

CS R4+

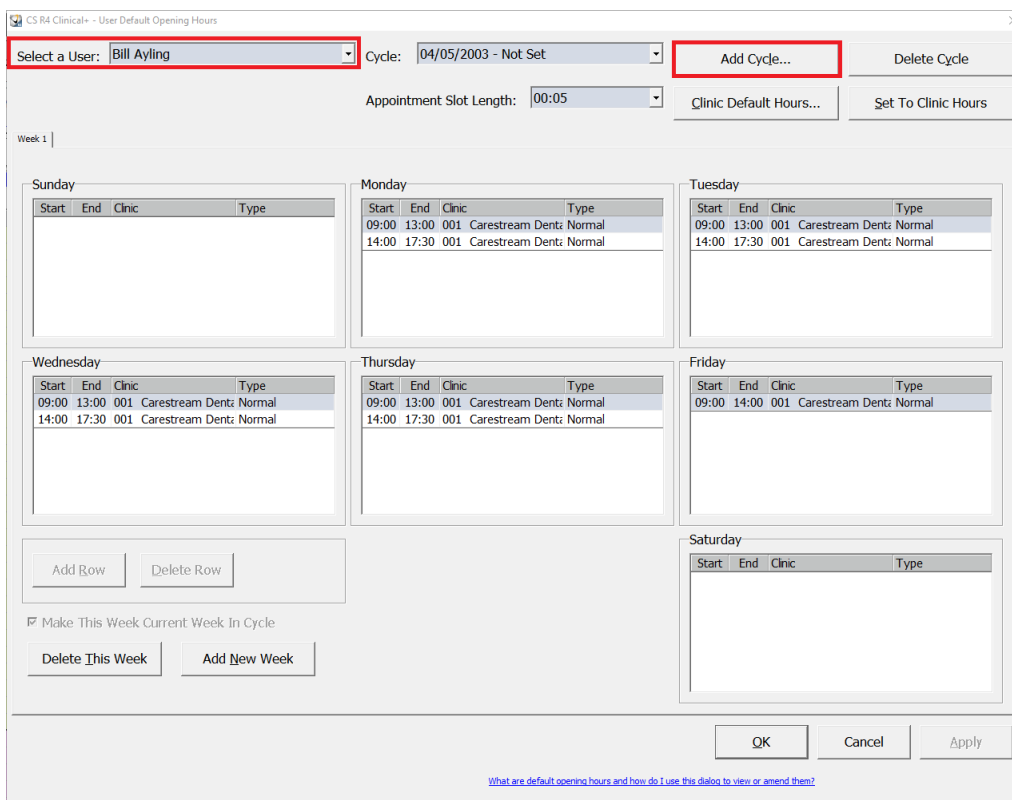
Using Cycles in Default Opening Hours

This 5-page handout is aimed at system administrators and shows how to use cycles when setting up default opening hours in CS R4+ practice management software.

When setting up a user's default opening hours, they will be live immediately and will be applied to all previous dates as well as all future dates. This may not be suitable for all practices especially in the case of a new user starting at the practice on a specific day, or if the opening hours are only to be applied for a specific period. In these instances, it is possible to set cycles which mean that the opening hours only apply from a set date in the future or for a defined period.

Creating a New Cycle

- 1 Open the **User Default Opening Hours** window



CS R4 Clinical - User Default Opening Hours

Select a User: **Bill Ayling** Cycle: 04/05/2003 - Not Set **Add Cycle...** Delete Cycle

Appointment Slot Length: 00:05 Clinic Default Hours... Set To Clinic Hours

Week 1

Start	End	Clinic	Type
09:00	13:00	001 Carestream Dent	Normal
14:00	17:30	001 Carestream Dent	Normal

Start	End	Clinic	Type
09:00	13:00	001 Carestream Dent	Normal
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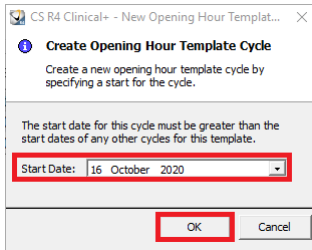
Make This Week Current Week In Cycle

[What are default opening hours and how do I use this dialog to view or amend them?](#)

Handout

- 2 From the **Select a User** drop-down list select the required user.
- 3 Click **Add Cycle**. The **New Opening Hour Template** window is displayed.

