

# 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

The screenshot shows the 'THEATRE DATA' table in the FYDO settings. The table has columns for ID, Name, Colour, Alternate Week, Remarks, Location Name, and Status. The 'Theatre 1' row is highlighted with a red circle and the number 3. The table also includes a search bar, a dropdown for 'All Locations', and a 'Show Inactive' checkbox. The bottom of the table shows a pagination bar with 'Records/Page' and 'Records 1-6 of 6 (Page 1 of 1)'.

ID	Name	Colour	Alternate Week	Remarks	Location Name	Status
1	Theatre 1		Yes		Shaes Private Hospital	Active
2	Theatre 2		No		Shaes Private Hospital	Active
3	Admissions		No		Shaes Private Hospital	Active
15	Day Program		No		Shaes Private Hospital	Active
16	Theatre 3		No		Shaes Private Hospital	Active
19	Cosmetic		No		Shaes 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**

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

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

Non Standard Day for 04/11/2025 ☐ 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

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.

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 04/11/2025 To 04/12/2025

<input checked="" type="checkbox"/>	Date	Day of the Week	View
<input checked="" type="checkbox"/>	09/11/2025	Sunday	<u>View</u>