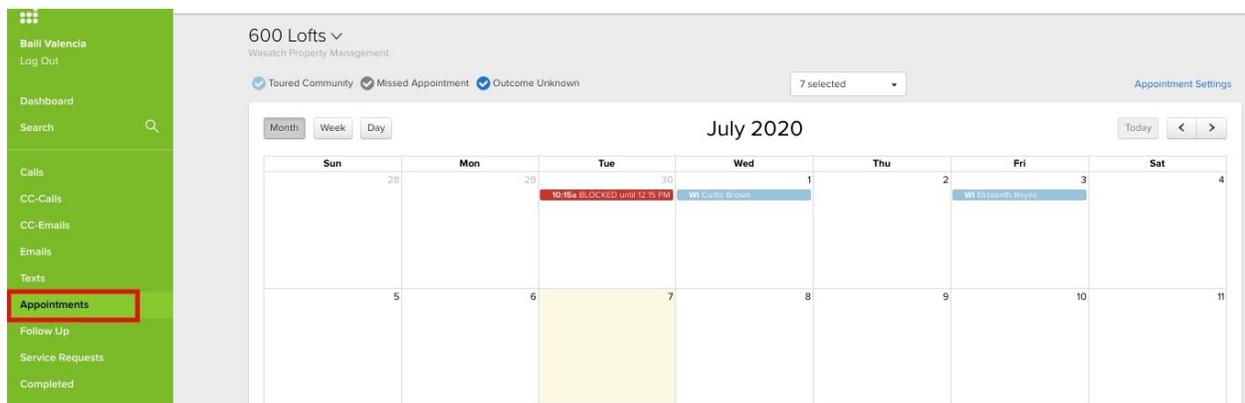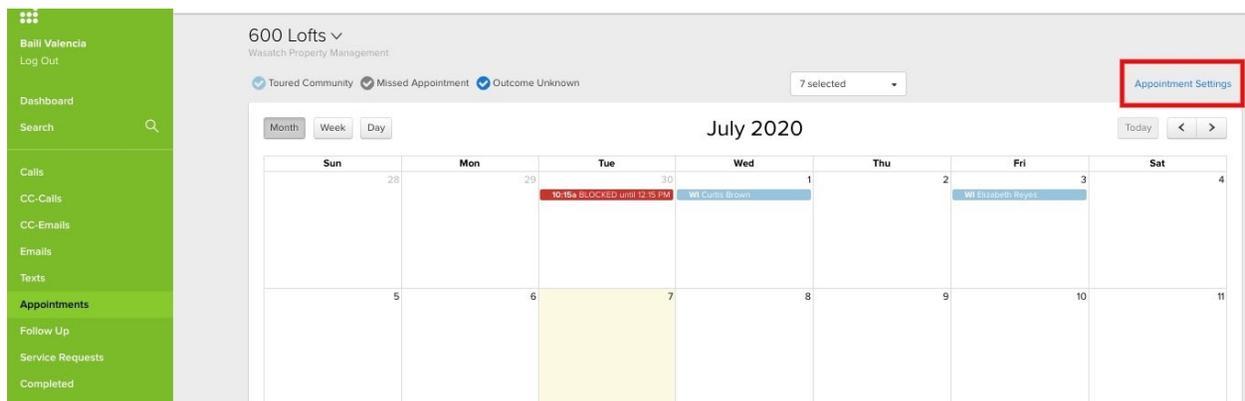**Modify Appointment Settings**

You have the ability to modify your appointment settings within Rent Dynamics. You can block out times you are unable to tour, set the duration of tours and select how many concurrent tours you can complete at a time, all from the appointment calendar.

