

## Viewing the Provider Calendar and Adding Exceptions to Availability in PASS

## View calendar

- 1. Click For Providers Only.
- Click View Schedule/Add-Remove Exceptions. Dates will appear in a list format.
  - a. Available: Established in availability definition
  - b. Session Scheduled: Click to view session details
  - c. Not Available: Exception added

## Minnesota Judicial Branch MC Provider Availability Scheduling System viders Only Roste For Providers Only Account Roster Membership Apply to a Program Re-Apply to a Program & View Application Status Availability Reset Service Gender To request to reset your gender selection for a gender enable ew Schedule you have applied for, you may send an email to PASS@courts.state.mn.us to have the system reset to display here **Provider Calendar** Nov 2017 Prev Next 🕻 Date Morning Afternoon Evening Actions 11/01/2017 (Wednesday) Available Available Available Edit Exceptions 11/02/2017 (Thursday) Available Available Edit Exceptions Available 11/03/2017 (Friday) Edit Exceptions Available Available а Available 11/04/2017 (Saturday) Edit Exceptions 11/05/2017 (Sunday) Edit Exceptions 11/06/2017 (Monday) Edit Exceptions Sche b 11/07/2017 (Tuesday) Available Not Available Available Edit Exceptions 11/08/2017 (Wednesday) Available Available Available Edit Exceptions 11/09/2017 (Thursday) Available Available Available Edit Exceptions 11/10/2017 (Friday) Court Holiday Court Holiday Court Holiday Edit Exceptions

## Add exceptions to availability

1. Click Edit Exceptions.



Exceptions cannot be added to scheduled sessions.

- 2. Check available session time(s) to remove from availability.
- 3. Click Save.

11/06/2017 (Monday)	Session Scheduled				Edit Exceptions
11/07/2017 (Tuesday)	Available	Not Available	Available	1	Edit Exceptions
11/08/2017 (Wednesday)	Available	Available	Available		Edit Exceptions
11/09/2017 (Thursday)	Available	Available	Available		Edit Exceptions
11/10/2017 (Friday)	Court Holiday	Court Holiday	Court Holiday		Edit Exceptions

11/11/2017 (Saturday)

	Provider Calendar	
	Edit Exception Nov 8, 2017	
Morning	Afternoon	Evening
Available	Available	2 Available
	3 Save Cancel	

Edit Exceptions