

How to Add Exceptions to Personnel Schedules in Everseat

Go to the **Integrations** tab and click on the **Personnel Schedules** page.

Dashboard

- Manage Seats**
Add and update your open seats
- Seat Managers**
Invite others to manage seats
- Profile**
Update your public profile
- Messages**
Messages from Everseat
- User Approval Statuses**
Set pre-approval statuses for users
- Communications**
Customize your client communications
- Account Settings**
Manage your account settings
- Configurations**
Configure and set defaults for your account
- Integrations**
Manage integrations with 3rd-party products

Integrations

Integrations Personnel Schedules

Redox

Sync open seats Write back confirmed seats Confirm requests automatically

[Sync](#)
[Delete](#)
[Save](#)

Facebook

[Connect to Facebook](#)

Select a personnel from the dropdown menu.

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Integrations

[Integrations](#) | [Personnel Schedules](#)

Select a Personnel

Select a Personnel

Dr. Erica Bernfeld, M.D.

Dr. Peter Lapinsky, M.D., F.A.C.S.

Dr. Robert Leikin, O.D., F.A.A.P.

Dr. Emily MacQuaid, M.D., F.A.C.S.

Select a location where you would like to update schedules.

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Integrations

Integrations | **Personnel Schedules**

Select a Personnel

Dr. Emily MacQuaid, M.D., F.A.C.S.

Select a Location

Select a Location

Lutherville-Towson Office

Reisterstown Office

Bel Air Office

Select **Edit**.

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Integrations

[Integrations](#) | [Personnel Schedules](#)

Select a Personnel

Dr. Emily MacQuaid, M.D., F.A.C.S. ▼

Edit

Select a Location

Lutherville-Towson Office ▼

Your Redox integration will only create seats for days you specify as available if you add hours for those days.

Exceptions

Description	Dates and time ranges that this personnel is unavailable. This will prevent new seat creation in those ranges.
Dates	Wednesday, January 25, 2017 12:00 AM - Wednesday, January 25, 2017 11:59 PM Thursday, February 2, 2017 12:00 AM - Friday, February 3, 2017 11:59 PM Monday, February 6, 2017 12:00 AM - Wednesday, February 8, 2017 11:59 PM

Monday

Available	Hours
	9:00am - 9:05am Oculoplastics Consult
	9:15am - 9:20am Oculoplastics Consult

Exceptions are listed at the top of the page. To remove an exception select the **X**. To add an exception click **Add**.

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Integrations

Integrations | Personnel Schedules

Select a Personnel

Dr. Emily MacQuaid, M.D., F.A.C.S.

Cancel

Save

Select a Location

Lutherville-Towson Office

Your Redox integration will only create seats for days you specify as available if you add hours for those days.

Exceptions

Description *Dates and time ranges that this personnel is unavailable. This will prevent new seat creation in those ranges.*

Dates

2017-01-25 12:00 AM - 2017-01-25 11:59 PM

X

2017-02-02 12:00 AM - 2017-02-03 11:59 PM

X

2017-02-06 12:00 AM - 2017-02-08 11:59 PM

X

Add

Exceptions

A new line will appear in the list of exceptions. Click on it to open the calendar.

Description *Dates and time ranges that this personnel is unavailable. This will prevent new seat creation in those ranges.*

Dates

- 2017-01-25 12:00 AM - 2017-01-25 11:59 PM ✕
- 2017-02-02 12:00 AM - 2017-02-03 11:59 PM ✕
- 2017-02-06 12:00 AM - 2017-02-08 11:59 PM ✕
- 2017-01-26 12:00 AM - 2017-01-26 11:59 PM ✕**

2017-01-26 12:00 AM 📅 2017-01-26 11:59 PM 📅 Apply Cancel

🕒 12 : 00 AM 🕒 11 : 59 PM

Monday

	Jan 2017							Feb 2017							>
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
Hours	25	26	27	28	29	30	31	29	30	31	1	2	3	4	
	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
Seat Defaults	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
Hours	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
	22	23	24	25	26	27	28	26	27	28	1	2	3	4	
Seat Defaults	29	30	31	1	2	3	4	5	6	7	8	9	10	11	

Copy

Select the first and last date of the exception on the calendar or type them. Edit the times needed if the personnel is only unavailable for part of a day.

Exceptions

Description

Dates and time ranges that this personnel is unavailable. This will prevent new seat creation in those ranges.

Dates

2017-01-25 12:00 AM - 2017-01-25 11:59 PM



2017-02-02 12:00 AM - 2017-02-03 11:59 PM



2017-02-06 12:00 AM - 2017-02-08 11:59 PM



2017-01-26 12:00 AM - 2017-01-26 11:59 PM



2017-01-31 12:00 AM

2017-01-31 11:59 PM

Apply

Cancel

12 : 00 AM

11 : 59 PM

Monday

Hours

25 26 27 28 29 30 31

1 2 3 4 5 6 7

Seat Defaults

8 9 10 11 12 13 14

Hours

15 16 17 18 19 20 21

22 23 24 25 26 27 28

Seat Defaults

29 30 31 1 2 3 4

Feb 2017

Su Mo Tu We Th Fr Sa

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 1 2 3 4

5 6 7 8 9 10 11

Copy

Click **Apply** to update the exception dates and times. The calendar will close.

Exceptions

Description *Dates and time ranges that this personnel is unavailable. This will prevent new seat creation in those ranges.*

- Dates**
- 2017-01-25 12:00 AM - 2017-01-25 11:59 PM ✕
 - 2017-02-02 12:00 AM - 2017-02-03 11:59 PM ✕
 - 2017-02-06 12:00 AM - 2017-02-08 11:59 PM ✕
 - 2017-01-26 12:00 AM - 2017-01-31 11:59 PM ✕

📅 2017-01-26 12:00 AM 📅 2017-01-31 11:59 PM **Apply** Cancel

🕒 12 : 00 AM 🕒 11 : 59 PM

Monday

Hours

Seat Defaults

Hours

Seat Defaults

Jan 2017							Feb 2017							>
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
25	26	27	28	29	30	31	29	30	31	1	2	3	4	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	
22	23	24	25	26	27	28	26	27	28	1	2	3	4	
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Copy

Click **Save**

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Integrations | **Personnel Schedules**

Select a Personnel

Dr. Emily MacQuaid, M.D., F.A.C.S.

Cancel

Save

Select a Location

Lutherville-Towson Office

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	2017-02-02 12:00 AM - 2017-02-03 11:59 PM	✕