Using Cycles in Default Opening Hours



CS R4 Clinical+ - New Opening Hour Templat...

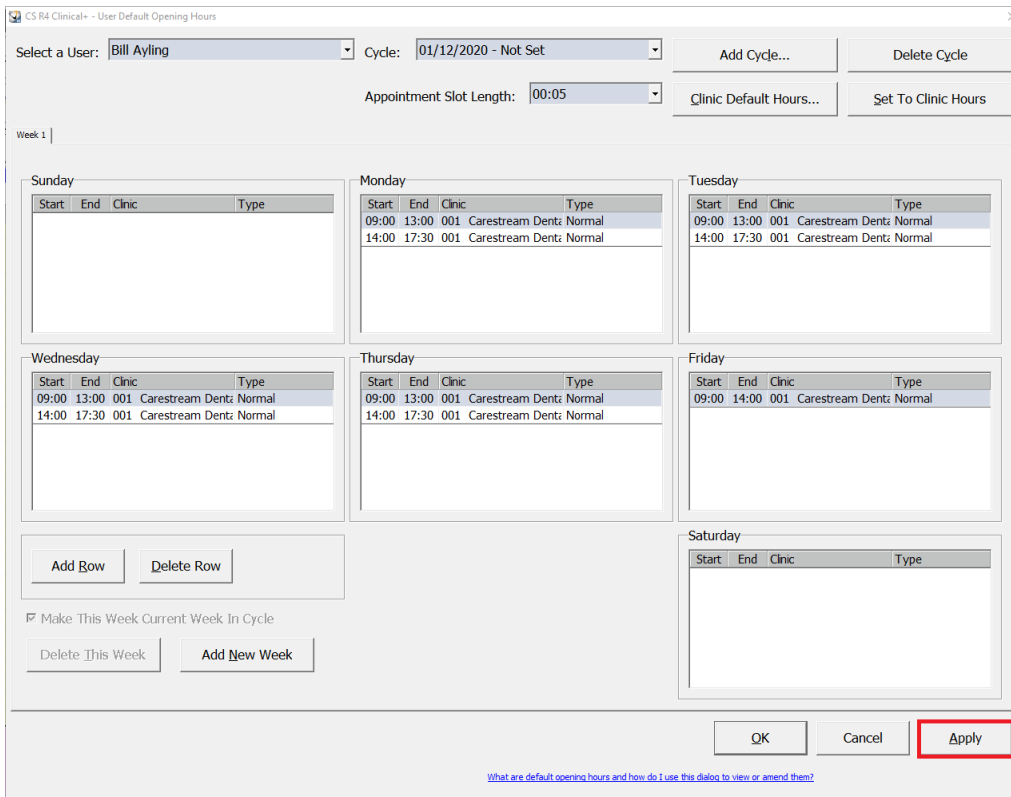
Create Opening Hour Template Cycle
Create a new opening hour template cycle by specifying a start for the cycle.

The start date for this cycle must be greater than the start dates of any other cycles for this template.

Start Date: 16 October 2020

OK Cancel

- 4 Enter the required date in the **Start Date** field or click the arrow and select the date from the calendar provided.
- 5 Click **OK**.



