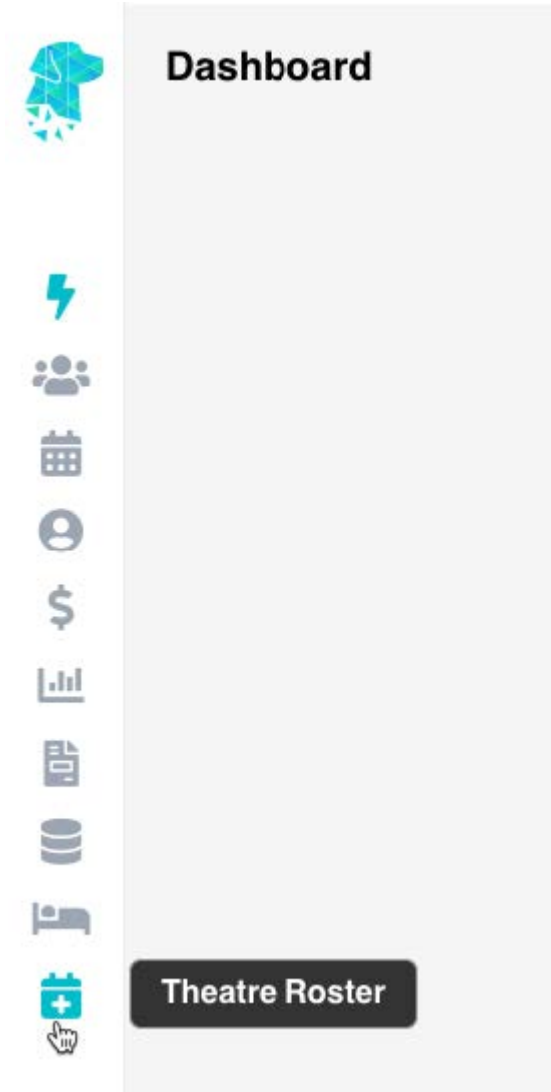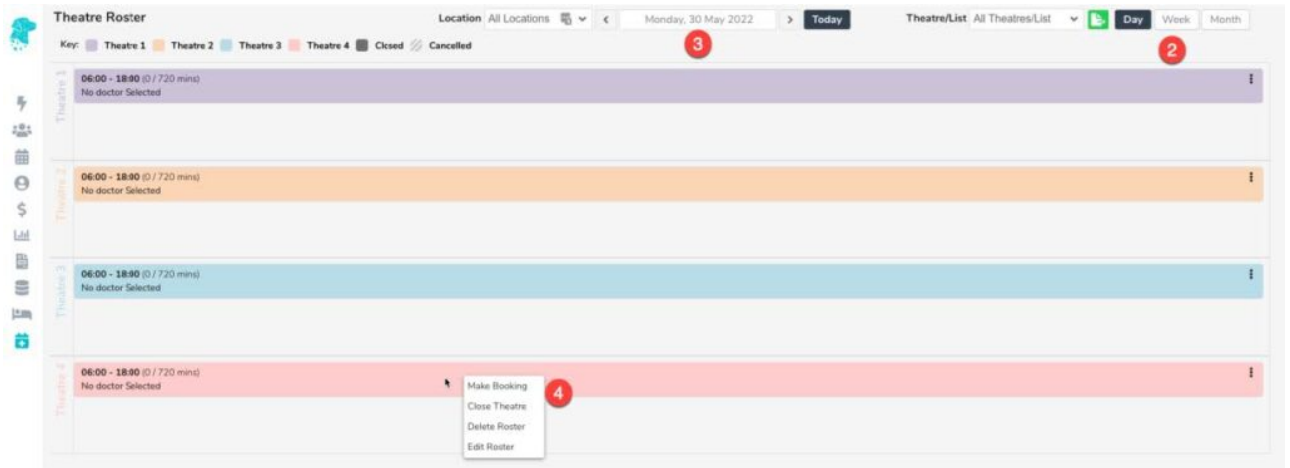# Theatre Roster

Creating Theatre Sessions
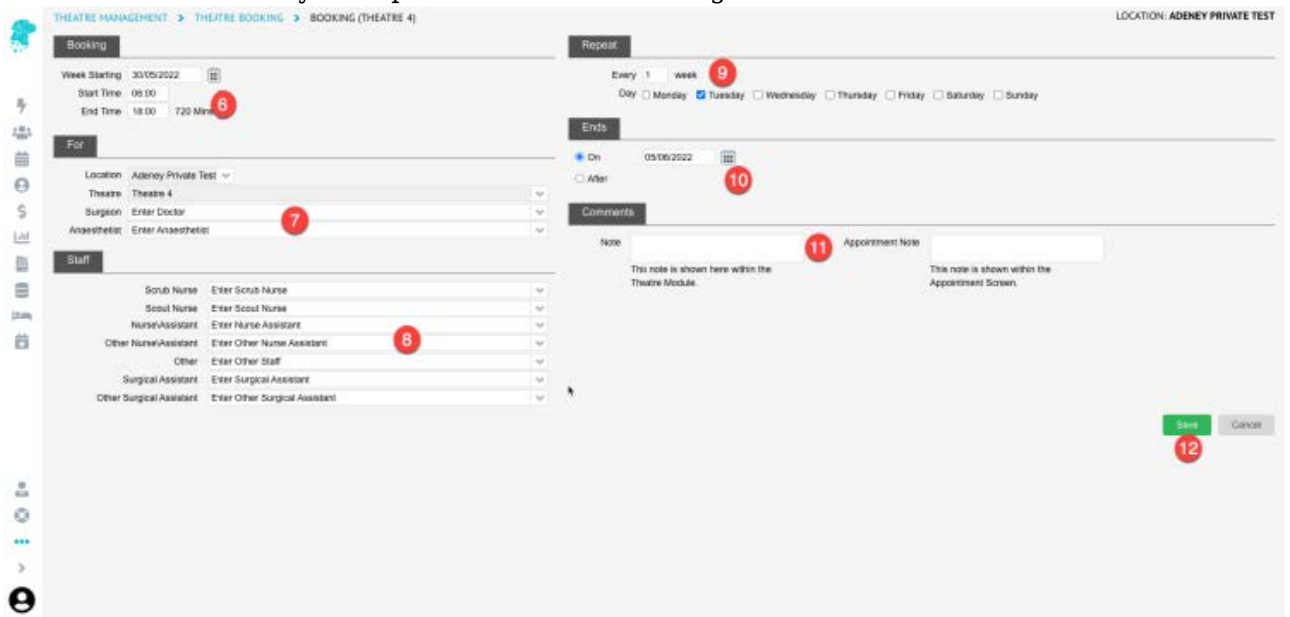
1. Select **Theatre Roster** from the left-hand menu

2. Select the way you would like to view the roster:
   a. By **Day**
   b. By **Week**
   c. By **Month**
3. Navigate to the date that you require
4. Find the correct theatre & **Right-Click** to expand the options menu
5. Select **Make Booking**

6. Enter the **Times** that you require the theatre booking to start & finish

7. Select required **Surgeon** & **Anaesthetist**
8. Add **Theatre Staff** (*if your facility procedure requires*)
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 **End** 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. **Notes** can be added to the booking if required
12. 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*)