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## How to Use the Drag-and-Drop Feature

Jay-Ileen (Ai) - 2023-02-08 - [VSee Clinic for Providers](#)

The Drag-and-Drop appointment feature allows you to drag an appointment on the VSee calendar and drop it to another date and time slot to reschedule the selected visit.

### How to Drag-and-Drop a Visit

1. Select the appointment.

The screenshot shows the VSee Clinic interface. At the top, there's a navigation bar with 'VSee Clinic' and links to 'Dashboard', 'Patients', 'Schedule', 'Health', and 'e-Rx'. A user profile for 'Dr. Sarah Mille...' is visible. Below the navigation bar, the 'SCHEDULE' section is active, showing a calendar for 'Feb 5 - 11, 2023'. The calendar is set to 'Week' view. On the left, there are settings for 'Timezone' (UTC-08:00 Pacific Time), 'Time division' (10 Minutes), and a 'Legend' with checkboxes for 'Open slot (one-one)', 'Open slot (group)', 'Confirmed (one-one)', and 'Confirmed (group)'. The calendar grid shows appointments for Dr. Sarah Miller at VSee Academy. A red box highlights an appointment slot for 4:00 PM - 4:15 PM on Tuesday, February 7th, with a red circle and the number 1 next to it, indicating the first step: selecting the appointment.

2. Drag and drop it to the desired new date and time slot.

**VSee Clinic** Dashboard Patients **Schedule** Health e-Rx Dr. Sarah Mille...

SCHEDULE < > Feb 5 – 11, 2023 Today Month **Week** Day + CREATE

**Timezone**  
(UTC-08:00) Pacific Time

**Time division**  
10 Minutes

☒ Show consultations

**Legend** ^

- ☒ Open slot (one-one)
- ☒ Open slot (group)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)

	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
3:30 PM			VSee Academy	VSee Academy	VSee Academy	VSee Academy	
4:00 PM					4:00 PM - 4:15 PM		
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							

**Visit Name:**  
VSee Academy Appointment  
**When:**  
02/07/2023 04:00 PM  
**Provider:** Dr. Sarah Miller  
**Members:**  
Aileen White

As soon as you drop or release the selected appointment, a pop-up window will appear.

