

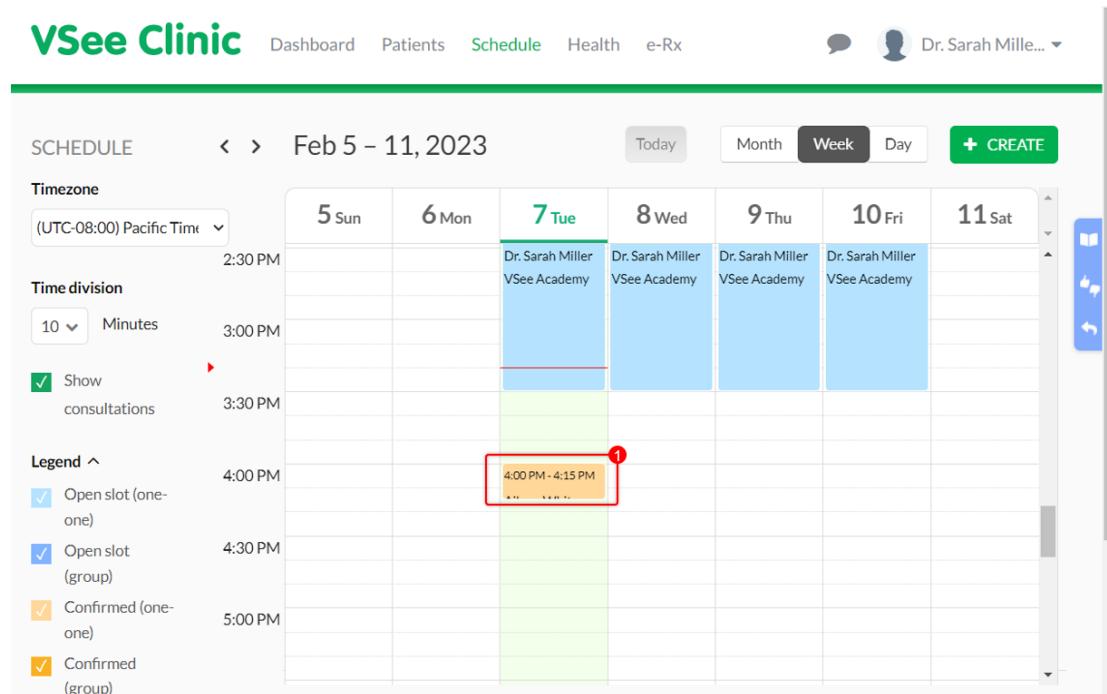
How to Use the Drag-and-Drop Feature

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 calendar for the week of Feb 5 - 11, 2023. The interface includes a header with 'VSee Clinic' and navigation links for Dashboard, Patients, Schedule, Health, and e-Rx. The user is Dr. Sarah Miller. The calendar grid shows Dr. Sarah Miller's availability from 2:30 PM to 5:00 PM each day. A specific appointment is selected on Tuesday, Feb 7, from 4:00 PM to 4:15 PM, highlighted with a red border. The legend indicates that this is an 'Open slot (one-one)' appointment.

