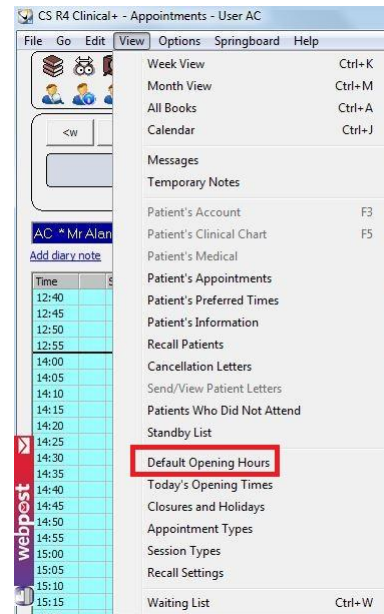
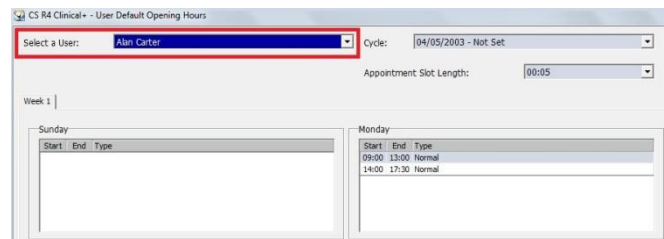


How to Change the Default Opening Hours in R4

1. From the Appointment Book, click on View and select Default opening Hours.



2. Select the relevant user from the drop down list.



3. To change the details that are currently displayed.

- 3a. Select the relevant day of the week.



- 3b. Single left click on the entry that needs to be changed.

- 3b. Type the new Start time and/or End time.



Use the drop-down list to change the Session Type if necessary.

3c. Repeat the above steps for each day that needs to be changed.

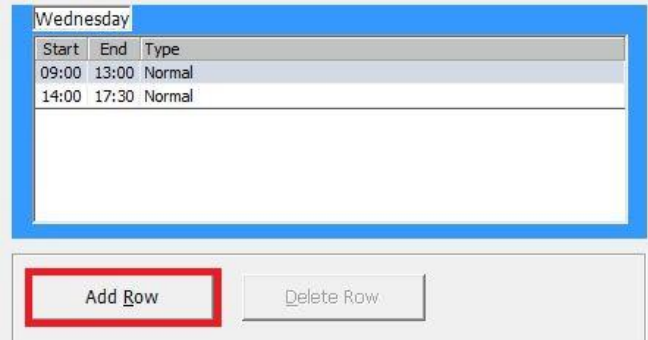
4. To add additional entries to those that are currently displayed.

4a. Select the relevant day of the week.



Wednesday		
Start	End	Type
09:00	13:00	Normal
14:00	17:30	Normal

4b. Click on the Add Row button.



Wednesday		
Start	End	Type
09:00	13:00	Normal
14:00	17:30	Normal

4c. Type the new Start time and/or End time.

Use the drop-down list to select the required Session Type




Wednesday		
Start	End	Type
09:00	13:00	Normal
14:00	17:30	Normal

4d. Repeat the above steps for each new time period that is required.

5. To delete existing entries that are displayed.

5a. Select the relevant day of the week.



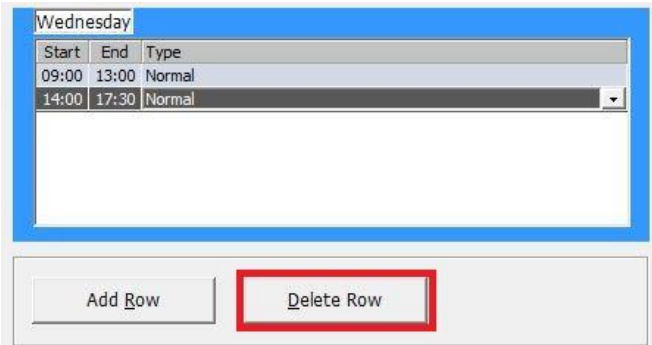
Start	End	Type
09:00	13:00	Normal
14:00	17:30	Normal

5b. Click on the row that needs to be deleted.



Start	End	Type
09:00	13:00	Normal
14:00	17:30	Normal

5c. Click on the Delete Row button.



5d. Repeat the above steps for each time period needs to be deleted.

6. Once all of the changes have been made, click on the OK button to save the changes.