CS R4 Clinical+ - User Default Opening Hours

Select a User: Bill Ayling Cycle: 01/12/2020 - Not Set Add Cycle... Delete Cycle

Appointment Slot Length: 00:05 Clinic Default Hours... Set To Clinic Hours

Week 1

Day	Start	End	Clinic	Type
Monday	09:00	13:00	001 Carestream Dent	Normal
Monday	14:00	17:30	001 Carestream Dent	Normal
Tuesday	09:00	13:00	001 Carestream Dent	Normal
Tuesday	14:00	17:30	001 Carestream Dent	Normal
Wednesday	09:00	13:00	001 Carestream Dent	Normal
Wednesday	14:00	17:30	001 Carestream Dent	Normal
Thursday	09:00	13:00	001 Carestream Dent	Normal
Thursday	14:00	17:30	001 Carestream Dent	Normal
Friday	09:00	14:00	001 Carestream Dent	Normal

Add Row Delete Row

Make This Week Current Week In Cycle

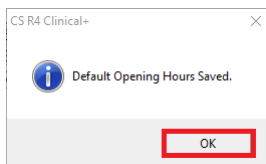
Delete This Week Add New Week

OK Cancel Apply

What are default opening hours and how do I use this dialog to view or amend them?

- 6 Set the required opening hours for each day.
- 7 Once all the entries have been added for the relevant days click **Apply**.

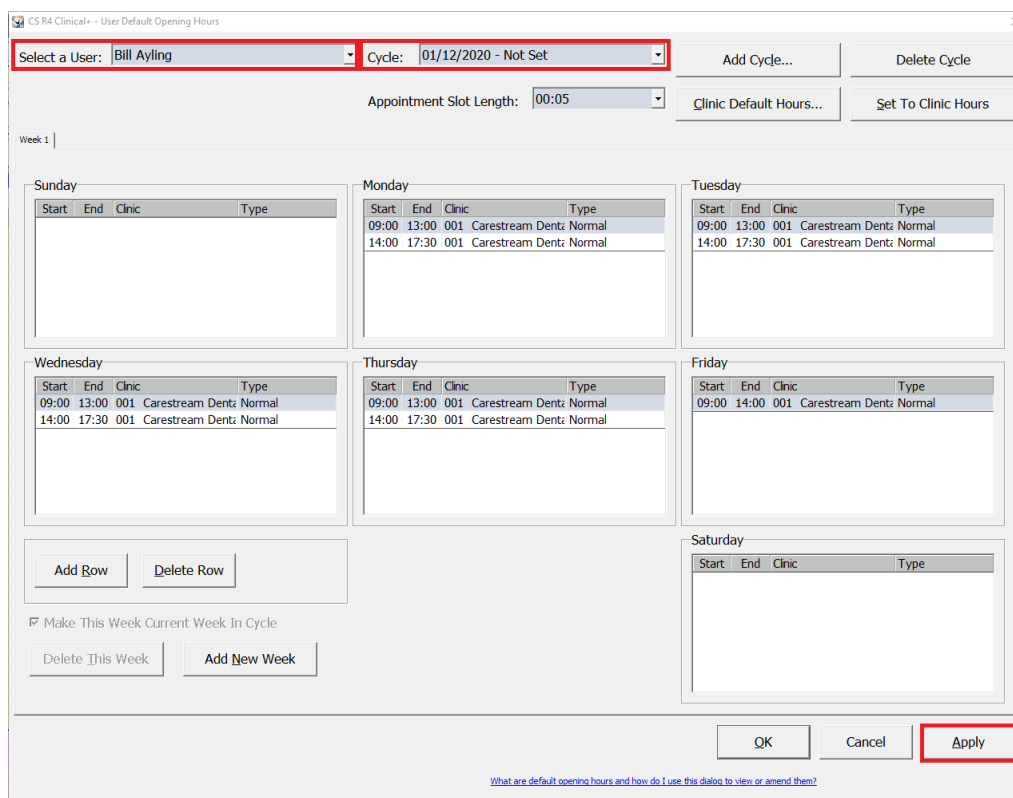
Using Cycles in Default Opening Hours



- 8 Click **OK** on the confirmation pop-up that appears.
- 9 Repeat the above steps if additional cycles are required for the selected user or for any other user.

