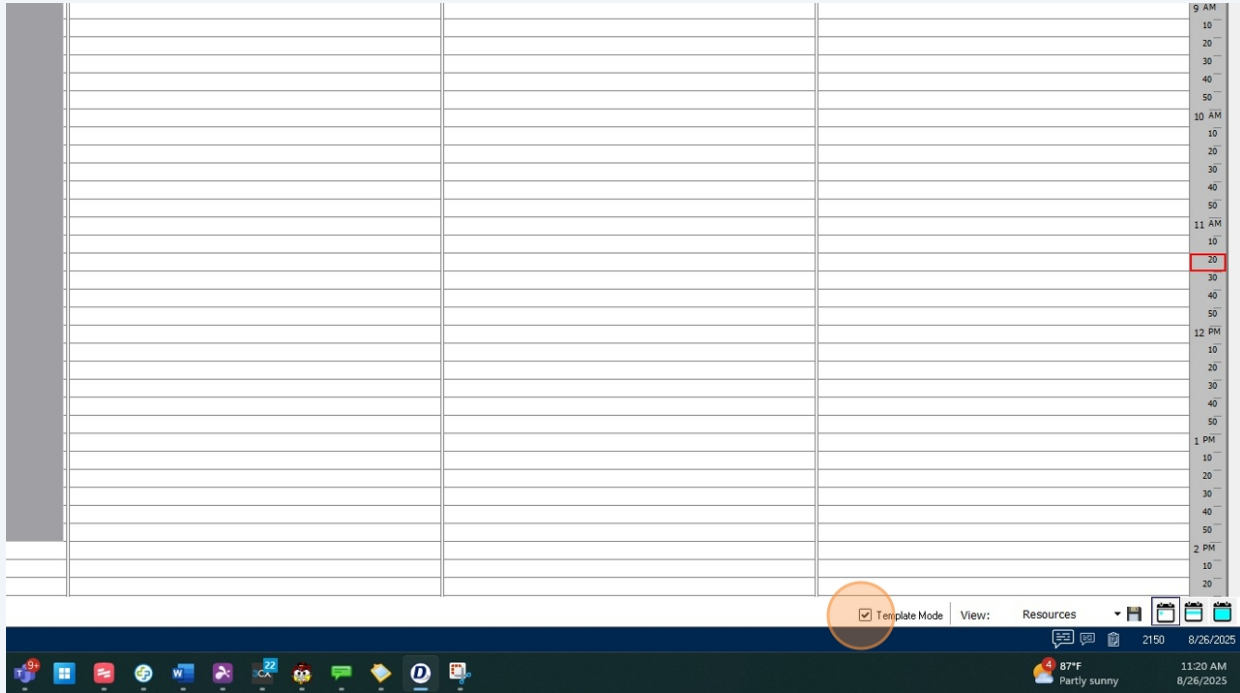


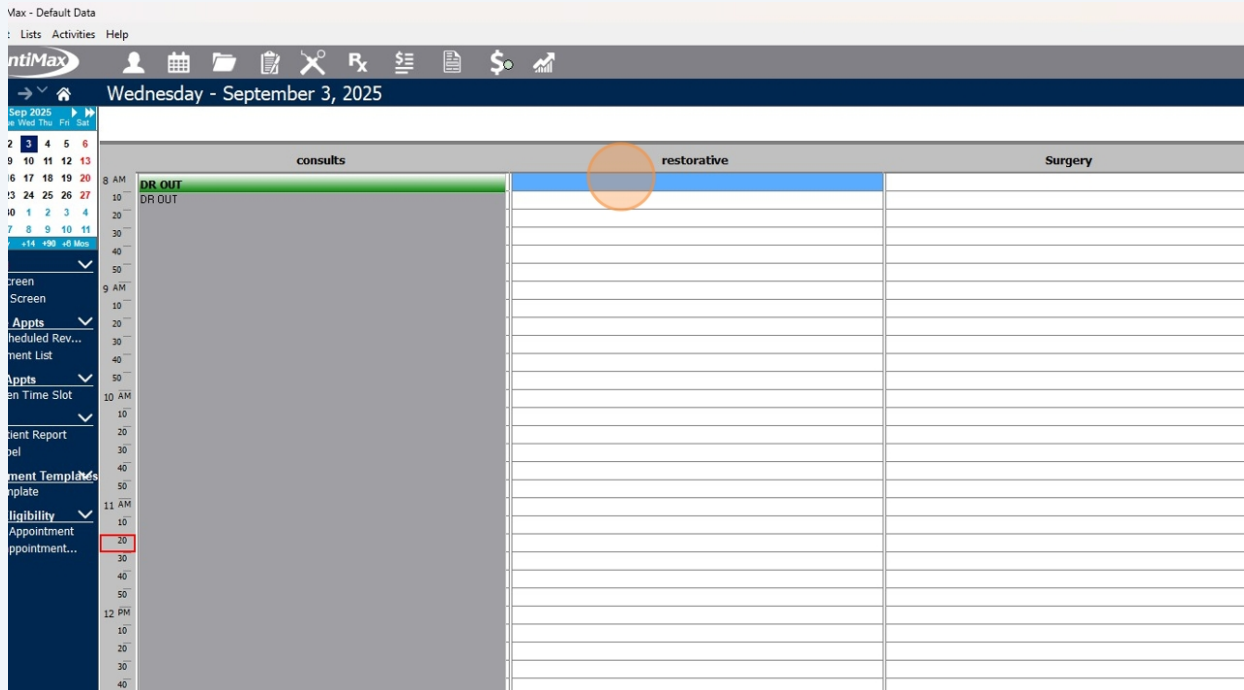
# DentiMax: How to add Template/block to schedule

