

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' logo and links for '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. The time zone is '(UTC-08:00) Pacific Time' and the time division is '10 Minutes'. The legend indicates that blue slots represent 'Open slot (one-one)', green slots represent 'Confirmed (one-one)', and orange slots represent 'Confirmed (group)'. A red box highlights an appointment slot for '4:00 PM - 4:15 PM' on Tuesday, Feb 7, with a red '1' indicating it is selected.

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)

Time	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

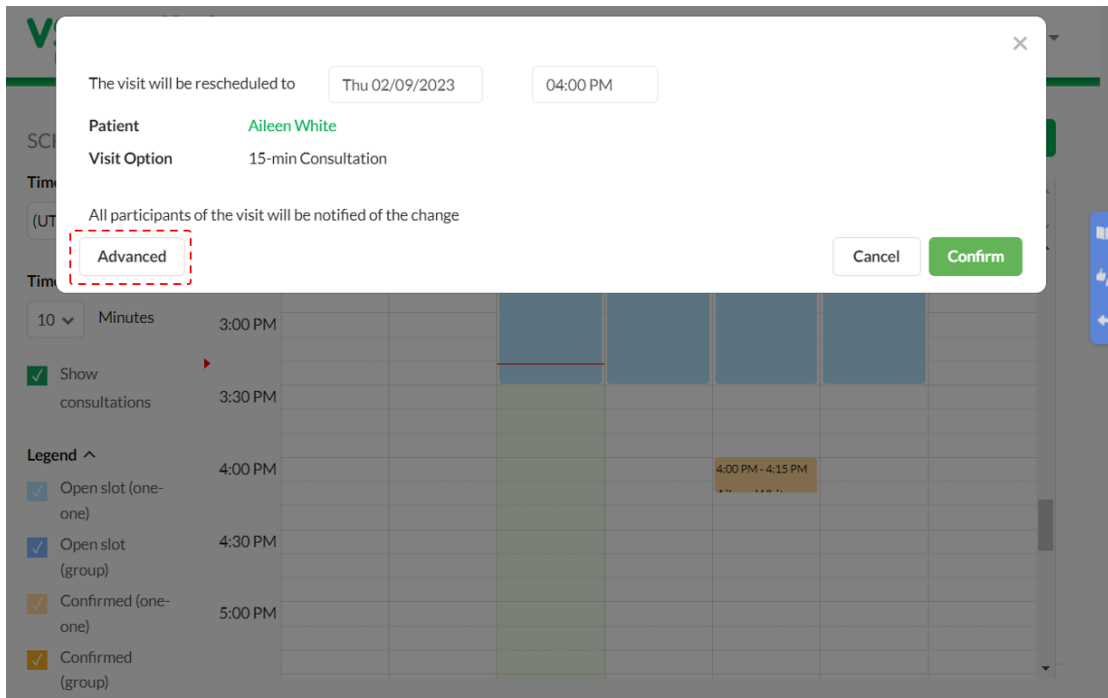
Patient Aileen White

Visit Option 15-min Consultation

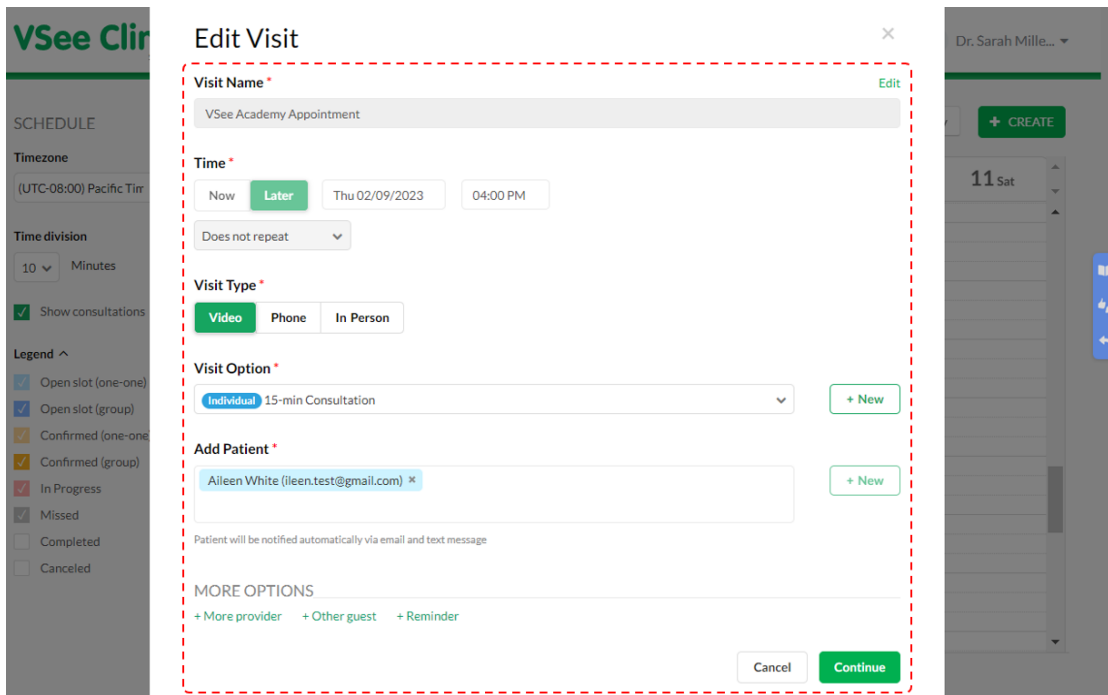
All participants of the visit will be notified of the change

