

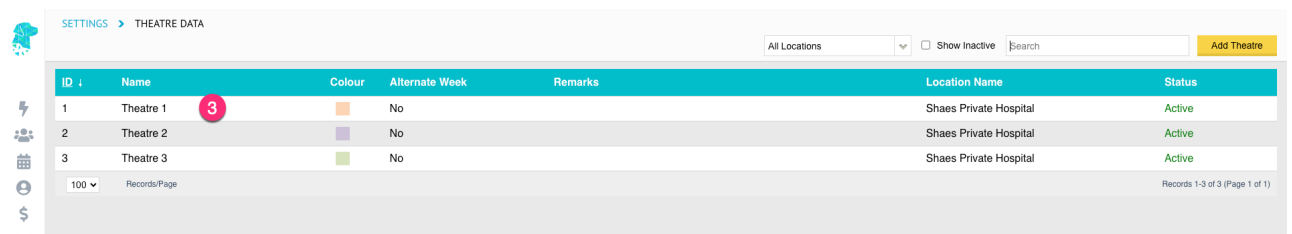
# Opening the Theatre on a Non-Standard Day / Weekend

FYDO allows users to have the available theatre times & default appointments to be set for every day. However, sometimes facilities will have the need to open a theatre on a day that it would usually not be opened on. This can easily be done in FYDO by adding a Non-Standard Day to your theatre by following the instructions below.

1. Open **Settings**
2. Select **Theatre Data**



3. Double Click on the required Theatre



4. Select tab **Add Non-Std Days**
5. Selected the required **Date** or click the **Close Day** tickbox to close the theatre for a day that is usually open
6. Select the **Start Time** that the theatre will be available from
7. Select the **End Time** that the theatre will be available to
8. Once the Start Time & End Time have been entered, the appointments will populate with the Default Appointment Type for this theatre
9. The **Appointment Type** can be amended using the dropdown under the **Type** column
10. Once all required settings are added, click **Save**

SETTINGS > THEATRE DATA > ADD NON-STD DAYS - THEATRE 1 - (SHAES PRIVATE HOSPITAL)

Configuration Standard Week Alternate Week Add Non-Std Days

Non Standard Day for 20/08/2023 ☐ Close Day

Start Time 08:00

End Time 12:00

Save Cancel


Reset to Default Template

Start	Length	Available	Type
08:00	30	<input checked="" type="checkbox"/>	Standard 30
08:30	30	<input checked="" type="checkbox"/>	Standard 30
09:00	30	<input checked="" type="checkbox"/>	Standard 30
09:30	30	<input checked="" type="checkbox"/>	Standard 30
10:00	30	<input checked="" type="checkbox"/>	Standard 30
10:30	30	<input checked="" type="checkbox"/>	Standard 30
11:00	30	<input checked="" type="checkbox"/>	Standard 30
11:30	30	<input checked="" type="checkbox"/>	Standard 30

- Once Non-Standard dates have been added, a new tab **View Non-Std Days** will be available where users are able to view all non-standard entries
- The user is able to **View** the appointment times
- The non-standard day is also able to be **Deleted** by selecting the checkbox to the left of the date then selecting the blue bin symbol above the date.

SETTINGS > THEATRE DATA > VIEW NON-STD DAYS - THEATRE 1 - (SHAES PRIVATE HOSPITAL)

Configuration Standard Week Alternate Week Add Non-Std Days View Non-Std Days

1 Item Selected  From 13/08/2023 To 12/09/2023

<input checked="" type="checkbox"/>	Date	Day of the Week	View
<input checked="" type="checkbox"/>	20/08/2023	Sunday	<a href="#">View</a>