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 3:30 PM

10 Minutes

Show consultations

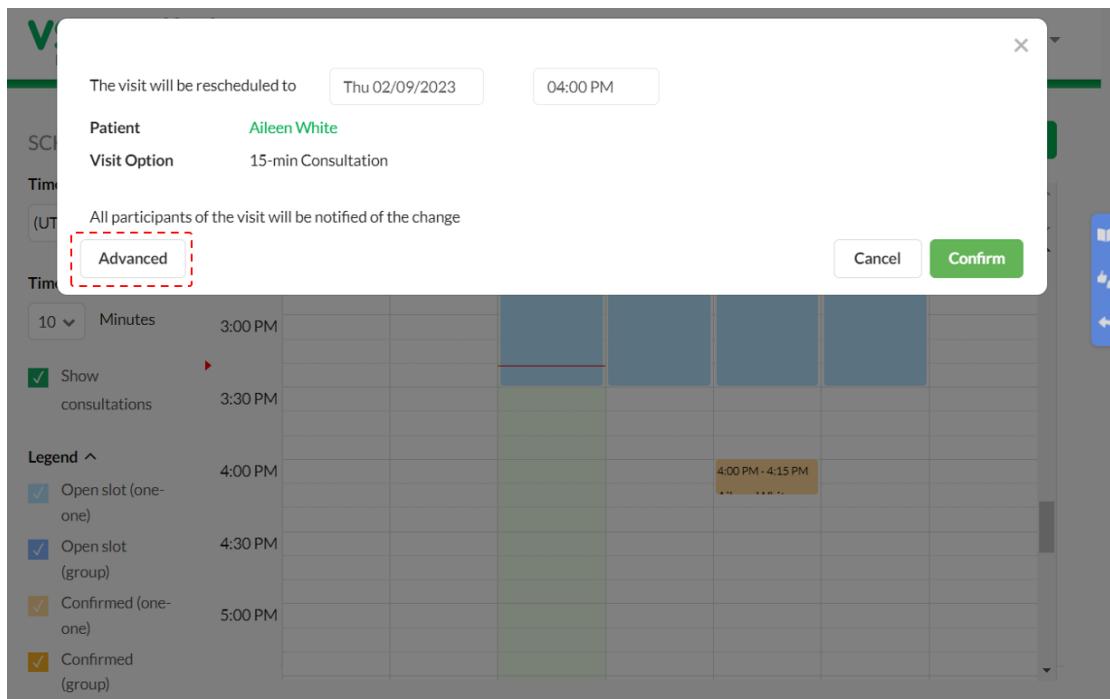
Legend ^

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

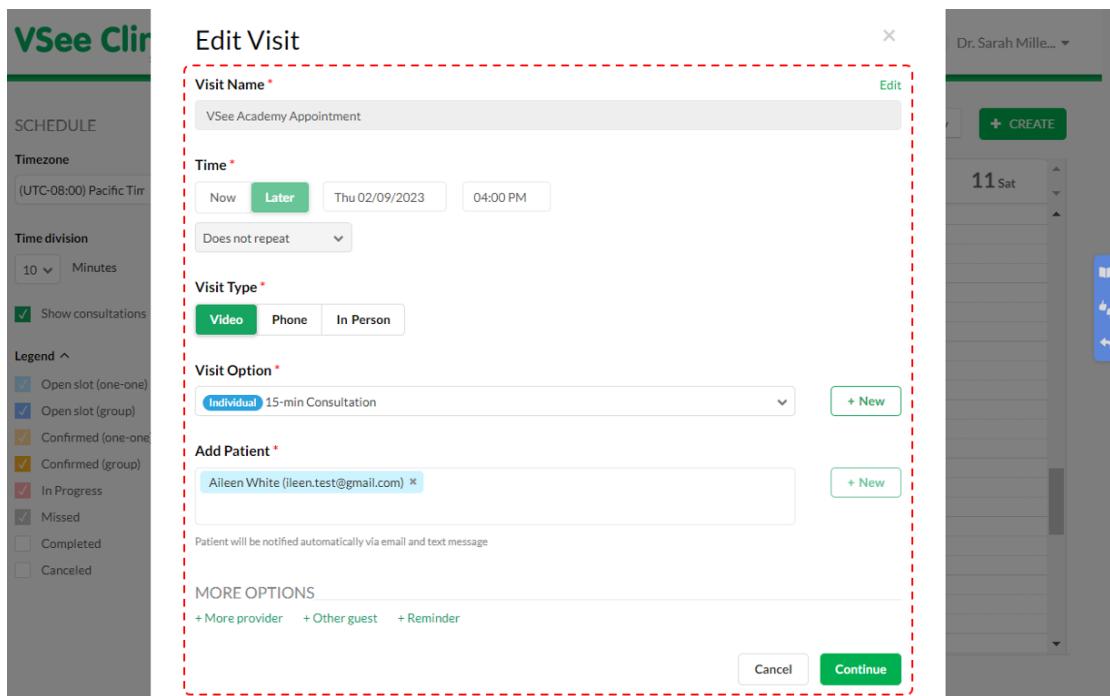
5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
		Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy	
		4:00 PM		4:00 PM - 4:15 PM		
		4:30 PM		Visit Name: VSee Academy Appointment When: 02/07/2023 04:00 PM Provider: Dr. Sarah Miller Members: Aileen White		
		5:00 PM				
		5:30 PM				
		6:00 PM				

