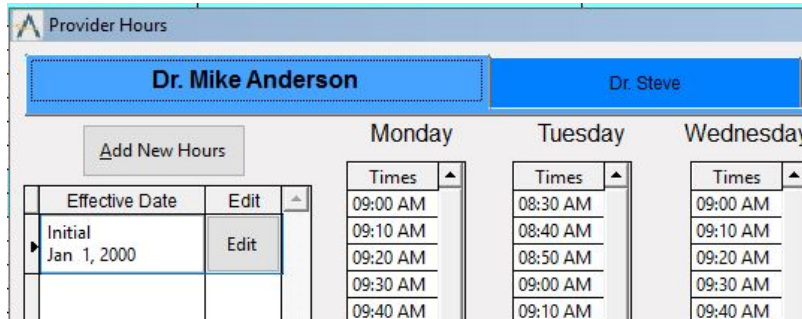


Atlas New Provider Hours

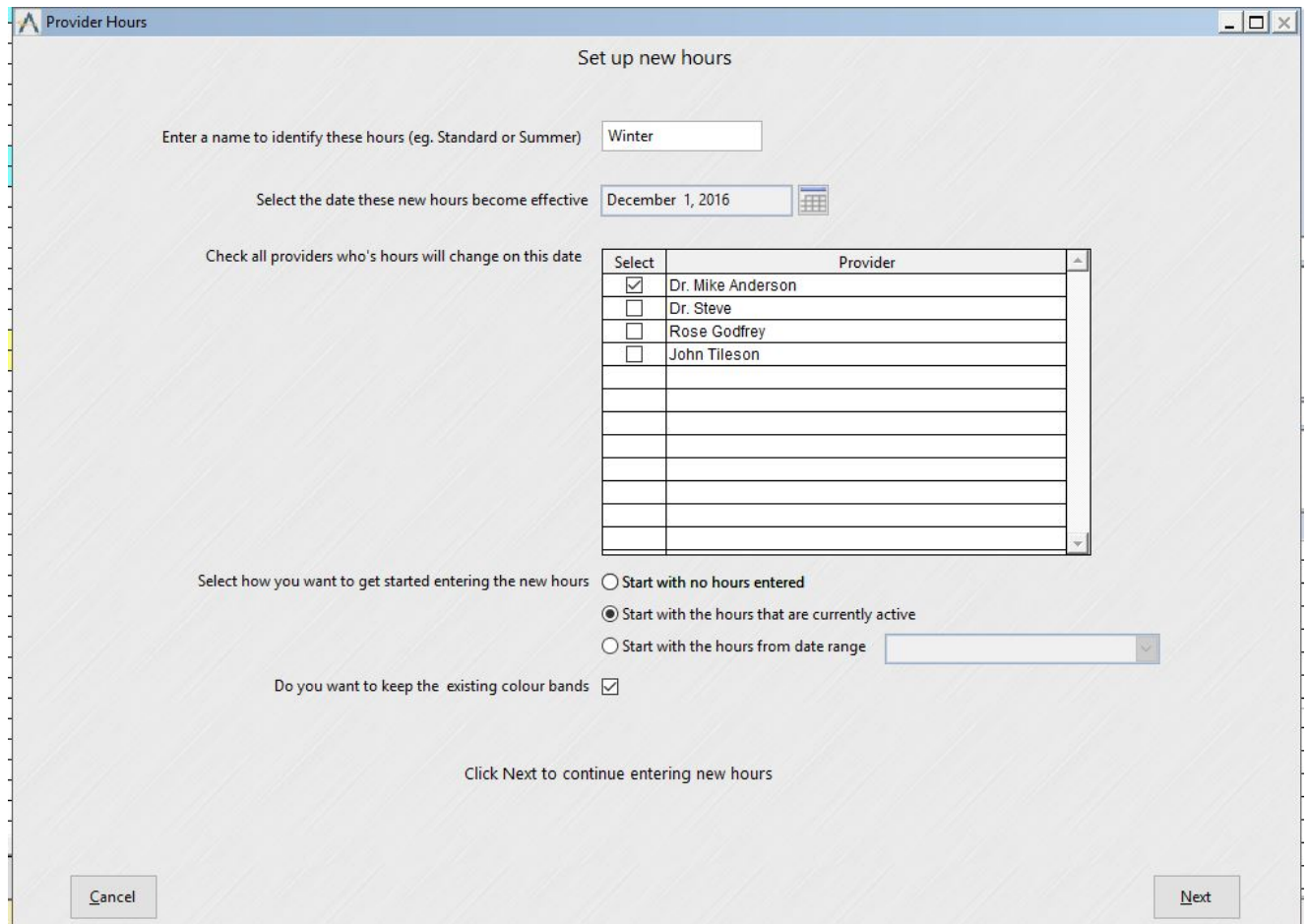
Start by going to Setup, Provider Hours. (Instructions are the same for Exception Hours)