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.

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

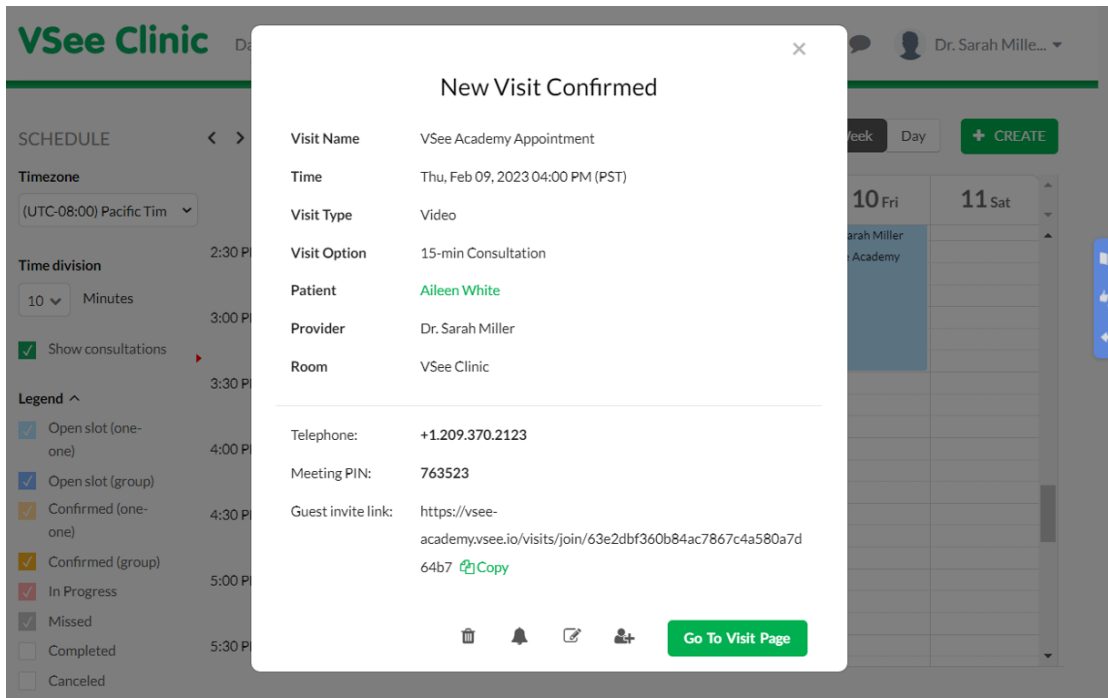
Visit Option 15-min Consultation

All participants of the visit will be notified of the change

Advanced Cancel Confirm

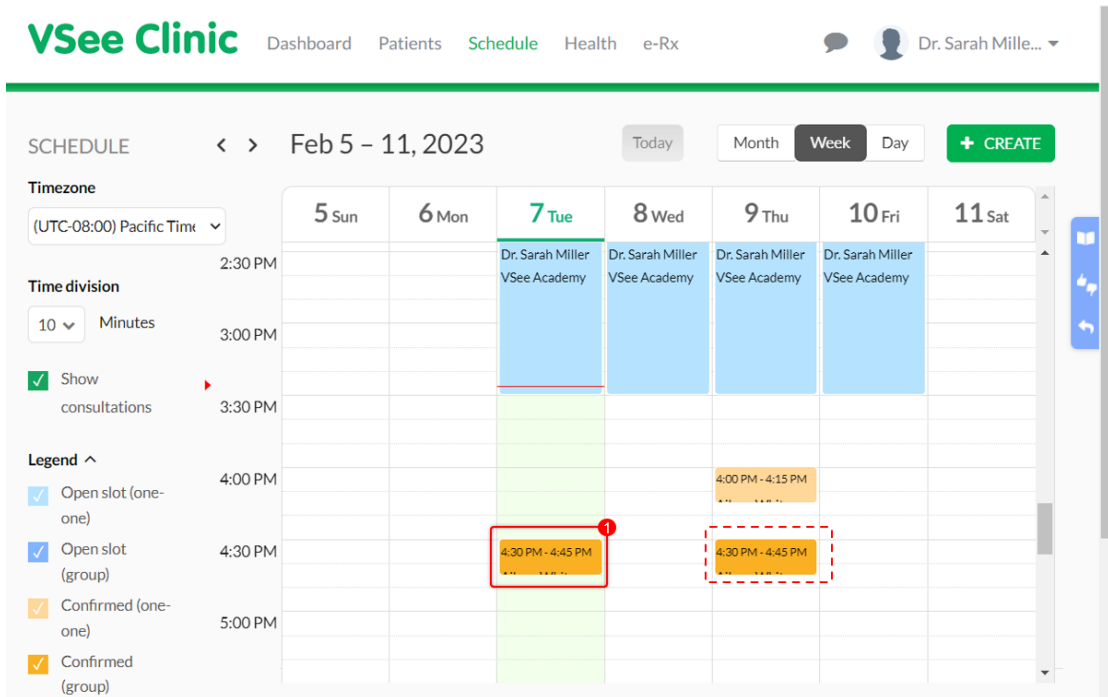