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

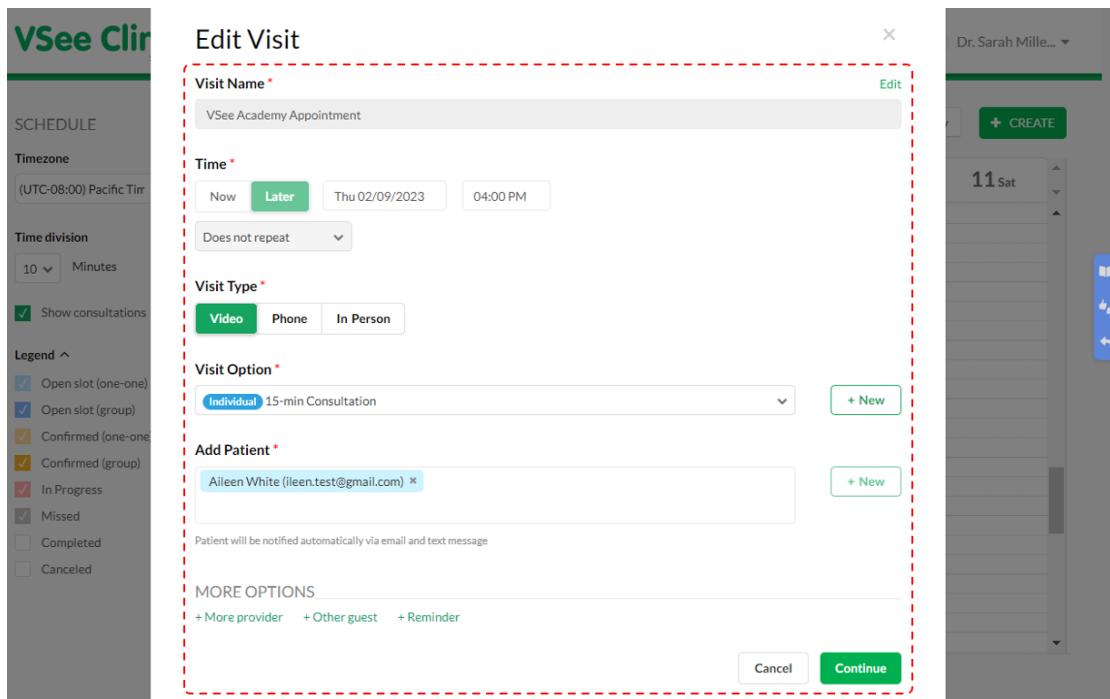
You are still able to edit again the date and time in this section.



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

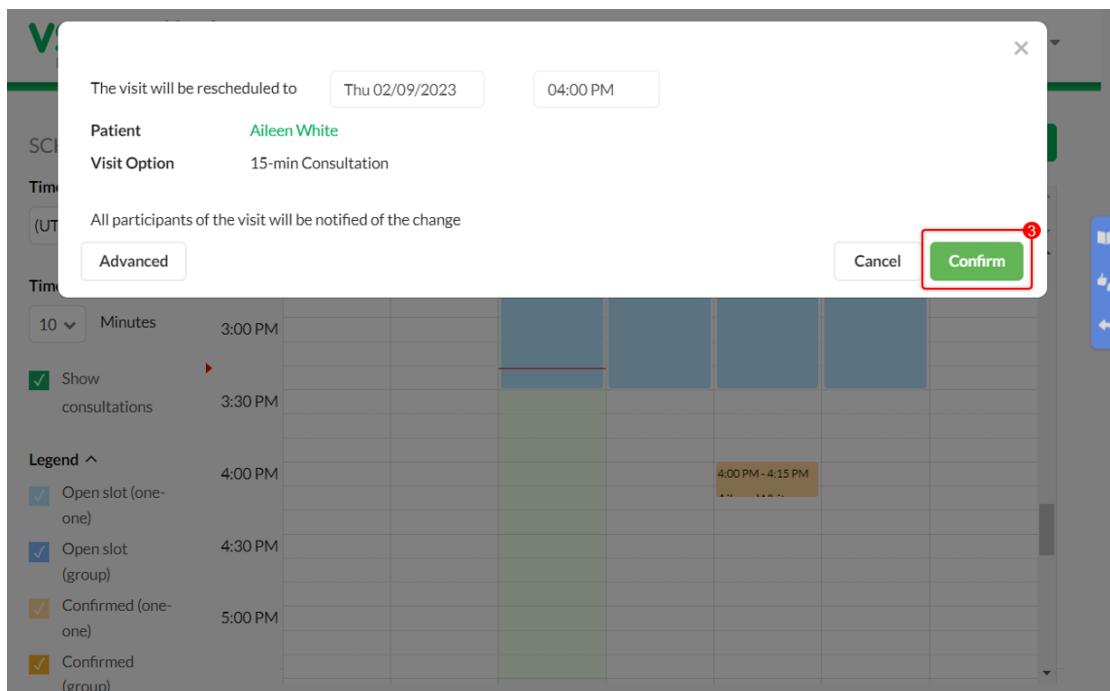


The Edit Visit window will appear for you to edit more information of the visit.