1 At the bottom right you will select the Template Mode box to open the schedule in Template mode



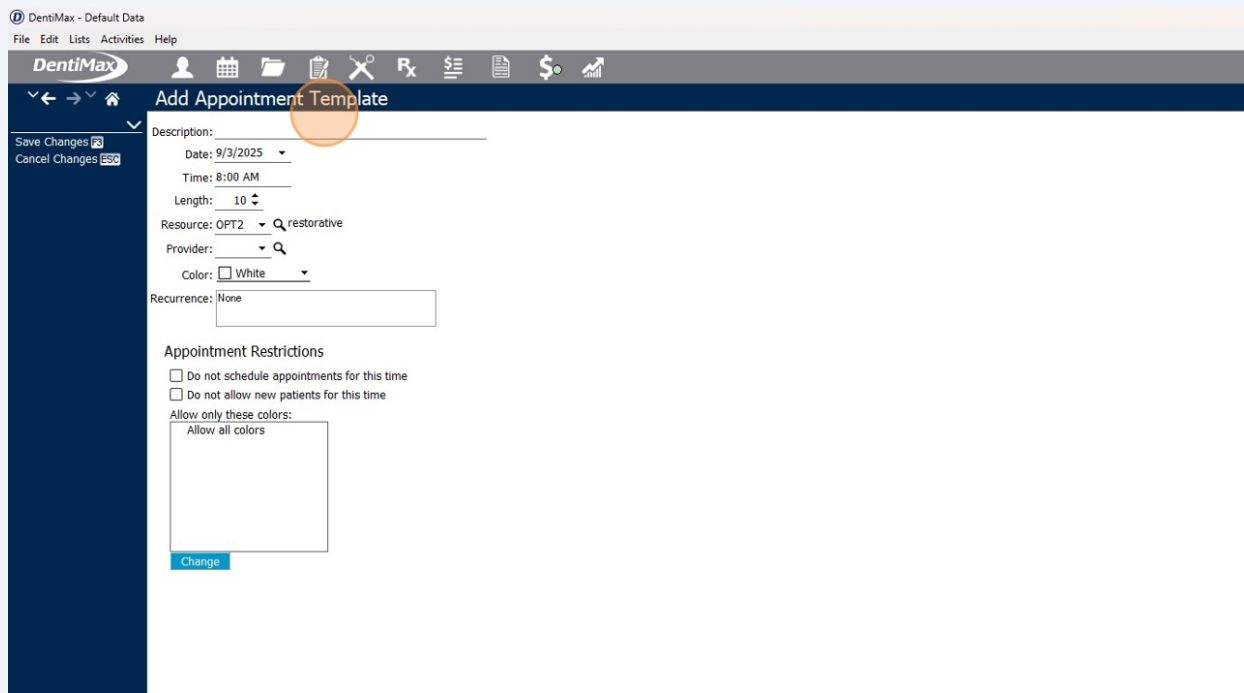
2

Double-click where you would like to create the template block



3

Add a description to the block



## 4 Complete all the fields: adding the length of time needed for the block

DentiMax - Default Data  
File Edit Lists Activities Help

**DentiMax**

### Add Appointment Template

Save Changes **ESC**  
Cancel Changes **ESC**

Description: DR OUT

Date: 9/3/2025

Time: 8:00 AM

Length: 10

Resource: OPT2 **restorative**

Provider: **restorative**

Color:  White

Recurrence: None

**Appointment Restrictions**

Do not schedule appointments for this time  
 Do not allow new patients for this time