The visit will be rescheduled to Thu 02/09/2023 04:00 PM

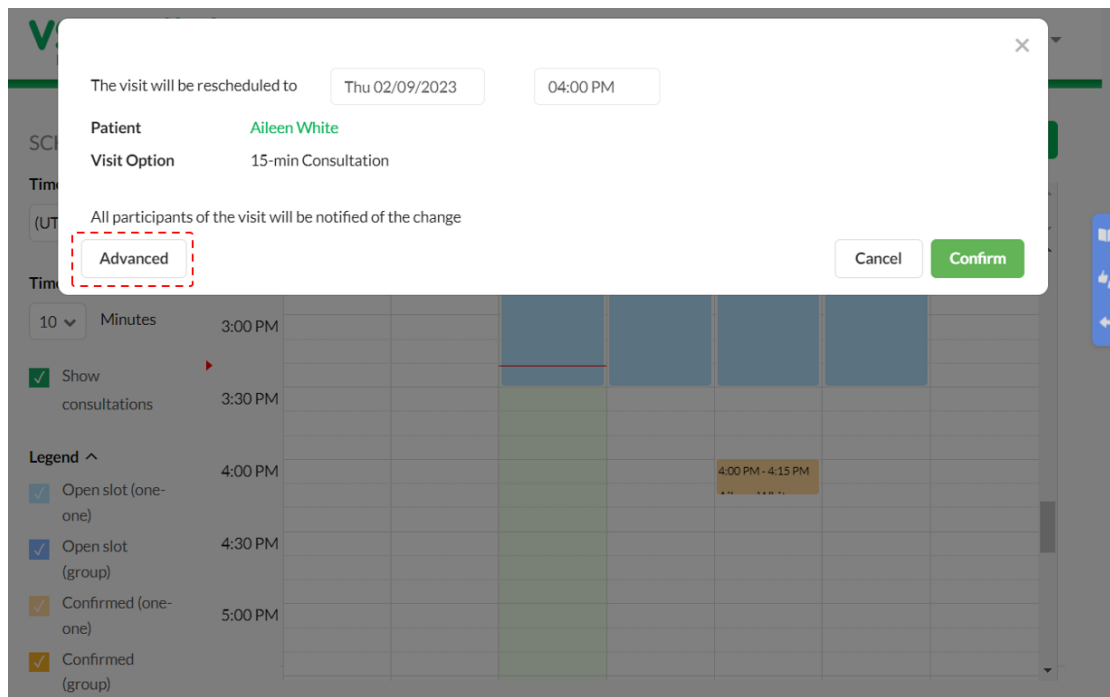
**Patient** Aileen White

**Visit Option** 15-min Consultation

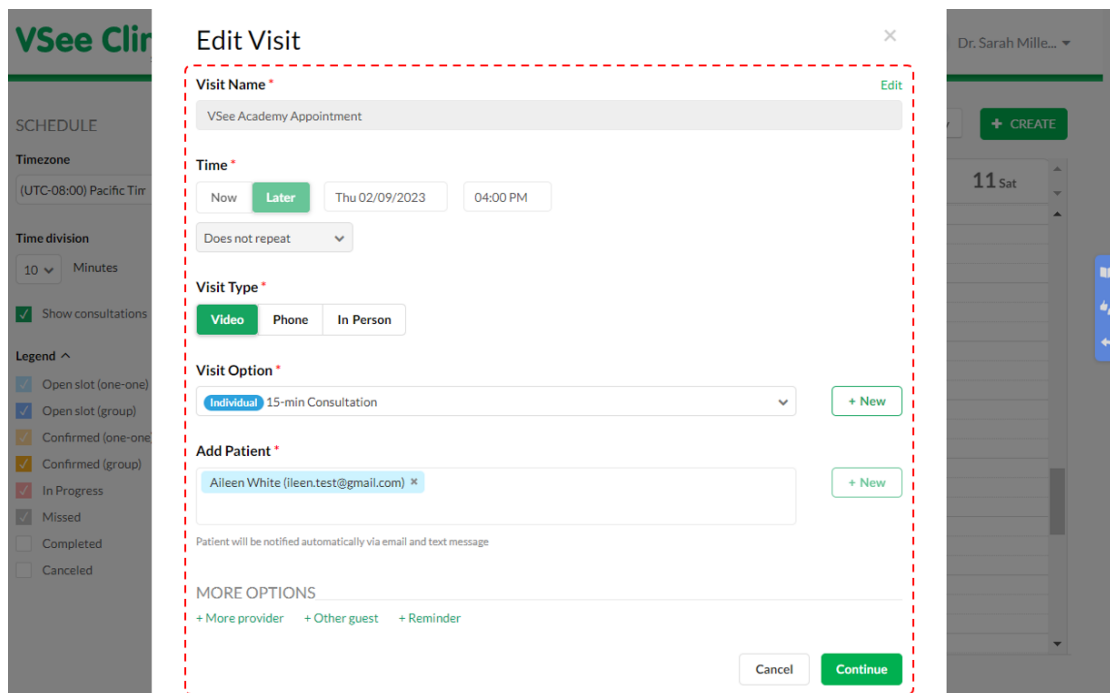
All participants of the visit will be notified of the change

Advanced Cancel Confirm

You are still able to edit again the date and time in this section.



If you want to edit more details of the visit, click on Advanced.



The Edit Visit window will appear for you to edit more information of the visit.

**VSee Clinic**

**SCHEDULE**

**Timezone**  
(UTC-08:00) Pacific Time

**Time division**  
10 Minutes

☒ Show consultations

**Legend**

- ☒ Open slot (one-one)
- ☒ Open slot (group)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)
- ☒ In Progress
- ☒ Missed
- ☐ Completed
- ☐ Canceled

**Edit Visit**

**Visit Name \***  
VSee Academy Appointment

**Time \***  
Now Later Thu 02/09/2023 04:00 PM

Does not repeat

**Visit Type \***  
Video Phone In Person

**Visit Option \***  
Individual 15-min Consultation

**Add Patient \***  
Aileen White (ileen.test@gmail.com)

Patient will be notified automatically via email and text message

**MORE OPTIONS**  
+ More provider + Other guest + Reminder

Cancel Continue

3. Click on Confirm to save changes.

*Note: If you did not confirm the visit, there will be no changes saved to the existing appointment and it will return to its original date and time slot.*

