

Adding, Changing and Removing Bank Holiday Dates

Background

The below guide details how to add, change or remove Bank Holiday Dates from Premier Choice's Cloud Platform - <https://pct.ourivr.com/>

Pre-Requisites

The user will require;

- 1) A login to the <https://pct.ourivr.com/> portal (Pre-Issued by a Premier Choice Representative)
- 2) Google Chrome Web-Browser (**must be used in Incognito Mode**)
- 3) Internet Connection

Instructions

- 1) Log into the portal using the username and password provided
- 2) Click Configuration > Hours
- 3) You will see a list of pre-configured hours per day of the month. Find and click one labelled "Bank Holidays" or "Holiday Dates" (*Names Vary*).

Thu	Fri	Sat
2	3	4
00:00 - 23:59 Holiday Dates	00:00 - 23:59 Holiday Dates	00:00 - 23:59 Holiday Dates
00:01 - 23:59 PLT Date Check	00:01 - 23:59 PLT Date Check	00:01 - 23:59 PLT Date Check
08:00 - 18:30 Surgeryopen	08:00 - 18:30 Surgeryopen	12:30 - 18:30 PLT Time Check
12:30 - 18:30 PLT Time Check	12:30 - 18:30 PLT Time Check	
14:00 - 18:00 Blood Tests	14:00 - 18:00 Blood Tests	

- 4) In the sub-window that appears, click "Excluded Days" or "Excluded Days" (*Names Vary*).

Holiday Dates

Rule settings

Holiday exclusion

Excluded days

Exclude Range Start:

Exclude Range End:

📅 Exclude

- 5) You will see 2 sections. The top section allows you to add a date range and the bottom section allows you to see current dates programmed.

Rule settings

Holiday exclusion

Excluded days

Exclude Range Start:

Exclude Range End:

📅 Exclude

Excluded Dates

2019-10-03	🗑 Remove
2019-10-17	🗑 Remove

- 6) To add a date, you need to add a valid date in the “Exclude Range Start” field and also the “Exclude Range End” field. If you are adding a single date, add the same date in both fields. Click in the blank field to load the “Calendar View”

⏪ June 2019 ⏩

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Now

Done

- 7) To select and add a bank holiday date, scroll through the calendar using the arrow keys (Left and Right), click on the date and then click “Done”. You must ALSO click “Exclude” once both dates are in each field

Exclude Range Start:

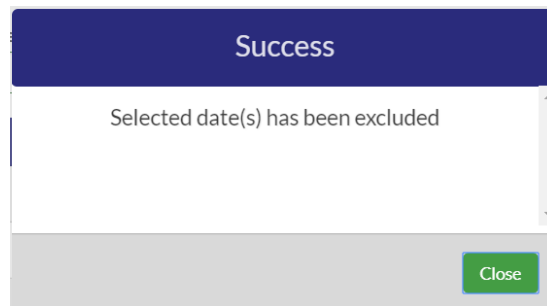
Exclude Range End:

2019-07-18

2019-07-18

📅 Exclude

8) You will then get a confirmation window appear



Above example if we wish to add the date 18/07/2019 as a Bank Holiday Date

9) Finally, once all dates have been added, click “Save”

Important Note

- If you wish to amend an existing date that appears in the list, you are unable to “Edit” it. Please remove any unwanted dates using the “Remove Button” and enter the correct date(s) using steps 5-9

Done!