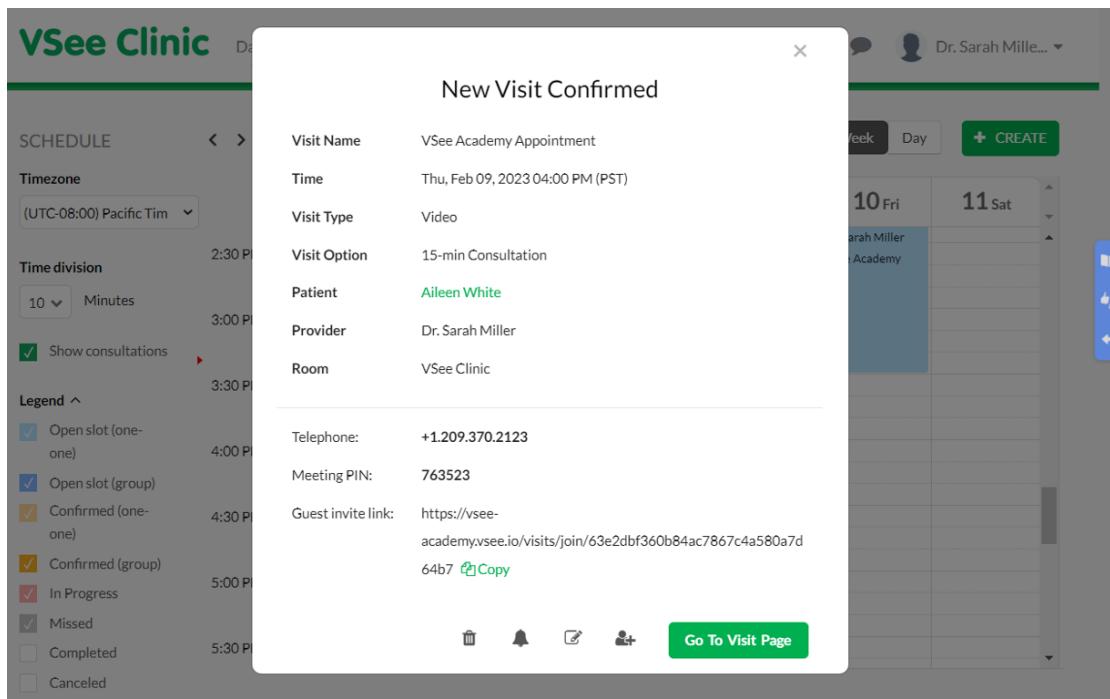
3. Click on Confirm to save changes.

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.



