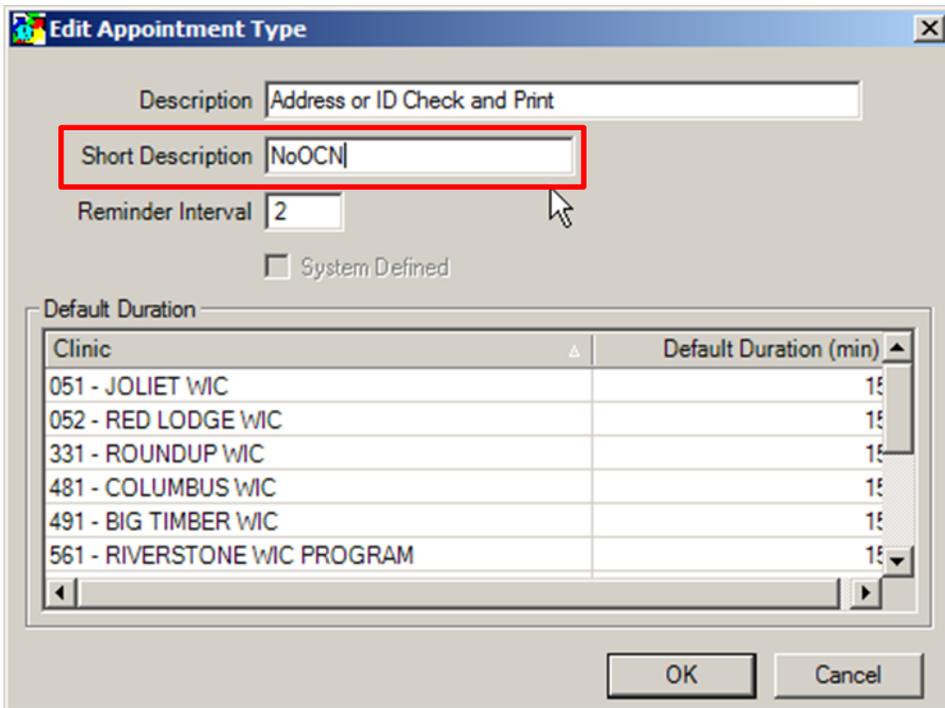


Clinics may designate an appointment type to not send out appointments, should they need to. To do this, go to the *Build Master Calendar* screen in the *Central Administrative Site* module. Click on the *Calendar* menu and select *Appointment Types*.

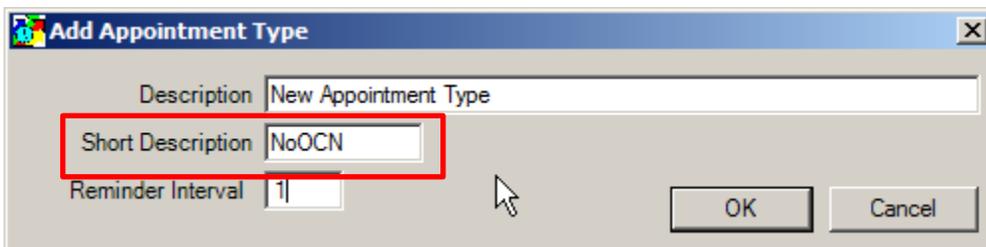
If the appointment type already exists, then in the appointment type description, click *Edit*, and change the Short Description text to be “NoOCN.”



The screenshot shows the 'Edit Appointment Type' dialog box. The 'Description' field contains 'Address or ID Check and Print'. The 'Short Description' field is highlighted with a red box and contains 'NoOCN'. The 'Reminder Interval' is set to '2'. There is an unchecked checkbox for 'System Defined'. Below is a table for 'Default Duration' with columns 'Clinic' and 'Default Duration (min)'. The table lists several clinics with a duration of 15 minutes.

Clinic	Default Duration (min)
051 - JOLIET WIC	15
052 - RED LODGE WIC	15
331 - ROUNDUP WIC	15
481 - COLUMBUS WIC	15
491 - BIG TIMBER WIC	15
561 - RIVERSTONE WIC PROGRAM	15

If the appointment type is new, then click *Add* and set the Short Description text to be “NoOCN.”



The screenshot shows the 'Add Appointment Type' dialog box. The 'Description' field contains 'New Appointment Type'. The 'Short Description' field is highlighted with a red box and contains 'NoOCN'. The 'Reminder Interval' is set to '1'. There are 'OK' and 'Cancel' buttons at the bottom.

As long as the short description of your appointment types says “NoOCN” then it will not send a notification to the participant.