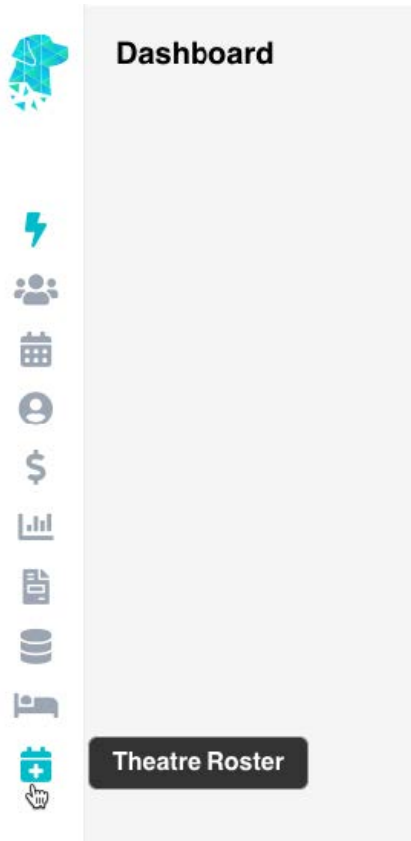


Theatre Roster

Creating Theatre Sessions

Select **Theatre Roster** from the left-hand menu



1. Select the way you would like to view the roster:
 - a. By **Day**
 - b. By **Week**
 - c. By **Month**
2. Navigate to the date that you require using the **Next** and **Previous** arrows, **Calendar** or **Today**
3. Utilise the **Filter** to customise the information on the screen
Print allows for a screenshot of the current view to be converted to PDF for printing purposes
4. Find the correct theatre & **Right-Click** to expand the options menu
5. Select **Make Booking**
☐
6. Select the required **Doctor/Surgeon** and **Anaesthetist**
☐
7. Ensure correct **Week Starting Date** and **Session Times** are selected
8. **Notes** and **Appointment Notes** can be added to the booking if required
9. The **Repeat** feature gives the ability to produce a reoccurring booking for the selected surgeon
 - a. Use the **Every ____ week** option to enable weekly, fortnightly, monthly bookings etc.
 - b. Use the tick boxes to select the days of the week you require the booking to reoccur
10. Use the **Ends** field to set the date that the reoccurring booking will cease. *NB. This feature*

will produce an **individual booking** on each of the selected days for that surgeon. If this booking changes, each individual booking will need to be amended. Hence, it is not recommended to reproduce the booking for extended periods of time

11. Add **Theatre Staff** (if your facility procedure requires)
12. Import **Files** that are related to the Theatre Booking
13. Click **Save**

This will create a theatre booking that can then be **Edited**, **Cancelled** or **Deleted** with a right-click (as per #4 in the above image).

There is a detailed **Audit trail** of changes made located inside the booking (right-click & Edit Roster)