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Exa® PACS/RIS

Feature Summary

Configure Quick Blocks

QUICK BLOCKS

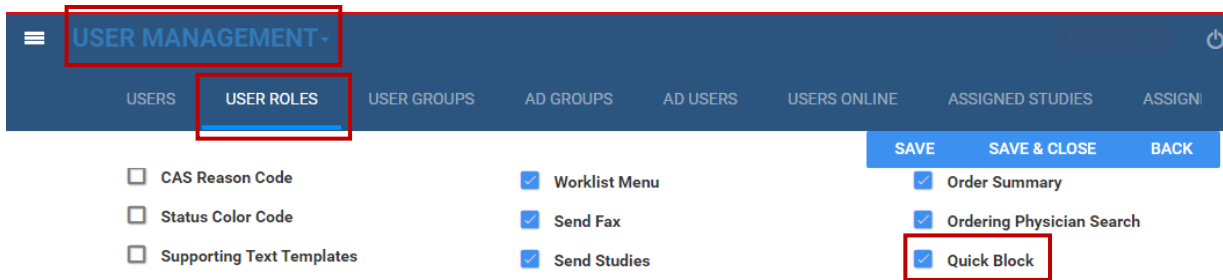You can create **quick blocks** on the schedule book to specify timeslots for non-exam events.

A *soft quick block* is a partial room reservation, and exams can be scheduled over them.

A *hard quick block* is a full room reservation, and exams cannot be scheduled over them.

QUICK BLOCK USER RIGHT

To create, edit, or delete a quick block, you must have the **Quick Block** user right in your **User Role**.
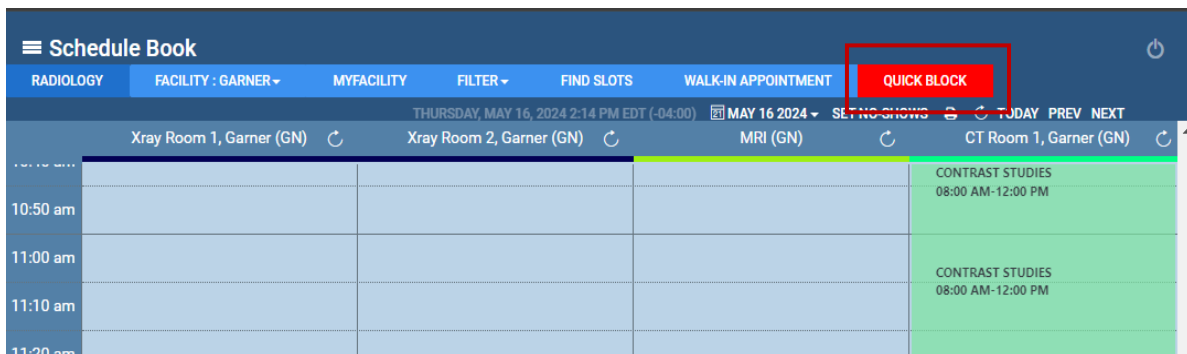
1. Go to **SETUP > OFFICE > USER MANAGEMENT > USER ROLES**.