Once confirmed, you will see a notification informing that the new visit has been confirmed.

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)

Time	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.

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

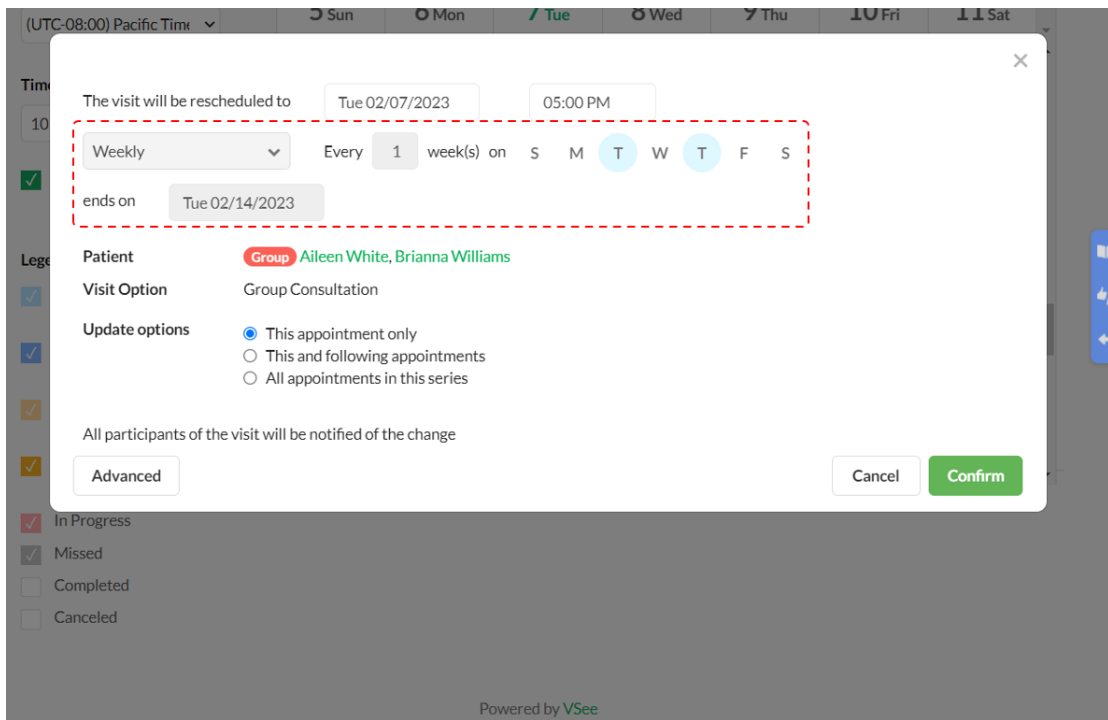
- This appointment only
- This and following appointments
- All appointments in this series