Allow only these colors:

Allow all colors

**Change**

## 5 You can select a color for the blocked time if you would like

DentiMax - Default Data  
File Edit Lists Activities Help

**DentiMax**

### Add Appointment Template

Save Changes **ESC**  
Cancel Changes **ESC**

Description: DR OUT

Date: 9/3/2025

Time: 8:00 AM

Length: 360

Resource: OPT2 **restorative**

Provider: **restorative**

Color:  White

Recurrence:  Blue  
 Fuchsia  
 Aqua  
 White  
 Money Green  
 Sky Blue  
 Cream  
 Medium Green

**Appointment Restrictions**

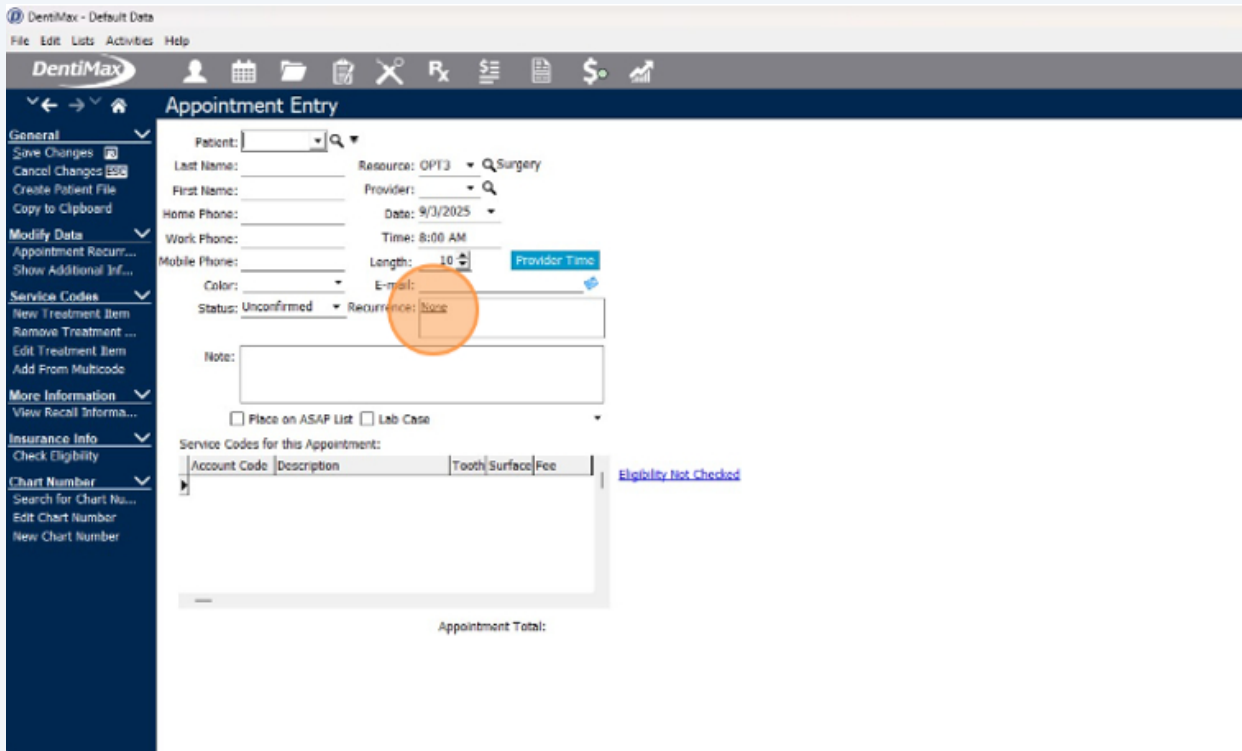
Do not schedule appointments for this time  
 Do not allow new patients for this time

Allow only these colors:

