In the **Operator Schedule** screen click the tab labeled **Blockouts**. Then select the **Blockout** type from the provided dropdown. Next click the day you want to schedule the **Blockouts** for so it shows in red and input the times you want the **Blockout** to be scheduled. Next select the month you would like this to begin, check **Apply**, choose the frequency from the dropdown, and input the ending

date for this **Blockout** in the **Until** field.

4.) Using the calendar below click on the first day that this **Blockout** takes effect. When it says **Schedule Set** click **Ok** then click **Exit**.