**VSee Clinic**

The visit will be rescheduled to Thu 02/09/2023 04:00 PM

**Patient** Aileen White

**Visit Option** 15-min Consultation

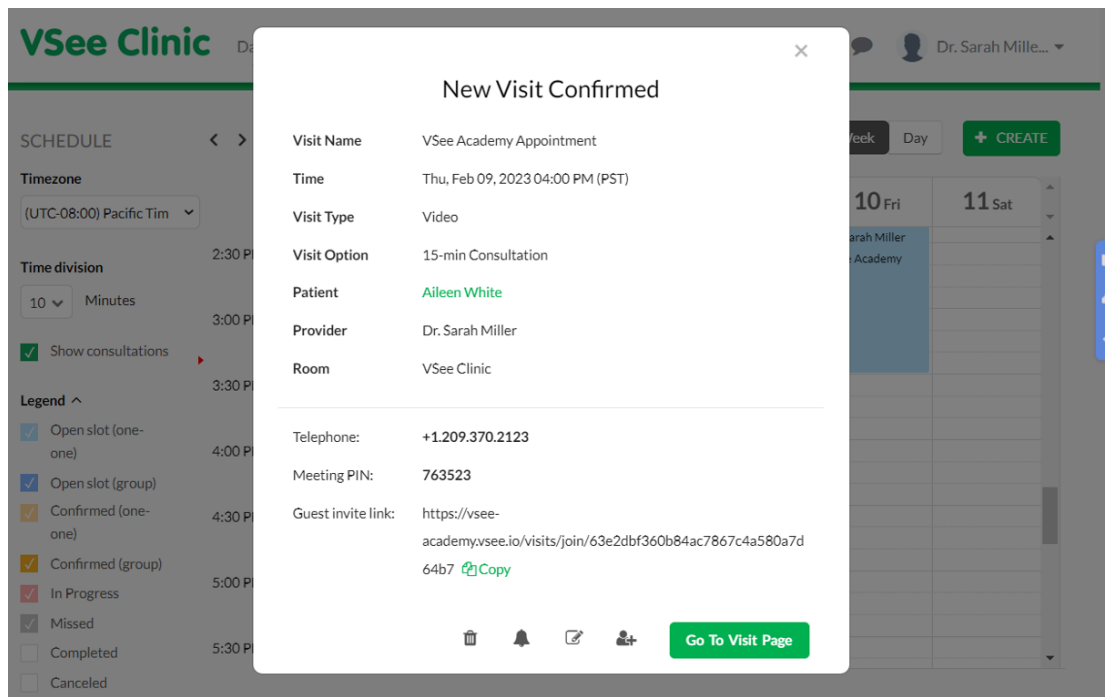
All participants of the visit will be notified of the change

Advanced

Cancel Confirm

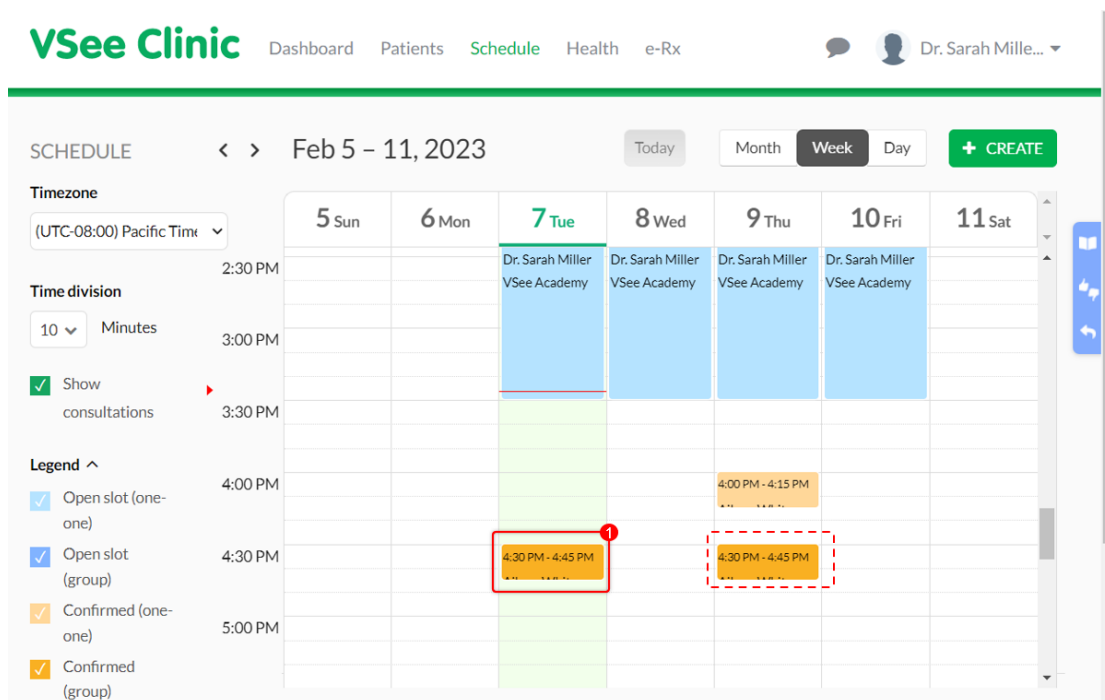
Once confirmed, you will see a notification informing that the new visit has been confirmed.