2. Edit the user role and then select the **Quick Block** right.
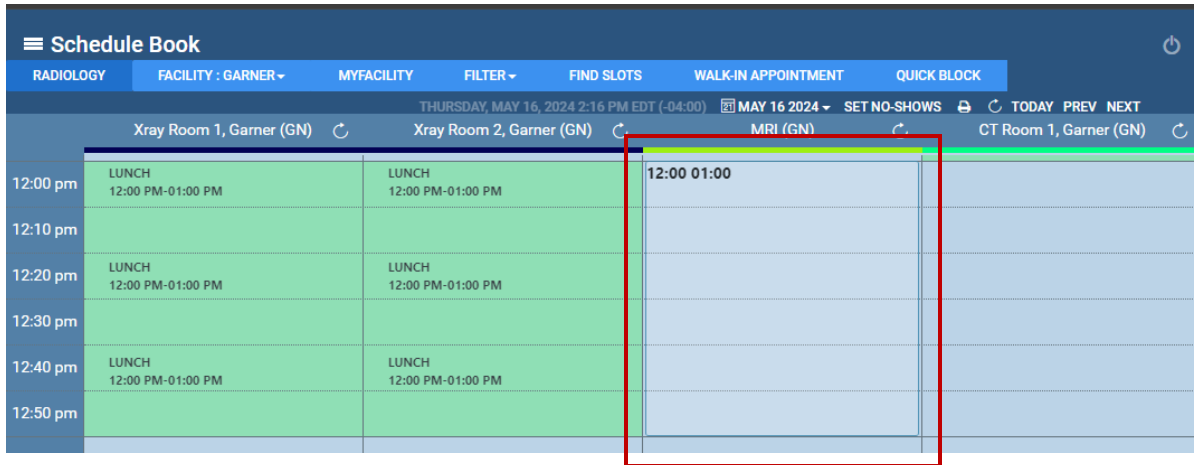

CREATE A QUICK BLOCK

1. On the schedule book, select **QUICK BLOCK**.

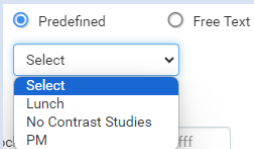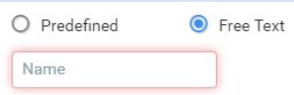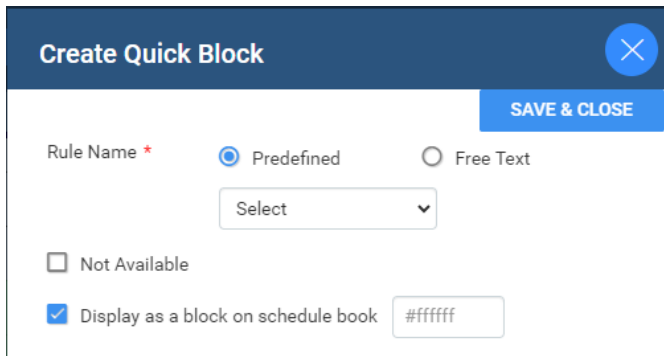   **Result**: The QUICK BLOCK button turns red.

2. Drag to select a timeslot on the desired facility and modality room for the quick block.

    Result: The timeslots turn light grey.

3. In the **Create Quick Block** dialog, enter the following settings.

Setting	Description
Rule Name	**Predefined**: Select a display name for the quick block from the dropdown list. **Note:** The dropdown list of predefined rule names can be customized. **Free Text:** Type a display name for the quick block.
Not Available	Select **Not Available** to create a **hard quick block.**

|	
	Clear **Not Available** to create a **soft quick block**.
Display as a block on schedule book	Select to make the quick block visible on the schedule book. Clear make the quick block invisible on the schedule book. The block still affects available slots during scheduling.
#ffffff	Select this box to change the color of the quick block. **Note**: Requires an additional user right.

