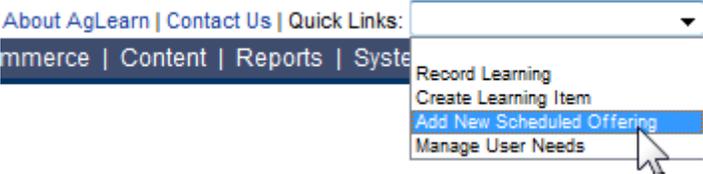
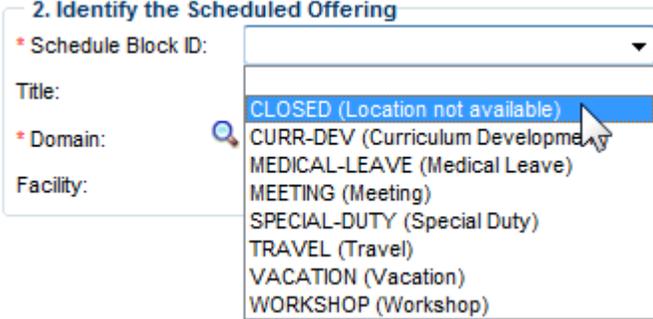
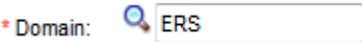
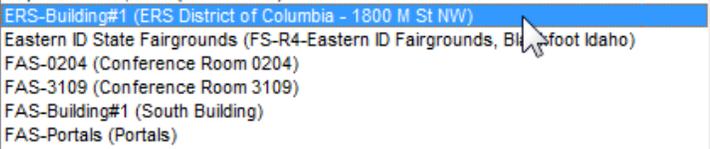
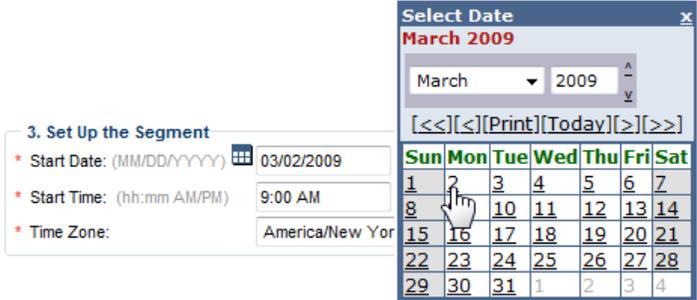


Creating a Schedule Block

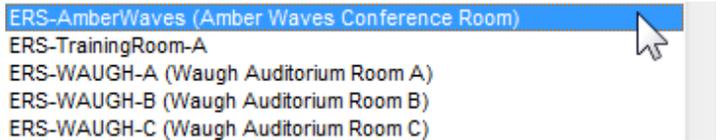
Schedule Blocks are used to describe offerings that are not Item-based, do not appear in Catalogs, and do not have User events recorded against them. Schedule Blocks are often used to make Users and resources unavailable on the learning calendar, such as when equipment is undergoing maintenance, or a User is out of the office for an extended period of time, etc.

Our scenario: As an administrator for ERS, you need to prevent training from being held in the Amber Waves Conference room on March 2, 2009. The room is being painted and won't be available for training on that day.

Step	Activity	View
1.	From the Quick Links drop-down list, select Add New Scheduled Offering .	
2.	Click the Schedule Block option button.	
3.	From the Schedule Block ID drop down list, select CLOSED (Location not available) (Location not available).	
4.	Enter the domain of the location. Note: For our scenario, we have used ERS.	
5.	From the Facility drop-down list, select the building where the location (room) exists. Note: For our scenario, we have selected the building that houses the Amber Waves Room.	
6.	Use the calendar icon to enter the Start Date and Start Time (the date and time when the room will become unavailable). Note: Be sure to enter the Start Time in hh:mm AM/PM format. For example, Nine o'clock in the morning would be entered as 9:00 AM .	

Creating a Schedule Block

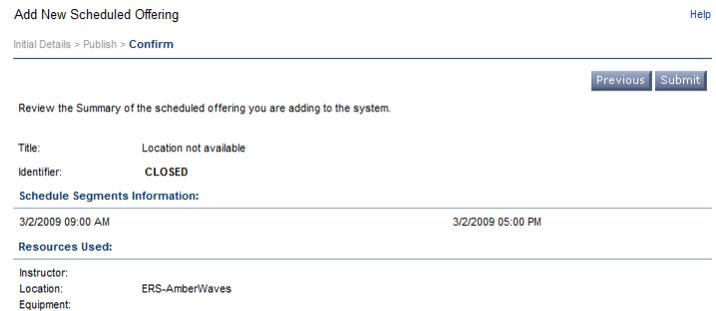
7. From the Location drop-down list, select the location that you will make unavailable.



8. Click **Next**.



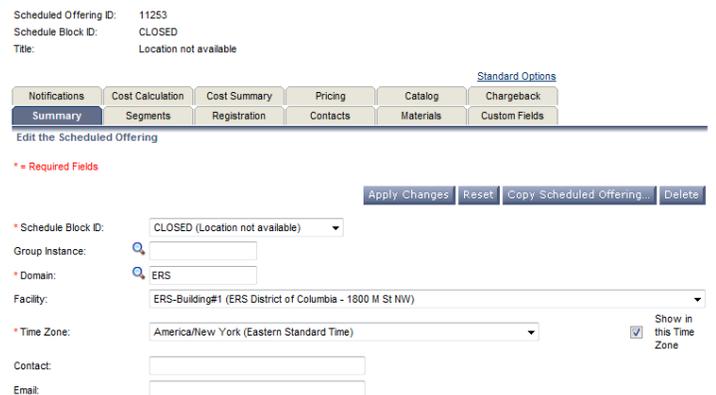
9. Review the Summary page to be certain you have entered all data correctly. If you notice errors, click the **Previous** button to return to the earlier screen.



10. If all data are correct, click **Submit** to save the information and create the schedule block.



11. The Scheduled Offering Record is displayed for additional content, if necessary. At this point, you may want to add your name and email address to the record so that others can contact you about the schedule block. You can also edit the **Segments** tab to add additional days to the block.



12. If any changes are made, be sure to click **Apply Changes** before you leave the record.



13. Administrators who try to schedule offerings on the closed date will receive a conflict alert as shown here.

