<u>Opening the Theatre on a Non-Standard Day /</u> <u>Weekend</u>

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

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3. Double Click on the required Theatre

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- 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.

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