In Arbiter switch views to BOSA OFFICIAL.

<mark>BLOCK A DAY</mark>

- Go to Blocks
- Under Action, click Block All Day
- Select day you want to block

<mark>BLOCK PART DAY</mark>

- Go to Blocks
- Under Action, click Block Part Day
- Under Time Range, select time you want to block
- After you select time, select day you want to block

<mark>BLOCK SAME WEEKDAY AT ONCE</mark>

- Go to Blocks
- Under Action, click Block All Day
- Under Date Range, select date ex. January 1 – May 1
- Select day you want to block (click on box)
- Click Apply

<mark>BLOCK SAME WEEKDAY & TIME AT ONCE</mark>

- Go to Blocks
- Under Action, click Block Part Day
- Under Time Range, select time you want to block
- Under Date Range, select date ex. January 1 – May 1
- Select day you want to block (click on box)
- Click Apply

<mark>CLEAR BLOCK</mark>

- Go to Blocks
- Under Action, click Clear Blocks
- Select day