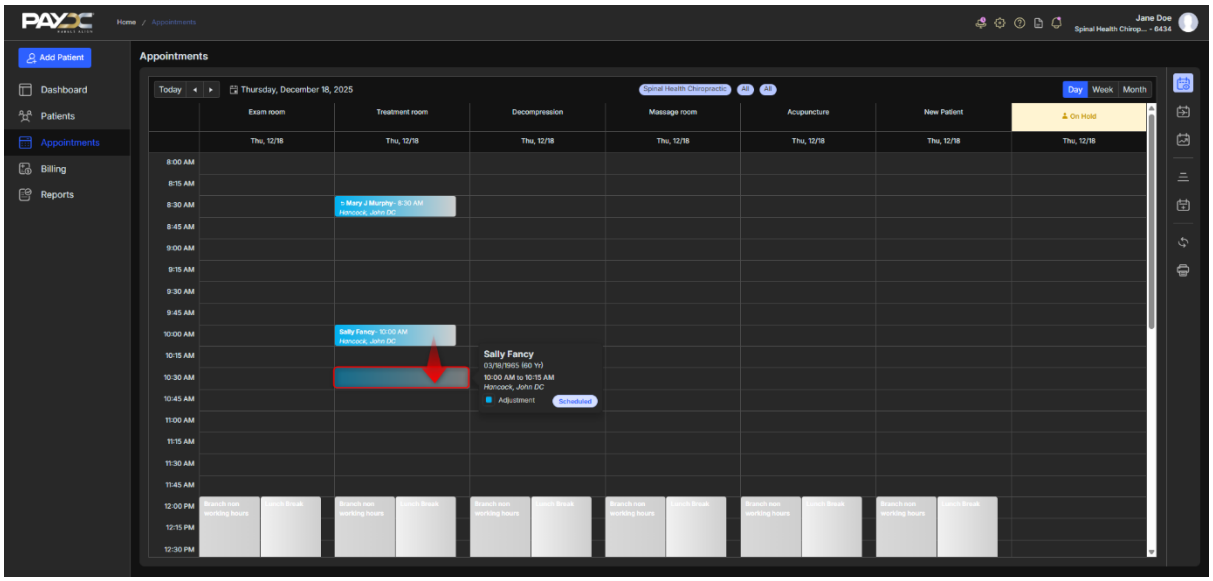
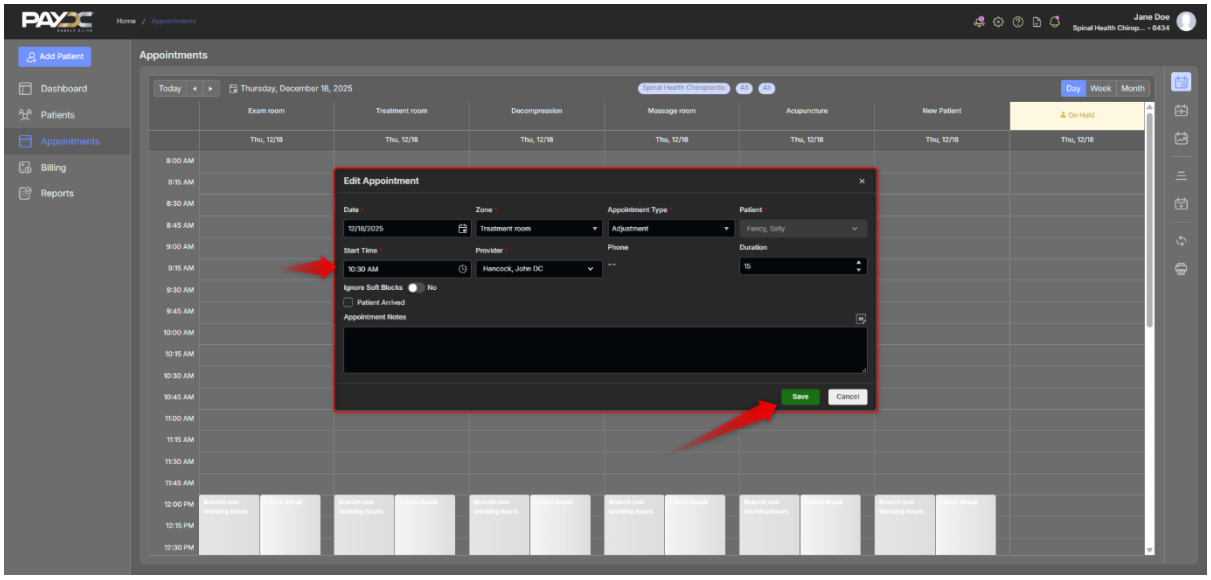
# Reschedule an Appointment

1. To reschedule an appointment to a different time on the same day, drag and drop the patient's appointment at the new time.

