

ezyVet – Making an Appointment



1. Check that Edit mode is set to 'Appointments'

Edit Mode: Appointments ▾ Extra Details: Off ▾ Weekends: On ▾ Zoom: Normal ▾ Interval: 15 Mins ▾

2. Confirm correct date selected from calendar

September							2018
Su	Mo	Tu	We	Th	Fr	Sa	
26	27	28	29	30	31	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	1	2	3	4	5	6	

3. Click and drag across the date and time for which you wish to schedule the appointment

Tuesday, 25 September

4. A New Appointment tab will appear

- a. Enter correct appointment type – you can type into the box or click the magnifying glass to see a drop down menu

- b. Confirm correct start and end times

- c. Check that the correct department is displayed

- d. If you are creating an appointment for a new patient or client you will need to create their profiles first

- e. If you are creating an appointment for anyone not already in the waiting room set status to 'Unconfirmed'

- f. Click 'Save and Close'

Dashboard New Appointment Memo Sent

Details

SAVE SAVE & CLOSE

Appointment Details

Appointment Type
|BLANK|

Reminder/Communication Group
(BLANK)

Date Start Time End Time
09-25-2018 09:45AM 11:00AM

Appointment Status
No Status

People/Resources Used
CAH Orthopedic Surgery (CAH C)

Appointment Description

Reason for appointment