*Note: For group appointments, all participants of the visit will be notified of the change.*



## How to Drag-and-Drop a Recurring Visit

1. Select one of the recurring visits.



2. Drag and drop it to the desired new date and time slot.

VSee Clinic

Dashboard
Patients
Schedule
Health
e-Rx

Dr. Sarah Mille...

SCHEDULE

< >
Feb 5 – 11, 2023
Today
Month
Week
Day
+ CREATE

Timezone
(UTC-08:00) Pacific Time

Time division
10 Minutes

☒ Show consultations

Legend

- ☒ Open slot (one-one)
- ☒ Open slot (group)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)

	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
2:30 PM			Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	
3:00 PM							
3:30 PM							
4:00 PM					4:00 PM - 4:15 PM		
4:30 PM					4:30 PM - 4:45 PM		
5:00 PM			5:00 PM				

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Visit Name:  
VSee Academy Appointment  
When:  
02/07/2023 04:30 PM  
Provider: Dr. Sarah Miller  
Members:  
Aileen White, Brianna Williams

As soon as you drop or release the selected appointment, a pop-up window will appear.

You are still able to edit again the date and time in this section.

(UTC-08:00) Pacific Time
Sun
Mon
Tue
Wed
Thu
Fri
Sat

The visit will be rescheduled to
Tue 02/07/2023
05:00 PM

Weekly
Every 1 week(s) on S M T W T F S

ends on Tue 02/14/2023

Patient
Group Aileen White, Brianna Williams

Visit Option
Group Consultation

Update options

- ☒ This appointment only
- ☐ This and following appointments
- ☐ All appointments in this series

All participants of the visit will be notified of the change

Advanced
Cancel
Confirm

☒ In Progress
☒ Missed
☐ Completed
☐ Canceled

Powered by VSee

However, you are unable to edit the other fields below the date and time. These fields are greyed out or unclickable.

The visit will be rescheduled to Tue 02/07/2023 05:00 PM

Weekly Every 1 week(s) on S M T W T F S

ends on Tue 02/14/2023

Patient **Group** Aileen White, Brianna Williams

Visit Option Group Consultation

Update options

- ☒ This appointment only
- ☐ This and following appointments
- ☐ All appointments in this series

All participants of the visit will be notified of the change

Advanced Cancel Confirm

Powered by VSee

It is optional for you to edit the Update options field.

The visit will be rescheduled to Tue 02/07/2023 05:00 PM

Weekly Every 1 week(s) on S M T W T F S

ends on Tue 02/14/2023

Patient **Group** Aileen White, Brianna Williams

Visit Option Group Consultation

Update options

- ☒ This appointment only
- ☐ This and following appointments
- ☐ All appointments in this series

All participants of the visit will be notified of the change

Advanced Cancel Confirm

Powered by VSee

If you want to edit more details of the visit, click on Advanced.

The visit will be rescheduled to

Weekly

ends on

Patient **Group** Aileen White, Brianna Williams

Visit Option Group Consultation

Update options ☒ This appointment only  
☐ This and following appointments  
☐ All appointments in this series

All participants of the visit will be notified of the change

**Advanced**

Powered by VSee

The Edit Visit window will appear for you to edit more information of the visit.

**Edit Visit**

Visit Name

Time

Weekly

ends on

Visit Type

Visit Option **Group** Group Consultation

Add Patient

Patient will be notified automatically via email and text message

MORE OPTIONS

3. Click on Confirm to save changes.

*Note: If you did not confirm the visit, there will be no changes saved to the existing appointment and it will return to its original date and time slot.*



The visit will be rescheduled to

Weekly  Every  week(s) on S M **T** W **T** F S

ends on

Patient **Group** Aileen White, Brianna Williams

Visit Option Group Consultation

Update options ☒ This appointment only  
☐ This and following appointments  
☐ All appointments in this series

All participants of the visit will be notified of the change

Powered by VSee

Once confirmed, you will see a notification informing that the new visit has been confirmed.

*Note: For group appointments, all participants of the visit will be notified of the change.*

**VSee Clinic**

**New Visit Confirmed**

Visit Name VSee Academy Appointment

Time Tue, Feb 07, 2023 05:00 PM (PST)  
repeats weekly on Tue, Thu until Tue, Feb 14 2023

Visit Type Video

Visit Option Group Consultation

Patient **Group** Aileen White, Brianna Williams

Provider Dr. Sarah Miller

Room VSee Clinic

Telephone: +1.209.370.2123

Meeting PIN: 705312

Guest invite link: <https://vsee-academy.vsee.io/visits/join/63e2de19b4bc4cb8a70125410a7d64b7> [Copy](#)

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com).

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