

How to Use the Drag-and-Drop Feature

Jay-Ileen (Ai) - 2023-02-07 - 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 a 4:00 PM - 4:15 PM slot on Tuesday, February 7th, with a red circle and number 1 indicating the appointment to be selected.

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

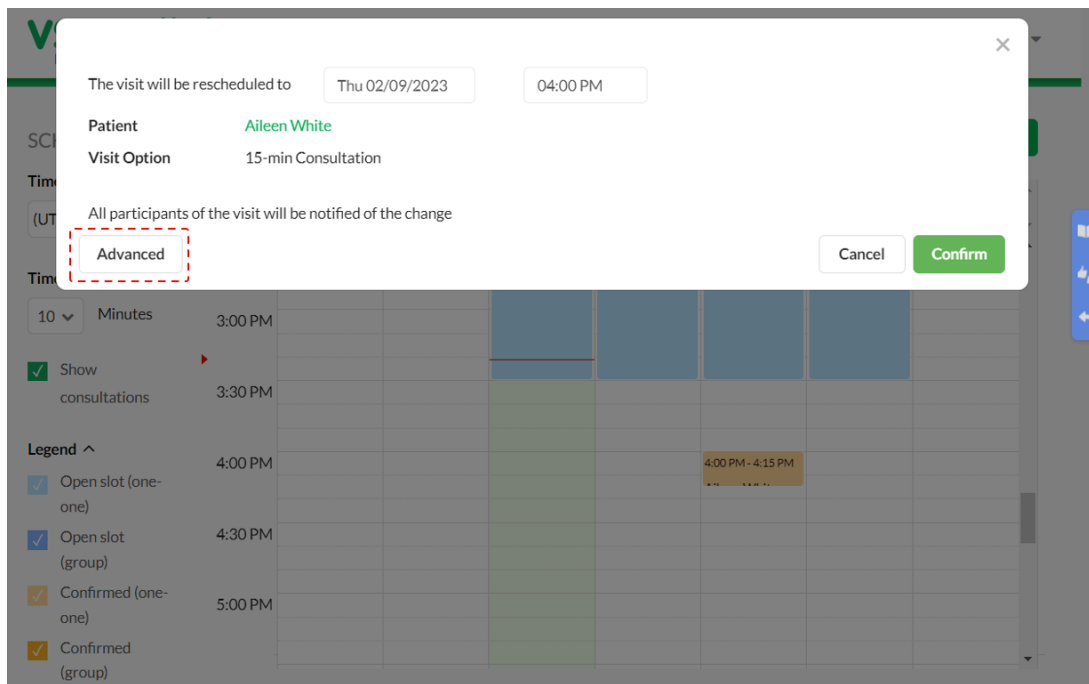
Visit Option 15-min Consultation

All participants of the visit will be notified of the change

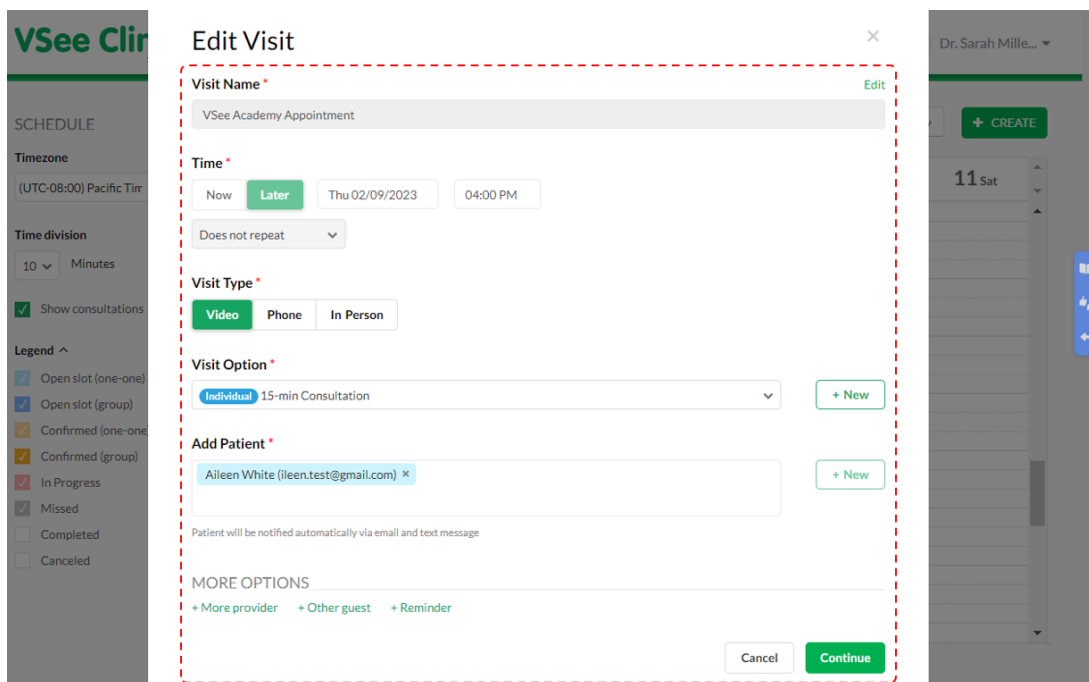
Advanced Cancel Confirm

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

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.

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 + New

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

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.