All participants of the visit will be notified of the change

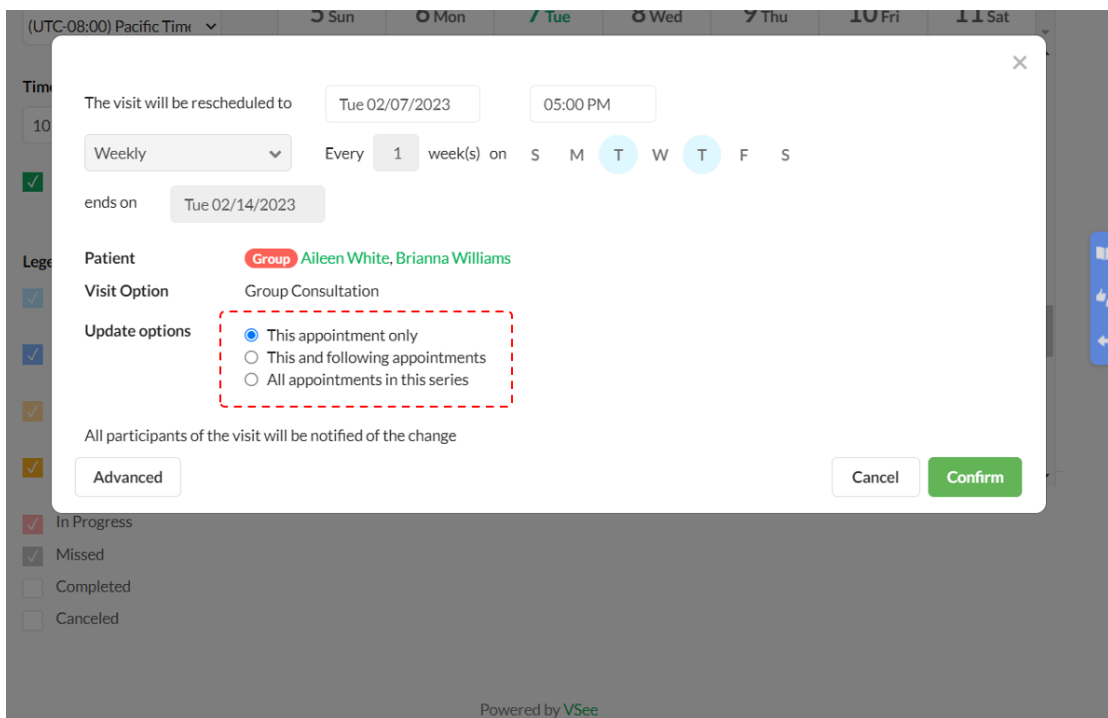
Advanced Cancel Confirm

Powered by VSee

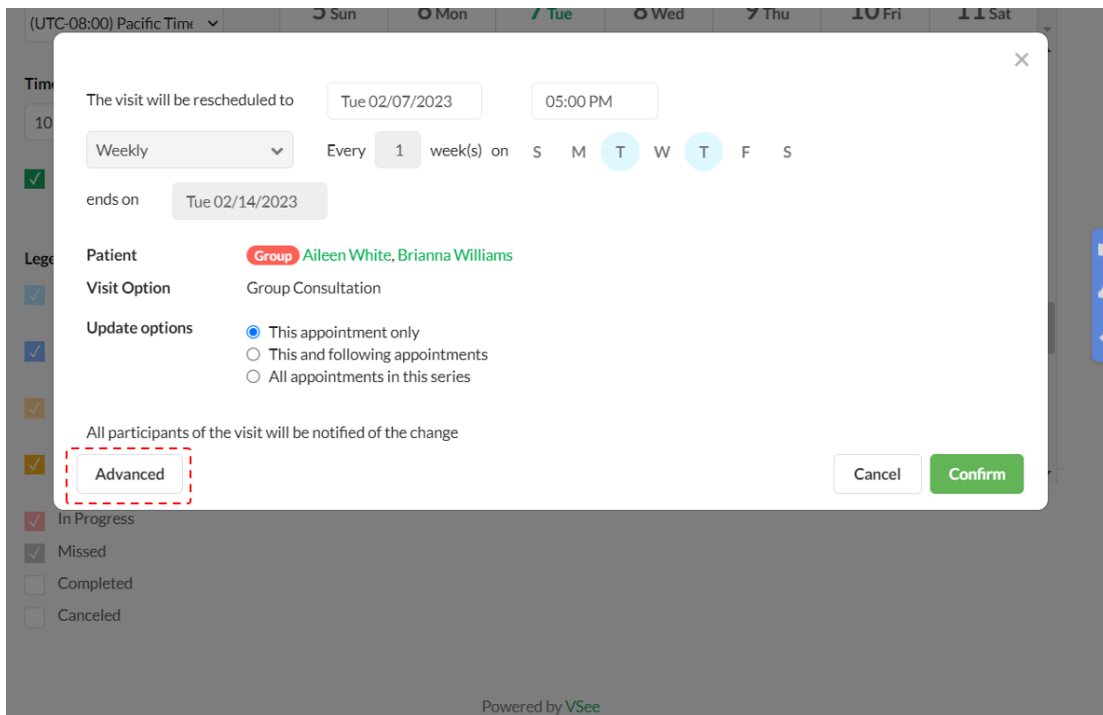
However, you are unable to edit the other fields below the date and time. These fields are greyed out or unclickable.



