



Exa® PACS|RIS

Feature Summary

Version 35.0.1 and Later

Configure Quick Blocks

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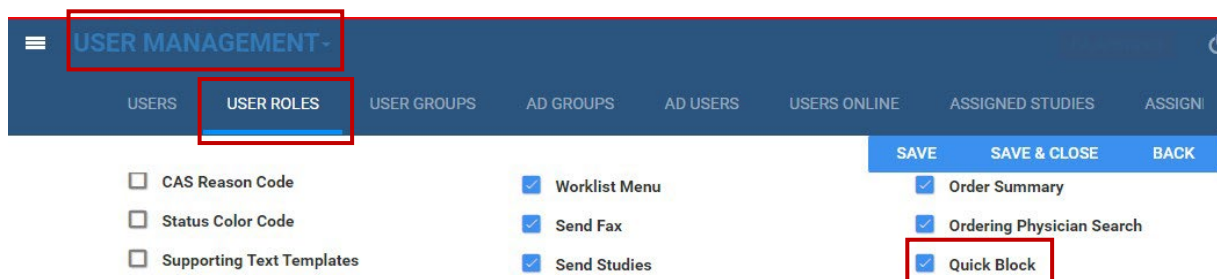
QUICK BLOCKS

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**.

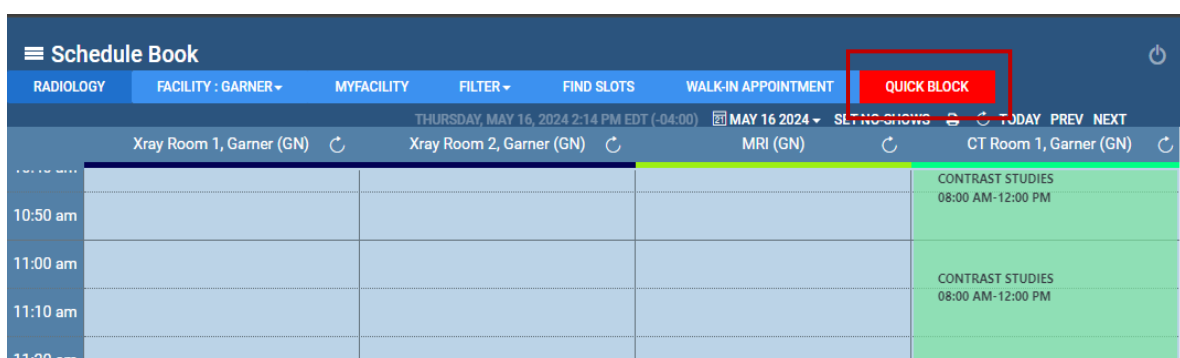
1. Go to **SETUP > OFFICE > USER MANAGEMENT > USER ROLES**.
2. Edit the user role and then select the **Quick Block** right.



CREATE A QUICK BLOCK

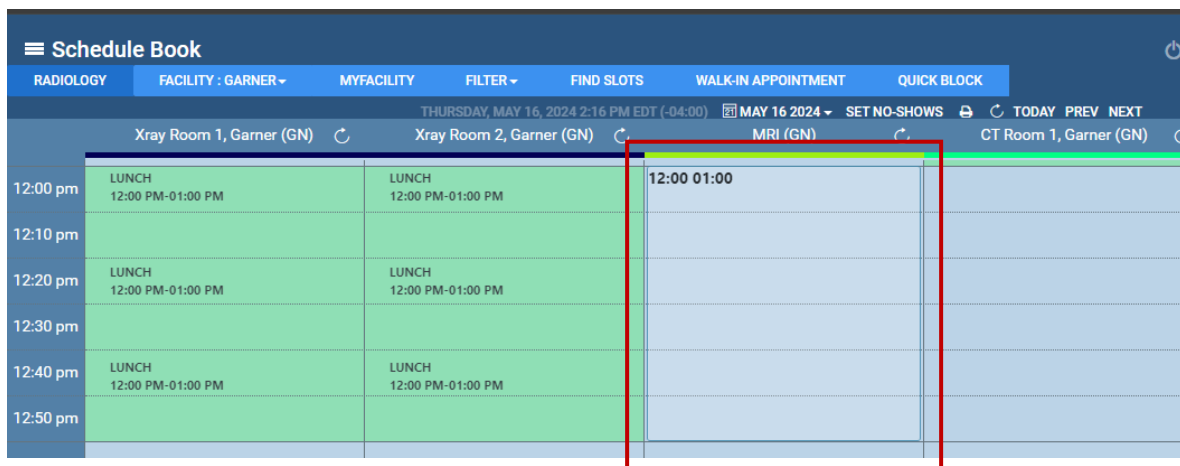
1. On the schedule book, select **QUICK BLOCK**.

Result: The QUICK BLOCK button turns red.



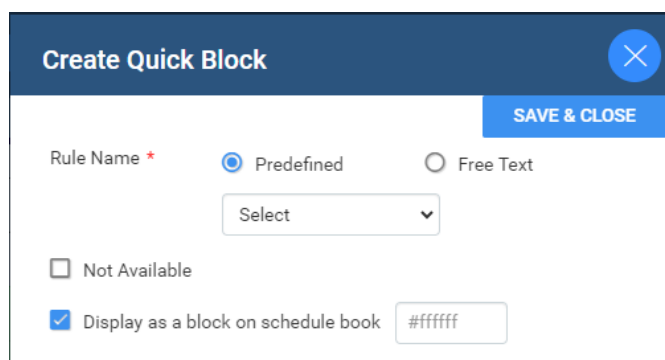
2. Drag to select a timeslot on the desired facility and modality room for the quick block.