4. Select **SAVE**.

EDIT OR DELETE A QUICK BLOCK

1. On the schedule book, select **QUICK BLOCK**.

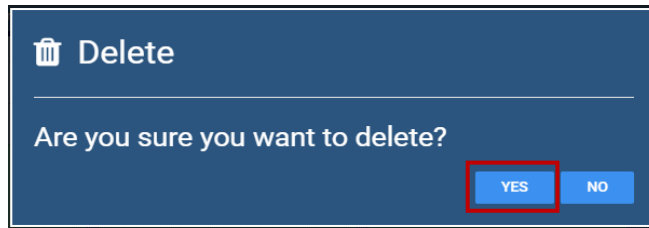2. On a quick block, select its edit (pencil) button.
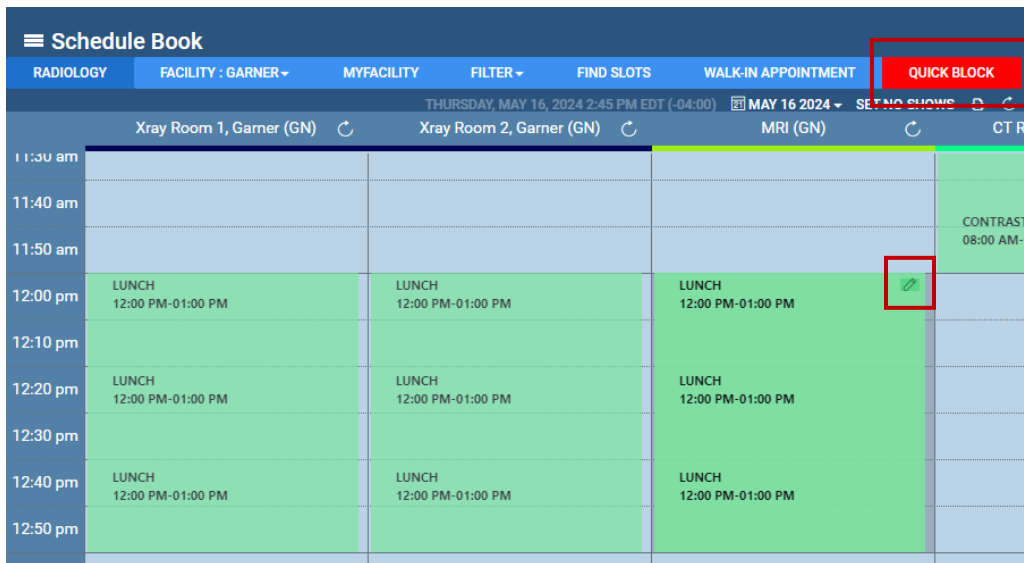
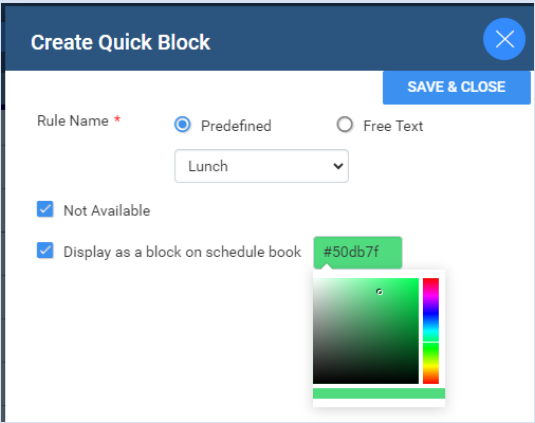3. On the **EDIT QUICK BLOCK** dialog, select **EDIT THIS BLOCK** or **DELTE THIS BLOCK.**

- To edit:
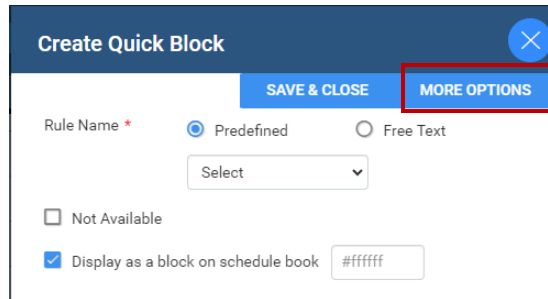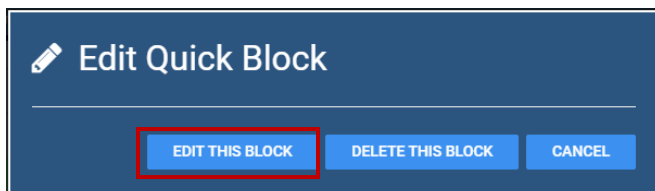
- To delete:

Select **YES** to delete the quick block.

ADDITIONAL SETTINGS FOR QUICK BLOCKS

User Right	Description
Allow Editing of Display Block Colors	Allows the user to edit the color of a quick block.

Schedule Block	Makes the MORE OPTIONS button available to the user in the Create Quick Block dialog. Select **MORE OPTIONS** to open a browser tab for creating a schedule rule. This right also allows the user to edit or delete schedule rules from the schedule book.