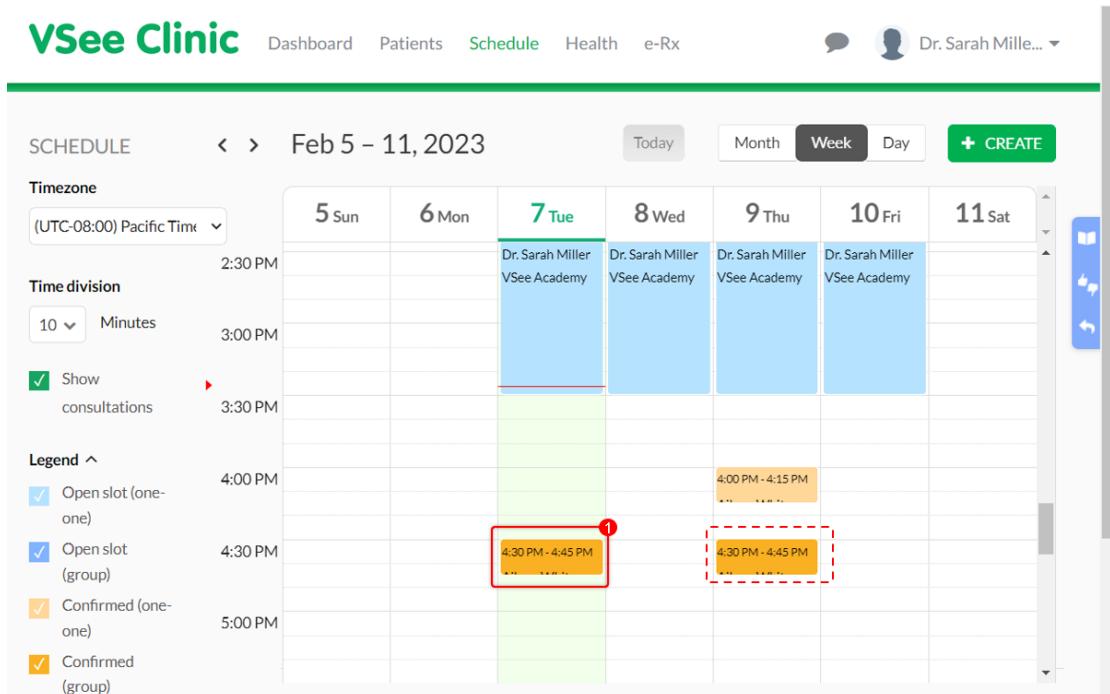
Once confirmed, you will see a notification informing that the new visit has been confirmed.

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



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				
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

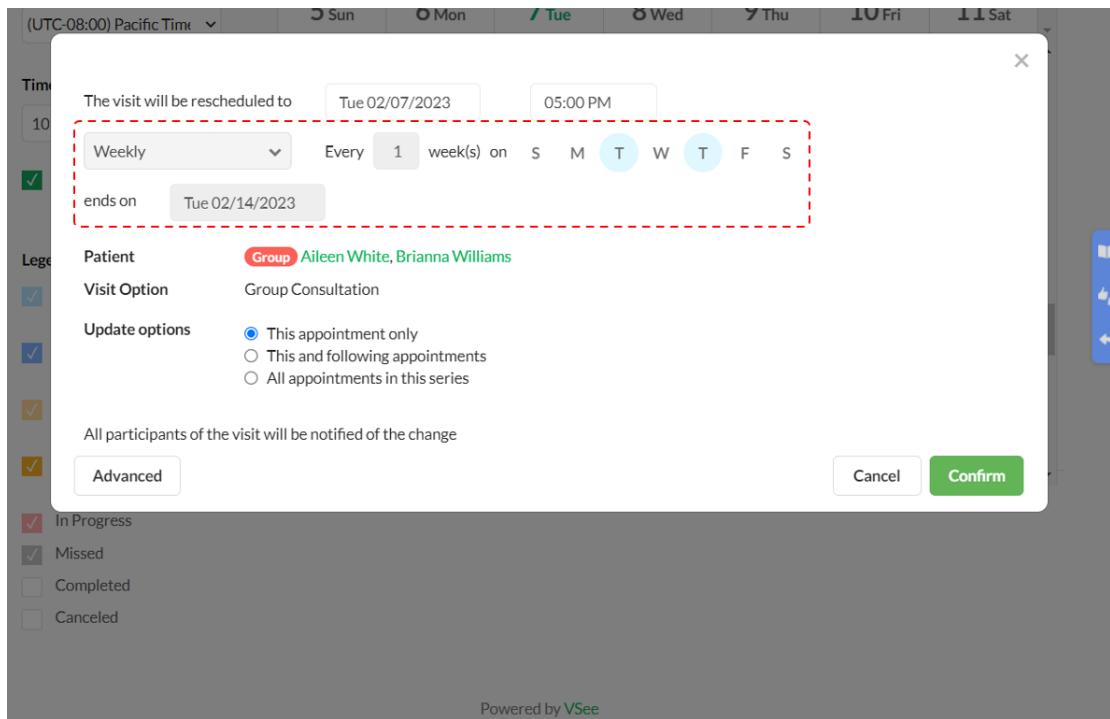
All participants of the visit will be notified of the change