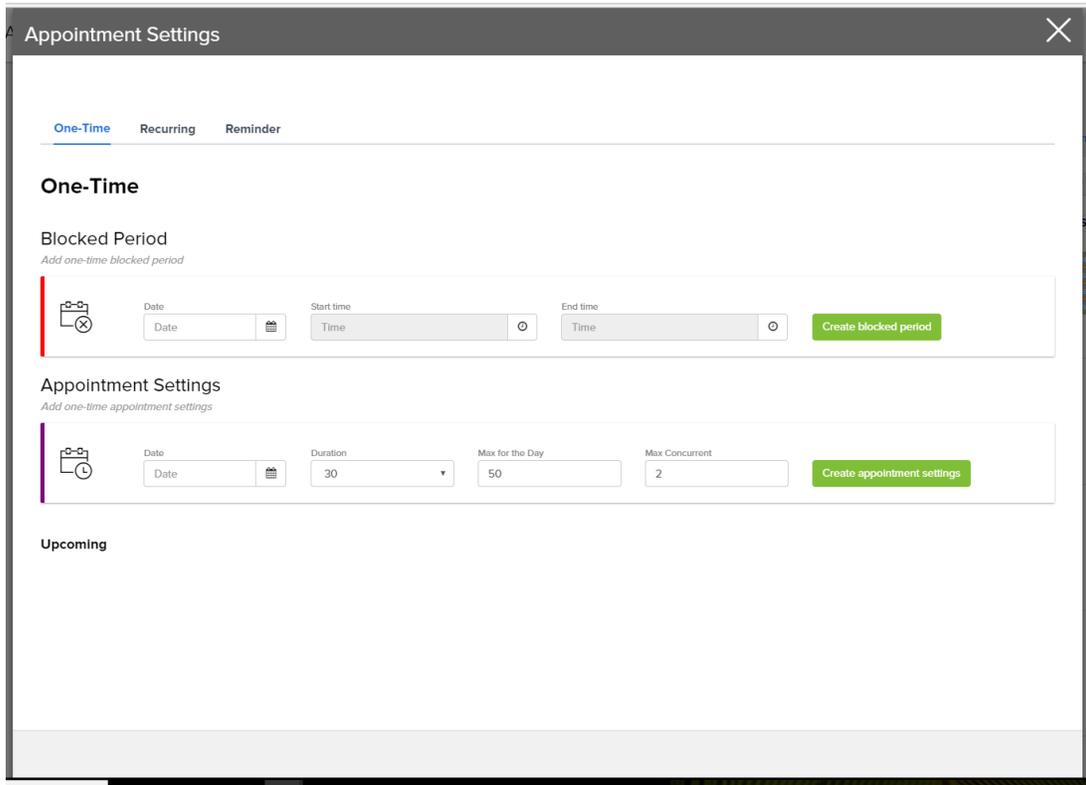To do this, select the Appointments tab located on the left side of the page.

Next, select Appointment Settings located in the top right-hand corner.

You will be redirected to a new page where you can add One-Time blocked periods and appointment settings, or Recurring blocked periods and appointment settings.

To add a one time blocked period, you will need to select the date, start time, end time, and then select create block period.
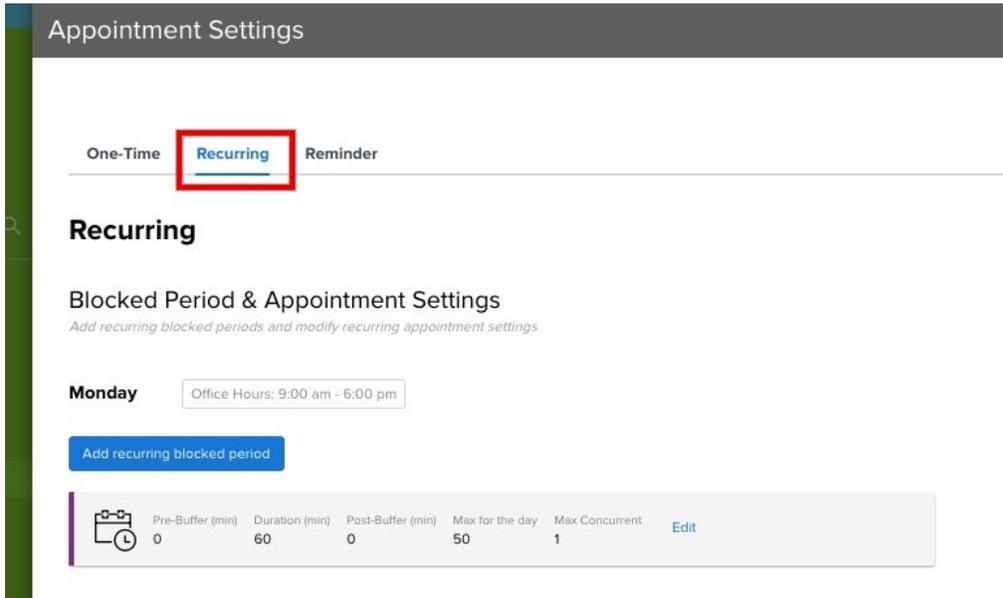
To add a recurring blocked period, select the Recurring tab.

