# **Surgeon Availability**

21/07/2025 11:51 am BST

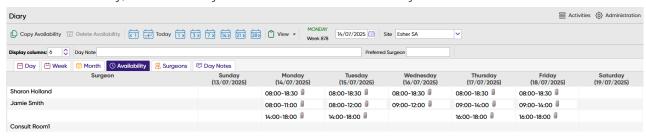
## **Summary**

This screen is used to setup your practice's diary rotas.

Note: Surgeons (With the surgeon type: 'Surgeon') need to be added into the system prior to adding availability. For more information, see: Surgeons.

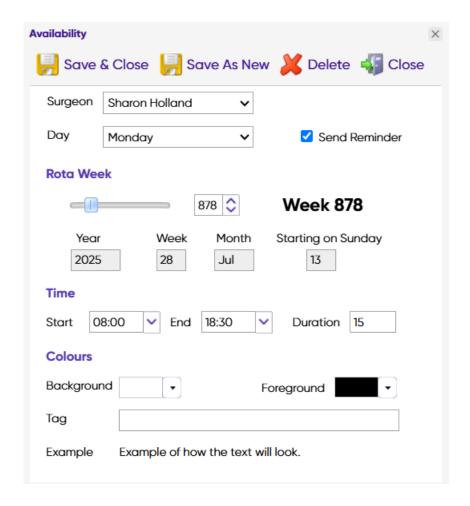
### **Details**

To enter availability, enter the Diary screen and select the Availability tab.



## **Adding Availability**

- 1. Go to the Diary screen and select the 'Availability Tab'.
- 2. Double Click on a Surgeon and Day/Date to open the Availability window.



#### 3. Specify the availability details:

Surgeon = Shows the name of the surgeon you are setting the availability for.

Day = Shows the relevant day being set on the Rota week.

Send Reminder = Having this enabled will include this surgeons appointments in the appointment reminders runs. For more information see: Appointment Reminders.

Rota Week = Displays the Rota Week you are setting availability for.

Time (Start and End) = Select the start time and end time.

Duration = Sets the appointment length for the availability.

Colours = Background and Foreground colours can be used to differentiate each surgeon.

Tag = Used to add text to diary availability backgrounds. This can be used to note which consult room has been allocated to a surgeon.

4. Once you have all the appropriate parameters, there are two save options.

Save & Close = This option will save the new availability as specified and close the Availability window.

Save as New = This option will save the new availability as specified, but the window will remain open. This allows you to continue adding availability.

For example, to add the same availability for a week (Mon-Fri 09:00-17:00):

- a) Add the Availability for Monday (9:00 to 17:00) for a surgeon.
- b) Select 'Save as New' and the availability will be added.
- c) Change the day to Thursday and select 'Save as New'.
- d) Availability will be added for Thursday and the window will remain open.
- e) Repeat step C for Friday Saturday and Sunday if applicable.

## **Deleting Availability Slots**

To delete an availability slot:

• Right click on the slot and select 'Delete Availability'.

or

• Double click the slot and press the 'Delete' key.

## **Adding Split Rotas**

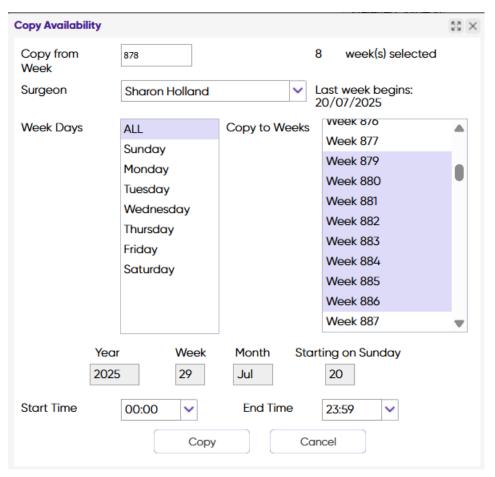
If a surgeon works a split Rota, i.e. morning consults (08:00 to 11:00) then afternoon consults (14:00 to 18:00), this can be achieved as follows:

- 1. Create the first time slot (08:00 to 11:00).
- 2. Select 'Save As New'
- 3. Specify the second time slot (14:00 to 18:00) and select 'Save As New', this will add two availability slots for the same surgeon on the same day.

## **Copy Availability**

Once availability has been created for a week, this can be copied and pasted to other weeks. Note: Weeks can only be copied up to 52 weeks (1 year) at a time.

- 1. Select 'Copy Availability'.
- 2. Select the 'Surgeon' from the drop-down to specify which surgeon's availability to copy.
- 3. Select the 'days' availability you wish to copy.
- 4. Specify the 'weeks' you want to copy to, press and hold ctrl and click on the weeks.



- 5. Specify the 'times' you want to copy.
- 6. Select 'Copy' and the availability will add to the weeks specified.