Advanced

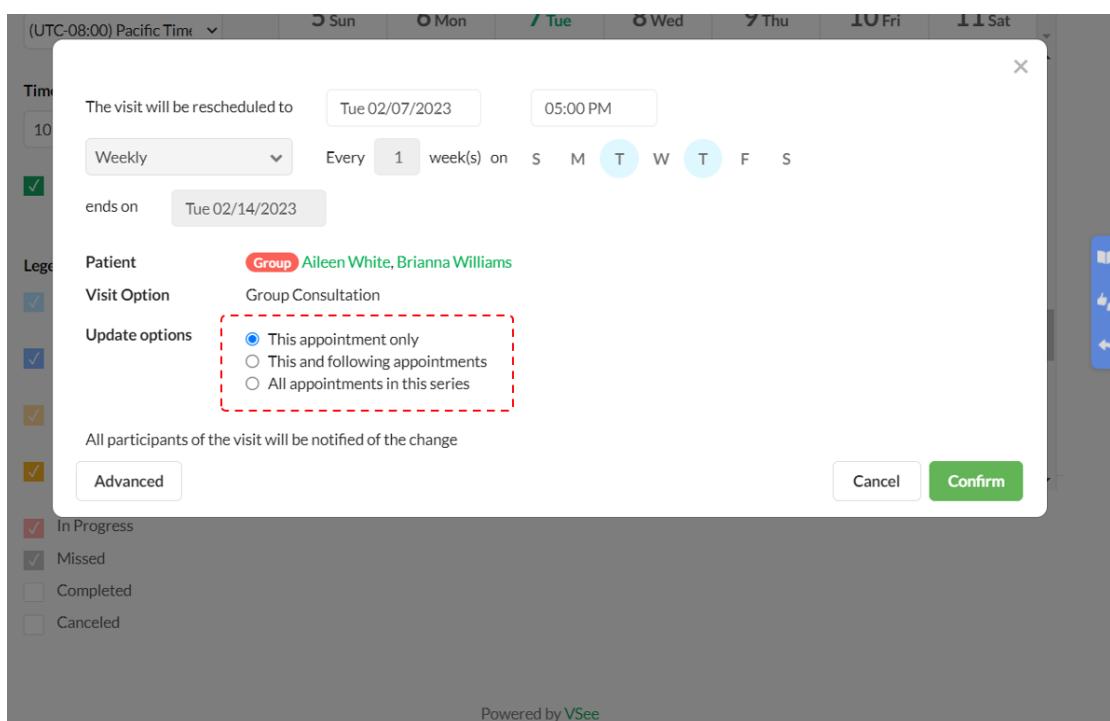
In Progress Missed Completed Canceled

Powered by VSee

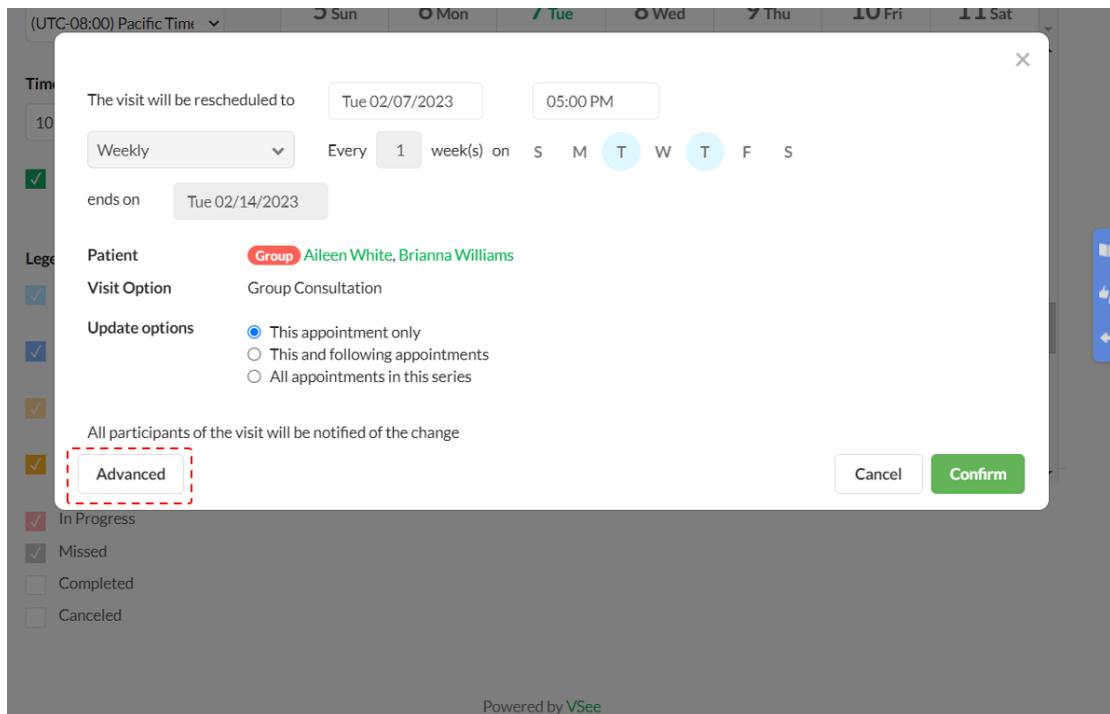
However, you are unable to edit the other fields below the date and time. These fields are greyed out or unclickable.