Select the tab for the provider whose hours you wish to adjust.

Select the 'Add New Hours' button.

This will bring you into a new screen where you can name these hours (ex. Summer, Standard, etc), set the date you wish these hours to start, and select which providers hours you wish to change (may select more than one).



You can start with no hours set, or you can copy hours from either the current setup, or another set. You can also copy in existing colour bands, or start without them.

Enter the Start and End times for each day of the week (breaks will be added later).

Provider Hours

Set up new hours

Enter the time of the first and last appointment on each day for

Dr. Mike Anderson

	Time of first appointment	Time of last appointment
Monday	9:00 AM	7:00 PM
Tuesday	8:30 AM	8:50 PM
Wednesday	9:00 AM	6:00 PM
Thursday	8:00 AM	6:00 PM
Friday	9:00 AM	12:00 PM
Saturday	: M	: M
Sunday	: M	: M

Click Next to continue entering new hours

Back Delete these hours Next

Select the times that you will not be available (lunch, etc). You can select multiple blocks at the same time by selecting the first time, holding down the <Shift> key, and selecting the last Block.

Provider Hours

Edit hours

Click on the time blocks that are NOT available for appointments (for breaks, lunch, etc)

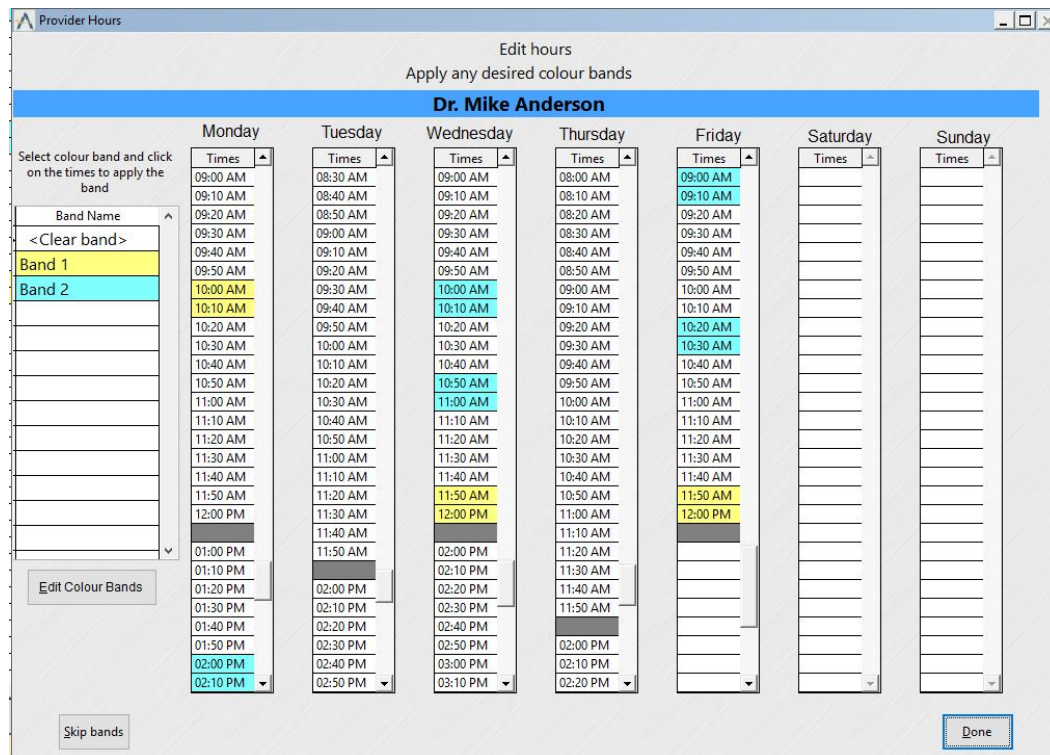
Dr. Mike Anderson

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 AM	08:30 AM	09:00 AM	08:00 AM	09:00 AM		
09:10 AM	08:40 AM	09:10 AM	08:10 AM	09:10 AM		
09:20 AM	08:50 AM	09:20 AM	08:20 AM	09:20 AM		
09:30 AM	09:00 AM	09:30 AM	08:30 AM	09:30 AM		
09:40 AM	09:10 AM	09:40 AM	08:40 AM	09:40 AM		
09:50 AM	09:20 AM	09:50 AM	08:50 AM	09:50 AM		
10:00 AM	09:30 AM	10:00 AM	09:00 AM	10:00 AM		
10:10 AM	09:40 AM	10:10 AM	09:10 AM	10:10 AM		
10:20 AM	09:50 AM	10:20 AM	09:20 AM	10:20 AM		
10:30 AM	10:00 AM	10:30 AM	09:30 AM	10:30 AM		
10:40 AM	10:10 AM	10:40 AM	09:40 AM	10:40 AM		
