

# Create Sessions for a Provider

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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.

Once Calendar Session Types for Theatre have been configured, you can add Calendar Sessions for the provider. A Calendar Session is the time period when the provider is in theater.

## Create a new calendar session

- 1. Click **Administration**
- 2. Select **Appointments** from menu
- 3. Click **Calendar Sessions**
- 4. Choose a **Provider** from the list.
- 5. Enter a date and click **Search** to view current sessions.
- 6. To add sessions click **New Calendar Session**
- 7. Fill out the fields based on the table below.
- 8. Click **Create Calendar Session**

Field	Description
Date	Date that the session occurs on
Start time	Start time of the session
End time	End time of the session
Location	Location where the session takes place (this is not the service location - but the top level location)
Session Type	Select one of the calendar Session Types that you set up earlier that are enabled for Theatre
Anaesthetist	Default Anaesthetist for this session. This can be changed when booking/editing the appointment. This is a pick list of all professional contacts with a Professional Category of Anaesthetist.
Planning Complete	Indicates administrative planning for this theatre session has been completed. This can be edited from the theatre screen.
Description	Give the session a descriptive name
Notes	Any session notes

## Create a new calendar session via Calendar

Simply click into an area with no defined calendar sessions, and use the **Add New** control to jump to the right provider and week, then follow the above process.

Fri Apr 12, 2024

Darlene HALL  
Notes

07:30 am - 07:45 am

New Event

Fri, 12/04/2024 07:30 am - 07:45 am

No sessions defined for selected time slots

Add New

Cancel