Select the day of the week you want your recurring blocked period to populate. You will select the start time, end time, and create blocked period.

Once you have added your blocked period, you will be able to see the update on your calendar in red. This is a great tool if you have a monthly recurring staff meeting at the same time during which you don't want appointments to be scheduled (Recurring Blocked Period), or if your community will be closed early for a holiday or special event (One-Time Blocked Period).

Note: If your community is utilizing Hello Contact Center, this will also prevent the Contact Center from scheduling appointments during the blocked period.
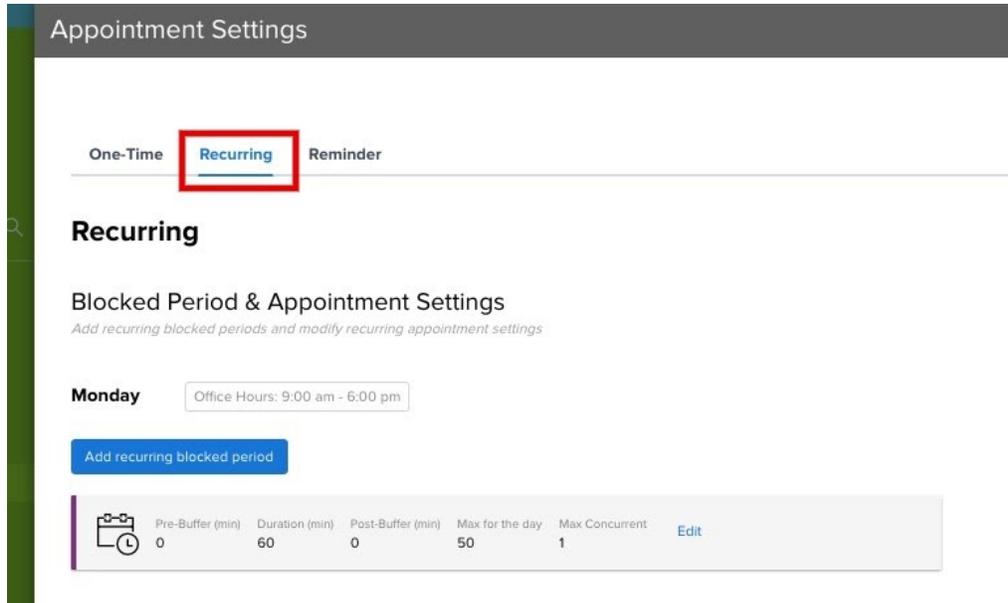
To remove a blocked period, select Appointment Settings, and then the One-Time tab.

You will then see the upcoming blocked period by referencing the Upcoming section or by viewing your calendar. You can then manually remove blocked periods previously created.

To update your appointment settings, select the Recurring tab. Here you have the ability to adjust concurrent appointment times, add a pre and post buffer to the appointment, and adjust the appointment time duration.

As always, if you have any questions, please reach out to our Support Team using the green chat icon in the bottom right corner.