

# Cloning Sessions

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

## Cloning an session

You cannot undo a clone

You can only delete the cloned sessions if there are no appointments booked in them

If an appointment has been cancelled from a session, then the session can't be deleted but can be deactivated

Any unoccupied target times in the target week will accept the cloned session

Any occupied target times will not allow the cloned session to be saved

You will see a screen at the end of the cloning process indicating which sessions were successfully cloned, and which were not

All fields from the source session will be copied into the target session except

- The session start date which will be replaced with the target session date
- The Planning Complete flag (for Theatre bookings) - this will be set to FLASE (unchecked)

### Notice

**If the provider has a Week A, Week B type schedule, then just tick alternate weeks when cloning.**

## Clone a week for the provider

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Sessions** sub-menu.
4. Select the **Provider** from the drop down list.
5. Enter any date in the week you wish to clone.
6. Click **Search** button.
7. Click the **Clone Session** button.
8. Tick the target weeks, the current week will be copied into these weeks.
9. Any weeks with sessions already in them have a "" next to them.
10. Cloning over these weeks will only work for time periods with no sessions booked into them.
11. Select **Clone**.
12. Check the screen to see if sessions were successfully cloned.

## Clone a day for the provider

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Sessions** sub-menu.
4. Select the **Provider** from the drop down list.
5. Enter any date in the week you wish to clone.
6. Click **Search** button.
7. Click the **Clone Session** button.
8. Tick the target day, the current appointment session slot will be copied into these days.
9. If any days with sessions already created, user will not get checkbox to tick .
10. Cloning over these weeks will only work for time periods with no sessions booked into them.
11. Click update.
12. Check the screen to see if sessions were successfully cloned.

Clone+New Calendar Session

Session (Week of 03/03/2025)  
Monday (03/03/2025)  
Tuesday (04/03/2025)

Appointments

Note: Calendar sessions cannot be deleted or modified while assigned to an appointment.

Search Options

Provider

Mr Ormond Garrison

Week Date

05/03/2025

Search

Related: Manage Providers available for Booking

Calendar Sessions

Day	Date	Time	Location	Category	Colour	Active	
Mon	03/03/2025	07:00 - 20:00	Adelaide Surgical Clinic	Consultation	<input type="checkbox"/>	Active	Edit
Tue	04/03/2025	07:00 - 20:00	Adelaide Surgical Clinic	Consultation	<input type="checkbox"/>	Active	EditDelete

Dashboard / Administration / Appointments

Clone Details

Name

Ormond Garrison

Clone Date

10/03/2025

Start

04/03/2025

for

5 Weeks

every

Week

	M	T	W	T	F	S	S
02/03/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/03/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Mr Ormond Garrison

Cancel

Dashboard / Administration / Appointments

Calendar sessions created on 02/03/2026, 03/03/2026, 06/03/2026.

Note: Calendar sessions cannot be deleted or modified while assigned to an appointment.

Search Options