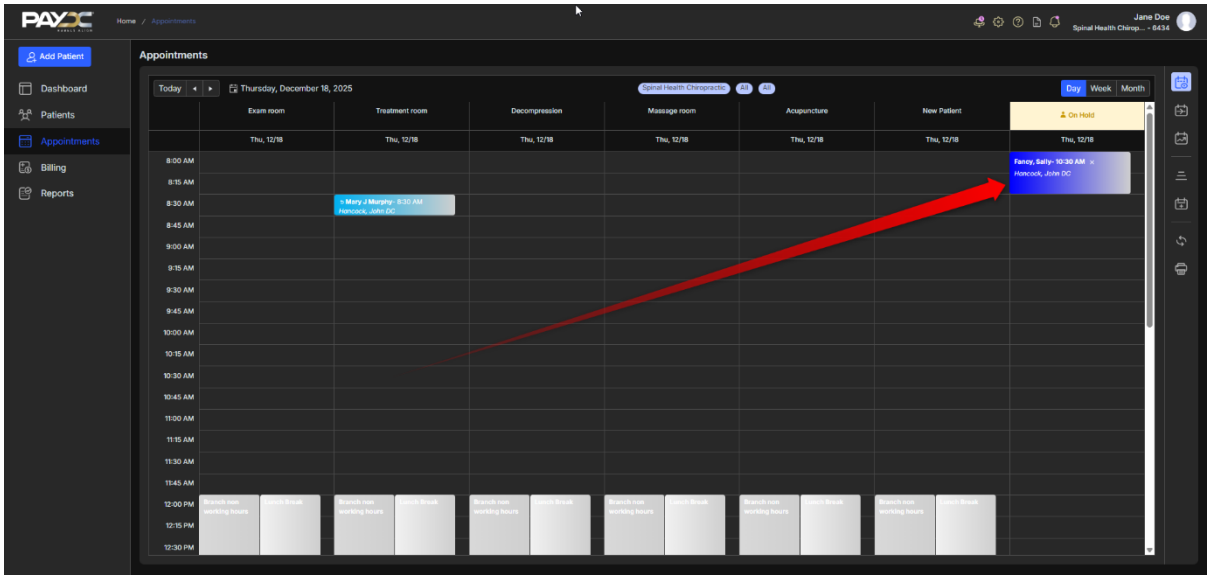



2. A window will open giving you an opportunity to review all the appointment details.
   Click Save to reschedule to the new time, same day.