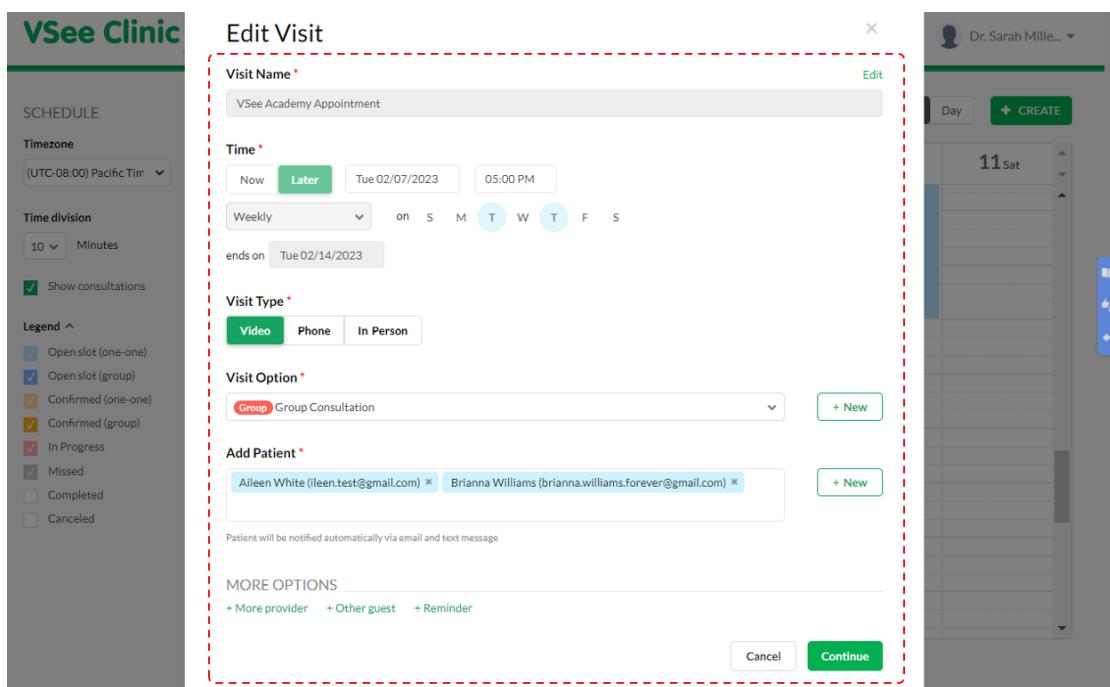
It is optional for you to edit the Update options field.