Editing Existing Cycles

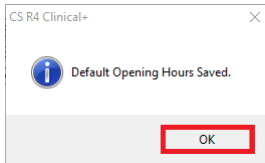
- 1 Open the **User Default Opening Hours** window.



- 2 From the **Select a User** drop-down list select the required user.
- 3 From the **Cycle** drop-down list select the cycle that is to be edited.

Using Cycles in Default Opening Hours

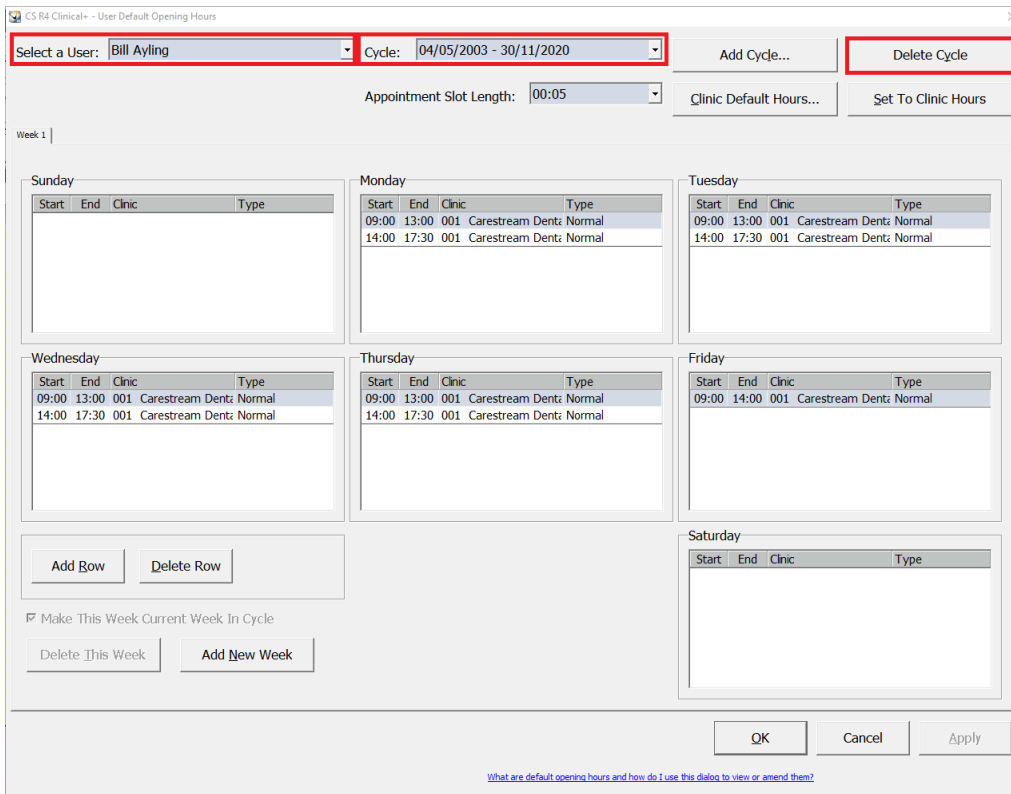
- Set the required opening hours for each day.
- Once all the entries have been added for the relevant days click **Apply**.



- Click **OK** on the confirmation pop-up that appears.
- Repeat the above steps if additional cycles are required for the selected user or for any other user.

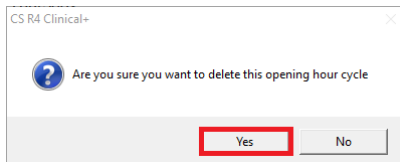
Deleting Existing Cycles

- Open the **User Default Opening Hours** window.



Using Cycles in Default Opening Hours

- 2 From the **Select a User** drop-down list select the required user.
- 3 From the **Cycle** drop-down list select the cycle that is to be deleted.
- 4 Click **Delete Cycle**.



- 5 Click **Yes** on the confirmation pop-up that appears.



Note: Once deleted cycles cannot be restored.