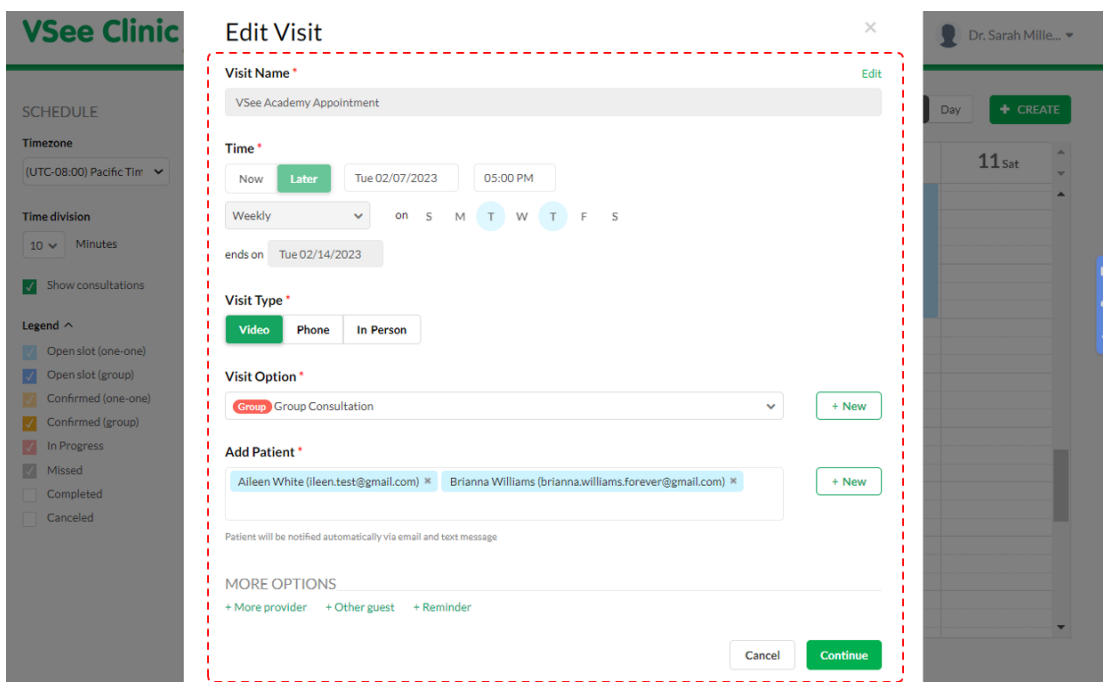
It is optional for you to edit the Update options field.



