

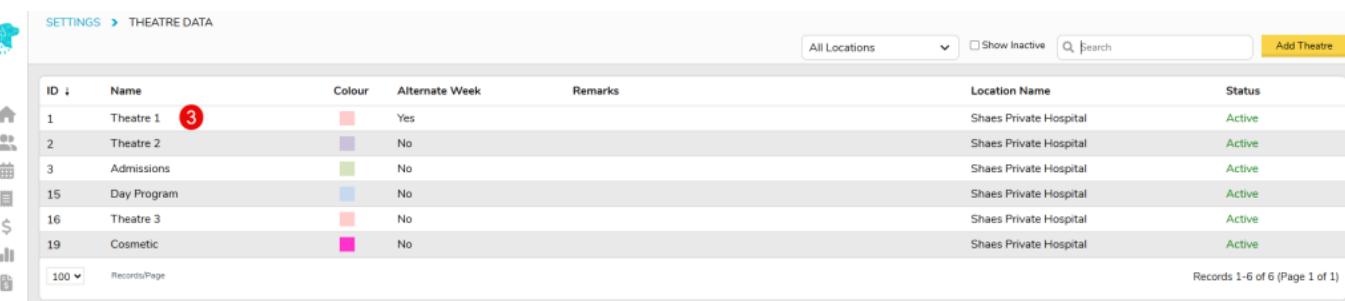
Opening the Theatre on a Non-Standard Day / Weekend

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



ID	Name	Colour	Alternate Week	Remarks	Location Name	Status
1	Theatre 1	pink	Yes		Shae's Private Hospital	Active
2	Theatre 2	purple	No		Shae's Private Hospital	Active
3	Admissions	green	No		Shae's Private Hospital	Active
15	Day Program	blue	No		Shae's Private Hospital	Active
16	Theatre 3	pink	No		Shae's Private Hospital	Active
19	Cosmetic	pink	No		Shae's Private Hospital	Active

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**

11. 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
12. The user is able to **View** the appointment times
13. 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.