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

Patient Aileen White

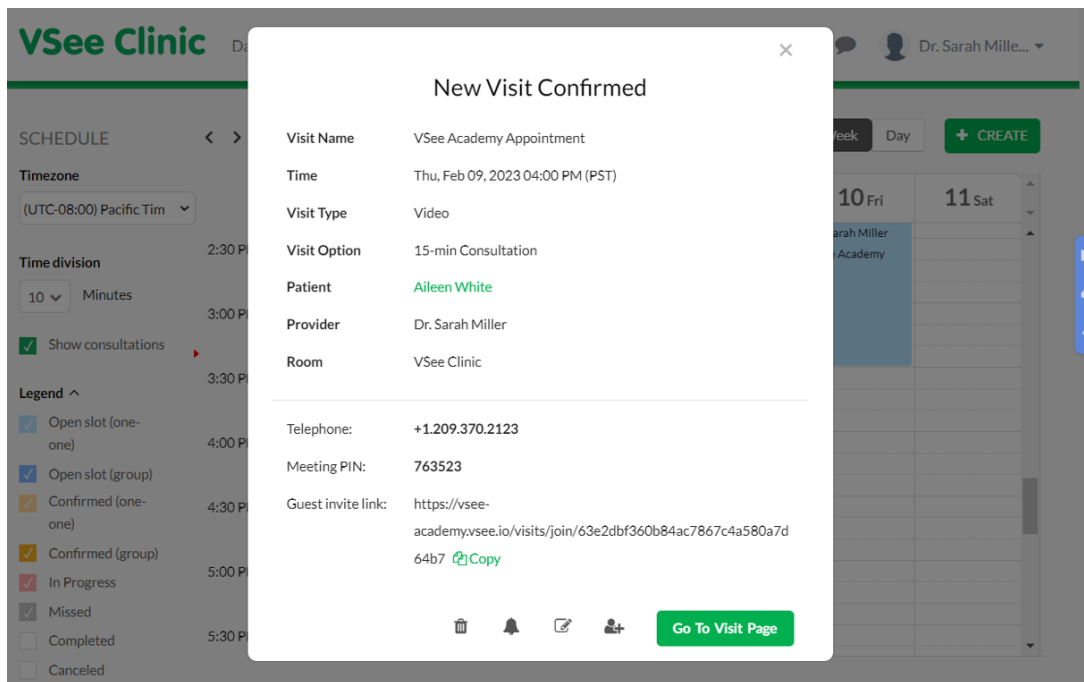
Visit Option 15-min Consultation

All participants of the visit will be notified of the change

Advanced Cancel Confirm

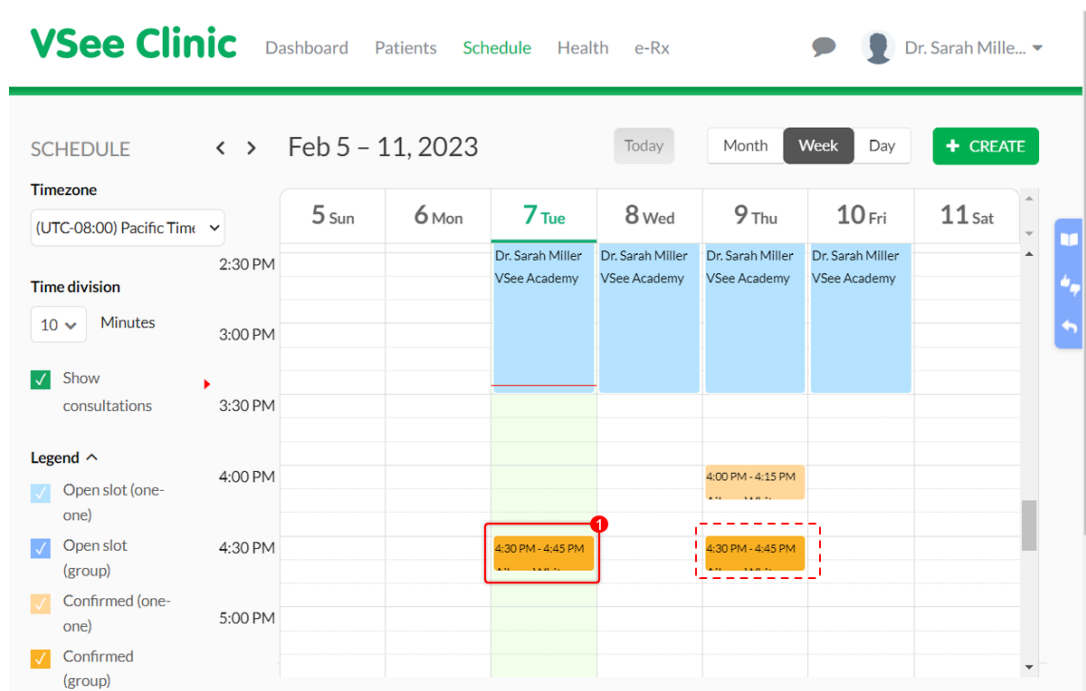
Once confirmed, you will see a notification informing that the new visit has been confirmed.

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.

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				

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

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

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 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

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

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 Edit

Time * Now Later Tue 02/07/2023 05:00 PM

Weekly on S M T W T F S

ends on Tue 02/14/2023

Visit Type * Video Phone In Person

Visit Option * **Group** Group Consultation + New

Add Patient * Aileen White (ileen.test@gmail.com) * Brianna Williams (brianna.williams.forever@gmail.com) * + New

Patient will be notified automatically via email and text message

MORE OPTIONS

- + More provider
- + Other guest
- + Reminder

Cancel Continue

Dr. Sarah Miller

+ CREATE

11 Sat

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 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**

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.

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](#)

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If you have any questions, please contact us at help@vsee.com.

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