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

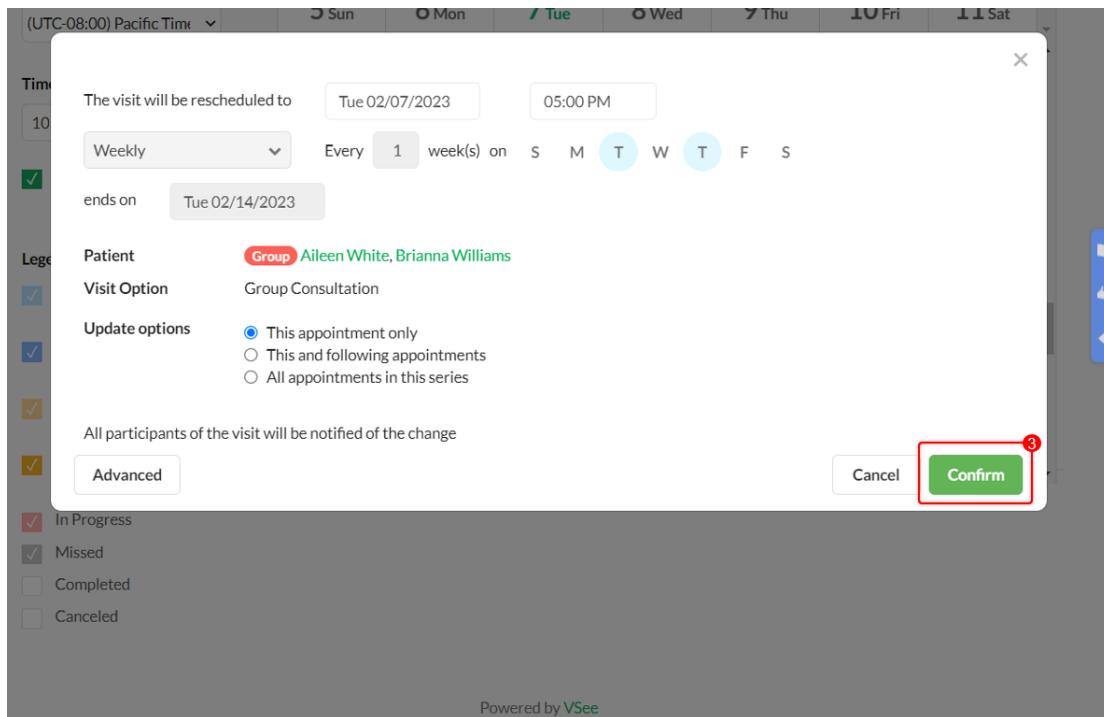


The Edit Visit window will appear for you to edit more information of the visit.



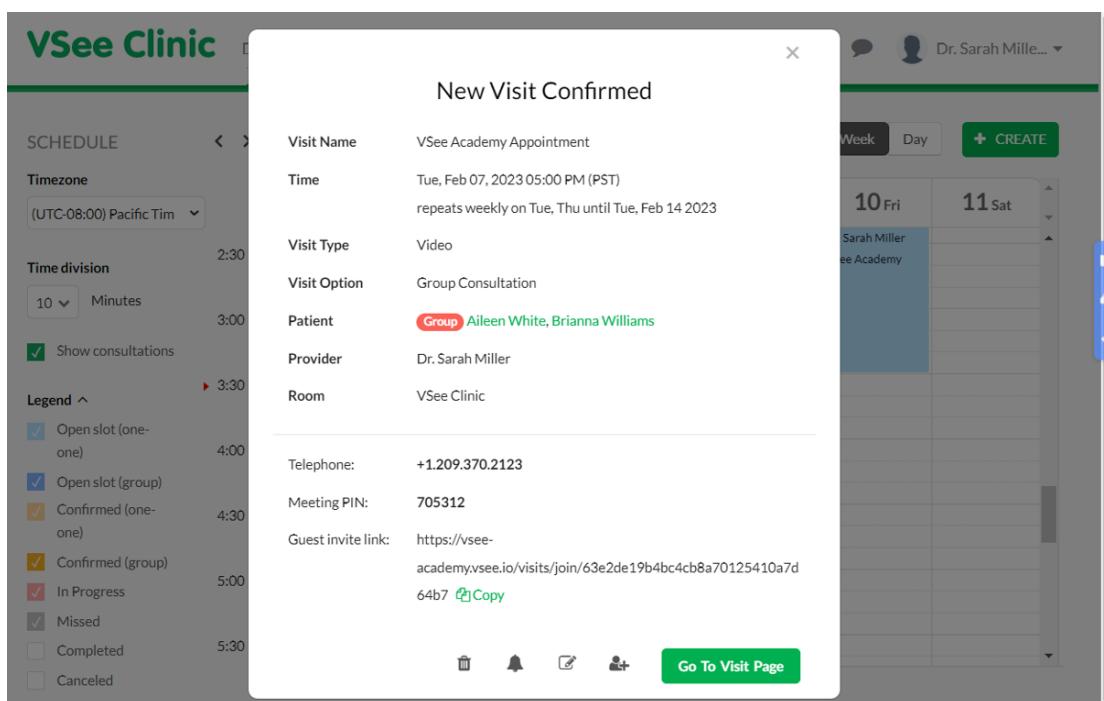
3. Click on Confirm to save changes.

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.

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- [appointment](#)
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- [drag and drop](#)
- [reschedule](#)
- [visit](#)