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

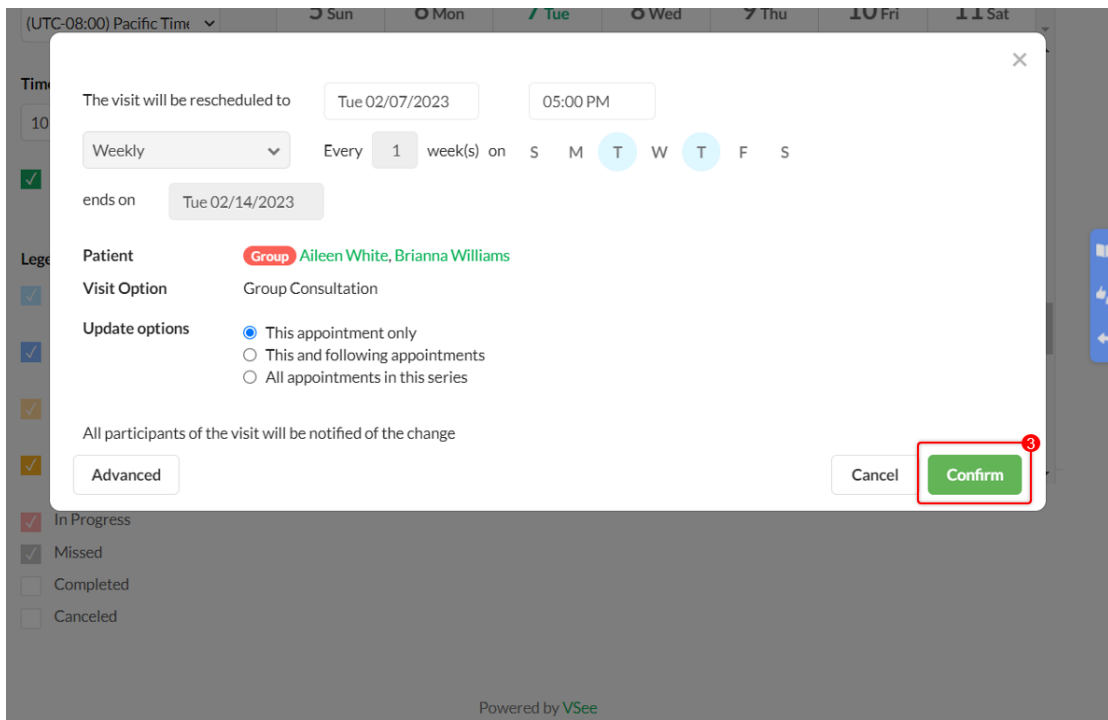


The Edit Visit window will appear for you to edit more information of the visit.



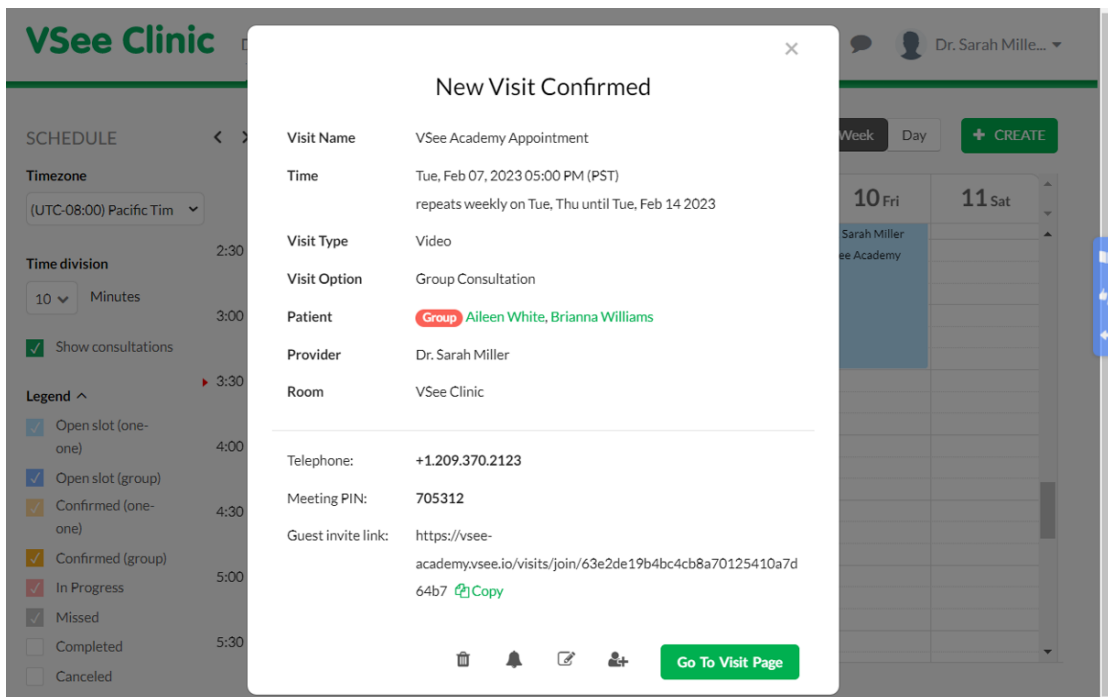
3. Click on Confirm to save changes.

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.



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.



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

Last updated on: 7 February 2022

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