Result: The timeslot turns light grey.



Schedule Book				
RADIOLOGY				
FACILITY : GARNER				
MYFACILITY				
FILTER				
FIND SLOTS				
WALK-IN APPOINTMENT				
QUICK BLOCK				
THURSDAY, MAY 16, 2024 2:16 PM EDT (-04:00) MAY 16 2024 SET NO-SHOWS TODAY PREV NEXT				
Xray Room 1, Garner (GN)		Xray Room 2, Garner (GN)		MRI (GN)
12:00 pm	LUNCH 12:00 PM-01:00 PM	LUNCH 12:00 PM-01:00 PM	12:00 01:00	
12:10 pm				
12:20 pm	LUNCH 12:00 PM-01:00 PM	LUNCH 12:00 PM-01:00 PM		
12:30 pm				
12:40 pm	LUNCH 12:00 PM-01:00 PM	LUNCH 12:00 PM-01:00 PM		
12:50 pm				

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



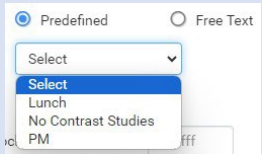
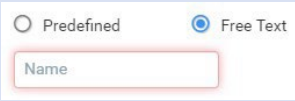
Create Quick Block

SAVE & CLOSE

Rule Name *
☒ Predefined ☐ Free Text
Select

☐ Not Available

☒ Display as a block on schedule book #ffffff

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**.

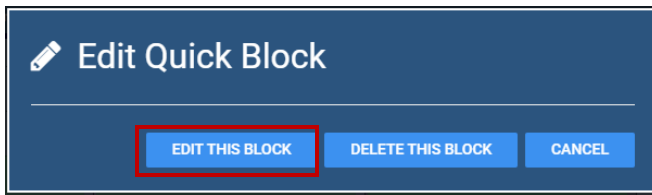
EDIT OR DELETE A QUICK BLOCK

1. On the schedule book, select **QUICKBLOCK**.
2. On a quick block, select its edit (pencil) button.

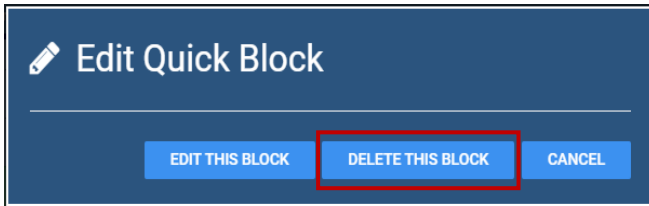


3. On the **Edit Quick Block** dialog, select **EDIT THIS BLOCK** or **DELETE THIS BLOCK**.

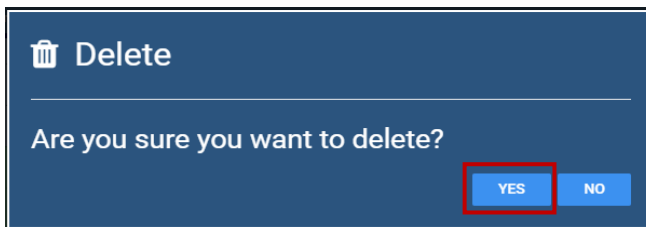
- To edit:



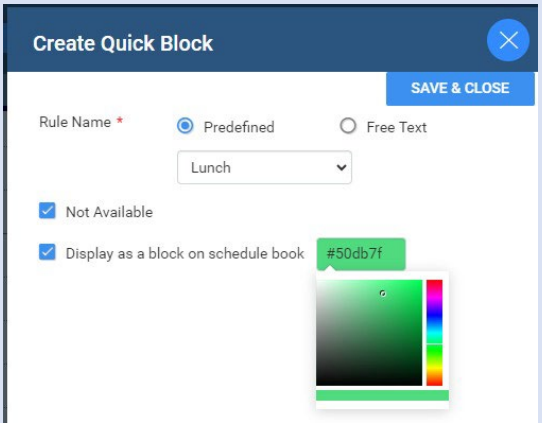
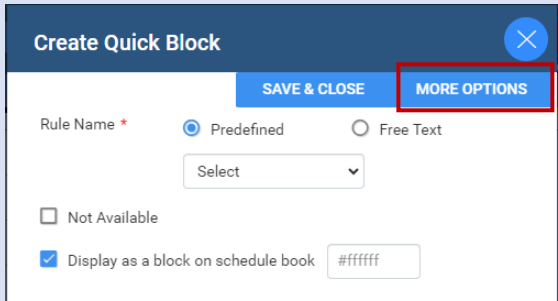
- To delete:



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



ADDITIONAL SETTINGS

User Right	Description
Allow Editing of Display Block Colors	Allows you to edit the color of a quick block. 
Schedule Block	Makes the MORE OPTIONS button available 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.

**Allow Free Text
Schedule Rule**

If you are using the **Schedule Rule Reason** predefined drop-down list, the “Allow Free text Schedule rule” right can be used to control access to the free-text option. When selected, you can enter a custom reason; when cleared, you must select a reason from the predefined list.