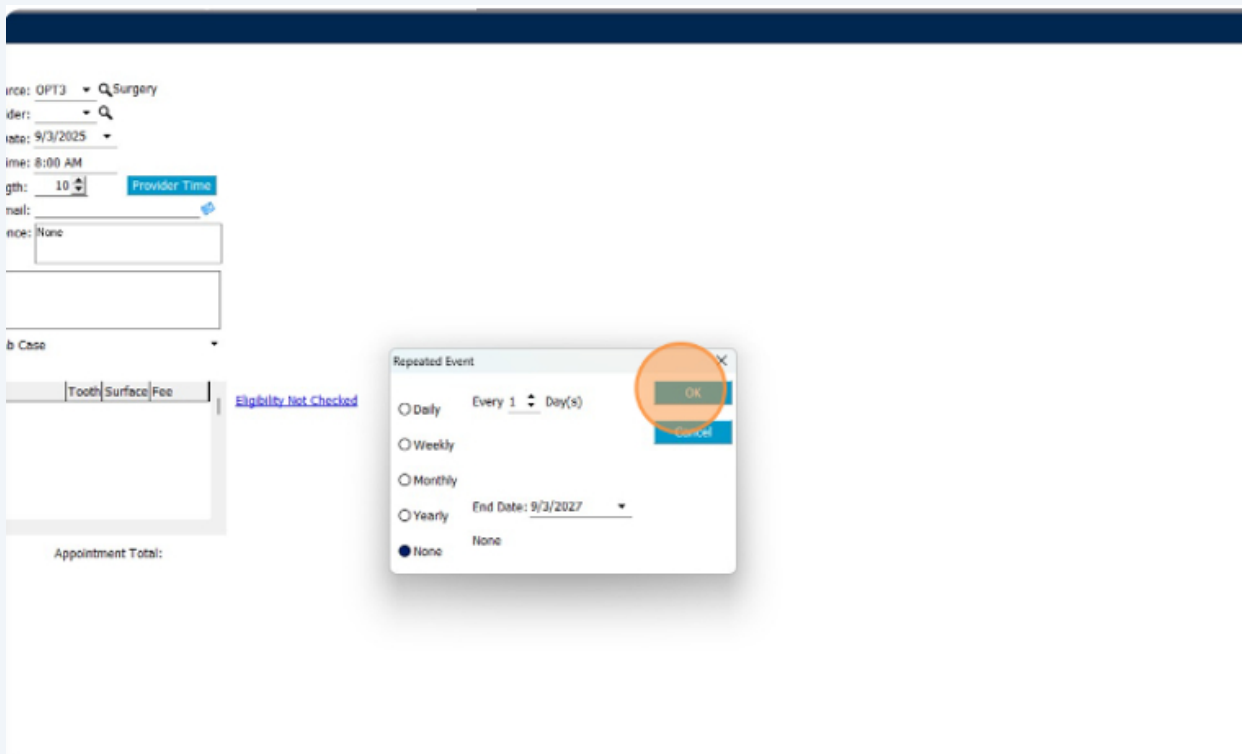
Allow all colors

**Change**

6 You can select if this is a recurrence by click on "None"



7 Select what type of recurrence you need and click OK



# 8

## Click Save Changes

The screenshot shows the DentiMax software interface for adding an appointment template. The window title is "DentiMax - Default Data" and the menu bar includes "File", "Edit", "Lists", "Activities", and "Help". The main title of the form is "Add Appointment Template".

On the left side of the form, there is a vertical sidebar with two buttons: "Save Changes" (with a keyboard shortcut of F3) and "Cancel Changes" (with a keyboard shortcut of ESC). A red circle is drawn around the "Save Changes" button, indicating the step to be performed.

The main form area contains the following fields and options:

- Description: DR OUT
- Date: 9/3/2025
- Time: 8:00 AM
- Length: 360
- Resource: OPT2 (with a search icon and the text "restorative")
- Provider: (with a search icon)
- Color: Medium Gr (with a dropdown arrow)
- Recurrence: None

Below these fields is the "Appointment Restrictions" section, which includes two checkboxes:

- Do not schedule appointments for this time
- Do not allow new patients for this time

Underneath the checkboxes is a section titled "Allow only these colors:" with a sub-label "Allow all colors:" and a large empty rectangular box. A "Change" button is located at the bottom left of this box.