Arbiter Block Instructions

Log on
Click on the tab Blocks

To block a single day, or multiple days, click on "Block all Day" on the left side under Action.
Then click the date you are blocking. It will turn red.

To unblock a single day, click Clear Blocks under the Action Tab and then click on the day. The red will go away! If it does not, you are still blocked!
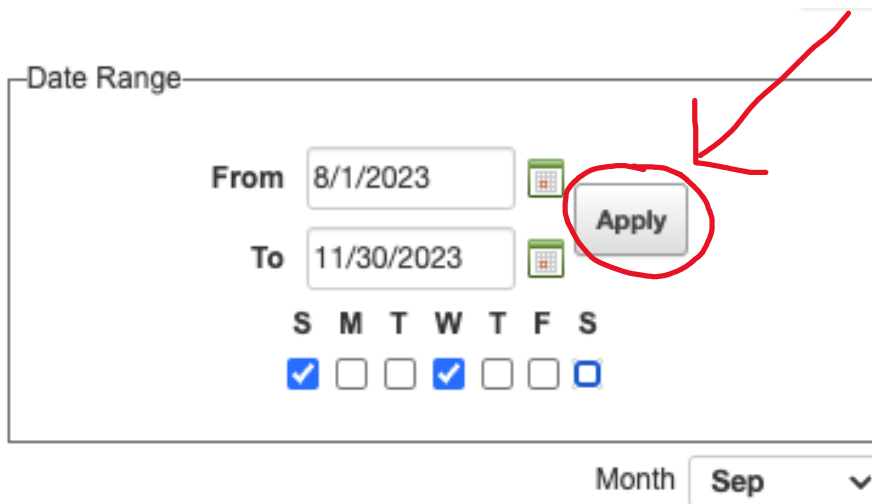
Blocking Multiple Days in a Range

To <mark>block a range of days</mark>, or <mark>certain days of the week in a range,</mark> type in the dates or use the calendar to input the dates.

If you are blocking certain days of the week every week for a range of dates, be sure only those days of the week are checked.
(In this example, this official will not work on Sunday or Wednesday from August 1 – November 30th.)
<mark>Hit apply.</mark>

The days that you have blocked will turn red.

To clear those blocks, click Clear Blocks under the Action Tab. Then go to the Date Range box and hit apply. The red will magically disappear!

Block Part of a Day

1099
☑ TVVOA
☑ 110832

Action

○ View Schedule
○ Block All Day
● Block Part Day
○ Clear Blocks
☐ Add Notes
☐ Firm Block

─Time Range─

From [8:00 AM ▾]

To [4:00 PM ▾]

Action - "Block Part Day"

September
Sun

Click on Block Part Day and the Time Range box should open. Set your time. If this is for every day of the week, then fill in the date range as well.

─Time Range─

From [8:00 AM ▾]
To [5:00 PM ▾]

─Date Range─

From [8/1/2023] 📅   [Apply]
To [11/30/2023] 📅

S M T W T F S
☐ ☑ ☑ ☑ ☑ ☑ ☐

Action - "Block Part Day"

Month [Oct ▾]

September	October 2023					November
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

==Travel Limits==

MAIN	SCHEDULE	PAYMENTS	BLOCKS	LISTS	REPORTS	PROFILE

Dates	Travel Limits	Summary

Edit Travel Limits

Postal Code		Distance	
		100	Apply

☑		Day	PostalCode	Distance
☑	✏	Sunday	Lindale, TX 75771	100
☑	✏	Monday	Lindale, TX 75771	100
☑	✏	Tuesday	Lindale, TX 75771	100
☑	✏	Wednesday	Lindale, TX 75771	100
☑	✏	Thursday	Lindale, TX 75771	100
☑	✏	Friday	Lindale, TX 75771	100
☑	✏	Saturday	Lindale, TX 75771	100

Put in your postal code if it is not already in.
Click on the days of the week to which your travel range limit applies.
Type in the max distance you are willing to travel.
Click Apply