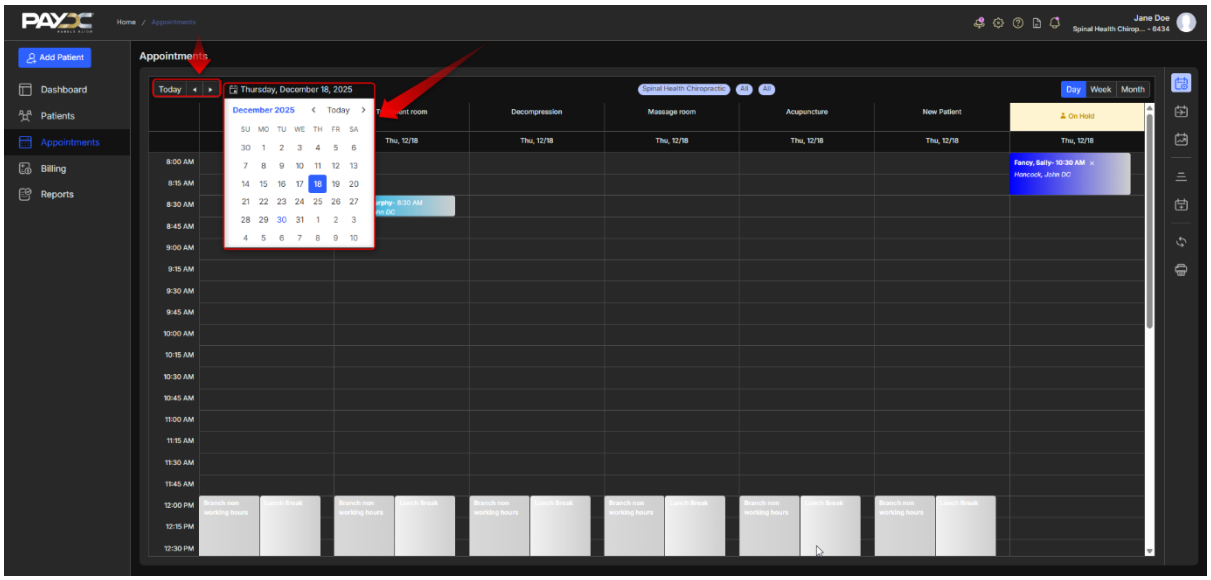


3. An arrow icon appears on the appointment to indicate that this appointment status is now rescheduled.

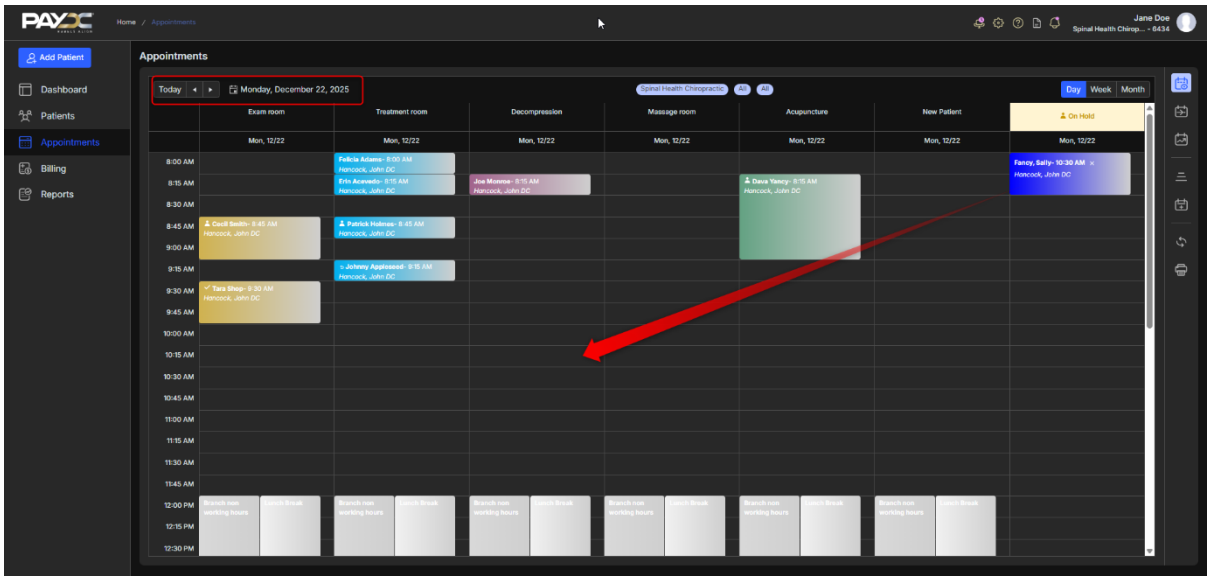
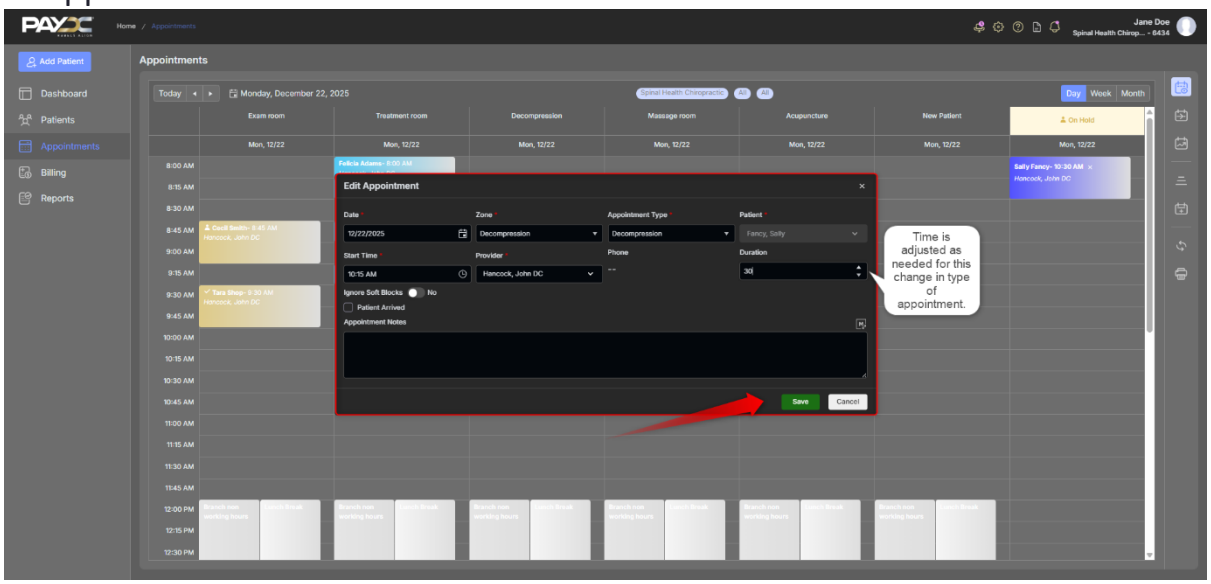
4. To move the appointment to a different day, drag the appointment to the On Hold column on the right side of the screen and release.



5. Then use the calendar icon or the arrows to move to the desired day.




6. Grab the appointment from the On Hold column and drop it to the new day and time.



7. You'll have the opportunity to review and adjust the rest of these appointment details as needed. Click Save.