10:50 AM	10:20 AM	10:50 AM	09:50 AM	10:50 AM		
11:00 AM	10:30 AM	11:00 AM	10:00 AM	11:00 AM		
11:10 AM	10:40 AM	11:10 AM	10:10 AM	11:10 AM		
11:20 AM	10:50 AM	11:20 AM	10:20 AM	11:20 AM		
11:30 AM	11:00 AM	11:30 AM	10:30 AM	11:30 AM		
11:40 AM	11:10 AM	11:40 AM	10:40 AM	11:40 AM		
11:50 AM	11:20 AM	11:50 AM	10:50 AM	11:50 AM		
12:00 PM	11:30 AM	12:00 PM	11:00 AM	12:00 PM		
12:10 PM	11:40 AM	12:10 PM	11:10 AM	12:10 PM		
12:20 PM	11:50 AM	12:20 PM	11:20 AM	12:20 PM		
12:30 PM	12:00 PM	12:30 PM	11:30 AM	12:30 PM		
12:40 PM	12:10 PM	12:40 PM	11:40 AM	12:40 PM		
12:50 PM	12:20 PM	12:50 PM	11:50 AM	12:50 PM		
01:00 PM	12:30 PM	01:00 PM	12:00 PM			
01:10 PM	12:40 PM	01:10 PM	12:10 PM			
01:20 PM	12:50 PM	01:20 PM	12:20 PM			
01:30 PM	01:00 PM	01:30 PM	12:30 PM			

Click Next to save these hours and go to the colour bands

Back Next

Colour bands can be set on desired times. Multiple times can be selected by selecting the first time, holding down the <Shift> key, and selecting the last time. Additional colours for the bands can be added, or band names changed, by pressing 'Edit Colour Bands.'



Customer Support:

Atlas Support personnel are trained specifically on the Atlas Chiropractic Software. On occasion, they are able to assist with general computer support (networking, antivirus, and configuration). Atlas recommends that issues outside of the scope of Atlas Support be directed to the appropriate Support professional. A qualified, onsite IT technician can provide you with the most accurate information to resolve your Technical Issues. Atlas Support may be able to assist your technician in resolving issues regarding your Operating System or System Maintenance, to help facilitate the proper function of Atlas.

Support Contact Information:

Mon-Thur: 8am to 7:30pm EST Fri: 8am to 4:30pm EST

Phone: 1-866-76ATLAS (2-8527)

Fax: 1-226-315-1900

Email: support@atlaschirosys.com

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