

Knowledgebase > VSee Clinic for Providers > How to Use the Drag-and-Drop Feature

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

VSee Clinic Dashboard Patients Schedule Health e-Rx											
SCHEDULE	< >	Feb 5 – 1	1, 2023		Today	Month	Week Day	+ CREAT	E		
(UTC-08:00) Pacific Time	•	5 Sun	6 Mon	<b>7</b> Tue	8 Wed	9 Thu	<b>10</b> Fri	<b>11</b> Sat			
Time division	2:30 PM			Dr. Sarah Miller VSee Academy		<b>• •</b>					
10 🗸 Minutes	3:00 PM								•		
Show consultations	) 3:30 PM								-		
Legend ∧ ✓ Open slot (one- one)	4:00 PM		[	4:00 PM - 4:15 PM							
✓ Open slot (group)	4:30 PM										
Confirmed (one- one)	5:00 PM										
Confirmed (group)									•		

1. Select the appointment.

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

VSee Clir	nic Da	shboard P	atients Sch	nedule Heal	th e-Rx		<b>ب</b>	)r. Sarah Mille	🔻
SCHEDULE	< >	Feb 5 – 1	1, 2023		Today	Month	Week Day	+ CREAT	E
(UTC-08:00) Pacific Time	• •	<b>5</b> Sun	6 Mon	<b>7</b> Tue	8 Wed	<b>9</b> Thu	<b>10</b> Fri	<b>11</b> Sat	-
	•			VSee Academy	VSee Academy	VSee Academy	VSee Academy		•
Time division	3:30 PM								<b>4</b> 7
10 🗸 Minutes									
✓ Show	4:00 PM					4:00 PM - 4:15 PM	J		
consultations				Visit VSee	Name: Academy				
	4:30 PM			Appo	ointment				
Legend ^				<u>Whe</u> 02/0	<u>n</u> : 7/2023				
Open slot (one- one)	5:00 PM			04:0 Prov	0 PM ider: Dr. Miller				
Open slot				Men	ibers:				
(group)	5:30 PM			Ailee	n White				
Confirmed (one- one)	( 00 P) (								
Confirmed	6:00 PM								•

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 W	/hite				
Visit Option	15-min C	Consultation				
All participants	of the visit will be	notified of the change				
Advanced					Cancel	Confirm
Minutes	3:00 PM					
างพ	•					
onsultations	3:30 PM					
1 ^	4.00 PM			4:00 PM - 4:15 PM		
pen slot (one- ne)						
pen slot roup)	4:30 PM					
onfirmed (one-	5:00 PM					

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

						×
The visit will be	rescheduled to	Thu 02/09/2023	04:00 PM			
Patient	Aileen Wh	nite				
Visit Option	15-min Co	onsultation				
All participants	of the visit will be r	notified of the change			Cancel	Confirm
✓ Minutes	3:00 PM					
Show consultations	3:30 PM					
nd 🔨						
Open slot (one-	4:00 PM			4:00 PM - 4:15 PM		
Open slot (group)	4:30 PM					
Confirmed (one-	5:00 PM					
Confirmed (group)						

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

<b>VSee Clir</b>	Edit Visit	×	Dr. Sarah Mille 🔻
	Visit Name *	Edit	
SCHEDULE	VSee Academy Appointment		+ CREATE
Timezone	Time *		44
(UTC-08:00) Pacific Tim	Now Later Thu 02/09/2023 04:00 PM		11 Sat
Time division	Does not repeat 🗸		
10 V Minutes	Visit Type *		
Show consultations	Video Phone In Person		
Legend ^	Visit Option		
Open slot (one-one)	Individual 15-min Consultation	+ New	
Confirmed (one-one)	Add Patient *		
Confirmed (group)	Aileen White (ileen.test@gmail.com) ×	+ New	
Missed			
Completed	Patient will be notified automatically via email and text message		
Canceled	MORE OPTIONS		
	+ More provider + Other guest + Reminder		
	Cancel	Continue	· ·

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

VSee Clir	Edit Visit	×	Dr. Sarah Mille 🔻
	Visit Name *	Edit	
SCHEDULE	VSee Academy Appointment		+ CREATE
Timezone	Time *		
(UTC-08:00) Pacific Tim	Now         Later         Thu 02/09/2023         04:00 PM		11 Sat
Time division	Does not repeat 🗸		
10 V Minutes	Visit Type *		
Legend ^	Visit Option*		
Open slot (group)	Individual 15-min Consultation	+ New	
Confirmed (one-one)	Add Patient *		
In Progress	Aileen White (ileen.test@gmail.com) ×	+ New	
Missed			
Completed	Patient will be notified automatically via email and text message		
Canceled	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 Wh	ite					
· ·	Visit Option	15-min Co	onsultation					
	All participants	of the visit will be	notified of the change					<b></b>
	Advanced						Cancel	Confirm
_								
~	Minutes	3:00 PM						
Shov	N	•			_			
cons	ultations	3:30 PM						
end 🗸	`	4:00 PM				4:00 PM - 4:15 PM		
Ope	n slot (one-							
One	n slot	4:30 PM						
(grou	up)							
Cont	firmed (one-	5.00 PM						
one)		5.00 PM						
Cont	firmed							

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 Clini	C Da		🗙 👂 🐧 Dr. Sarah Mille 🕶	
	-		New Visit Confirmed	-
SCHEDULE	< >	Visit Name	VSee Academy Appointment /eek Day + CREATE	
Timezone		Time	Thu, Feb 09, 2023 04:00 PM (PST)	
(UTC-08:00) Pacific Tim 💙		Visit Type	Video 10 Fri 11 Sat	
Time division	2:30 Pi	Visit Option	15-min Consultation Academy	
10 v Minutes		Patient	Aileen White	4
	3:00 PI	Provider	Dr. Sarah Miller	
Show consultations	•	Room	VSee Clinic	
Legend ^	3:30 PI			
Open slot (one-	4.00 PI	Telephone:	+1.209.370.2123	
Open slot (group)	4.0011	Meeting PIN:	763523	
Confirmed (one- one)	4:30 Pi	Guest invite link:	https://vsee-	
Confirmed (group)			64b7 (2)Copy	
In Progress	5:00 PI			
Missed			m 🖡 🕼 🛃 Go To Visit Page	
Completed	5:30 Pi			
Canceled				

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

1. Select one of the recurring visits.

VSee Clinic Dashboard Patients Schedule Health e-Rx											
SCHEDULE	< >	Feb 5 – 2	11, 2023		Today	Month	Week Day	+ CREATE			
(LITC 08:00) Pacific Time		5 Sun	6 Mon	<b>7</b> Tue	8 Wed	9 Thu	10 Fri	<b>11</b> Sat	^		
Time division	2:30 PM			Dr. Sarah Miller VSee Academy		· ·					
10 🖌 Minutes	3:00 PM								•		
Show consultations	3:30 PM				-						
Legend ∧ ✓ Open slot (one- one)	4:00 PM					4:00 PM - 4:15 PM					
✓ Open slot (group)	4:30 PM			4:30 PM - 4:45 PM		4:30 PM - 4:45 PM					
Confirmed (one- one)	5:00 PM										
Confirmed (group)									•		

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

VSee Clin	nic Da	ashboard P	atients Scł	nedule	Heal	th e-R	bx		۰ و	)r. Sarah Mille.	. •
SCHEDULE	< >	Feb 5 – 1	1, 2023			Today	y	Month	Week Day	+ CREAT	
Timezone		_		_		-		•	10		*
(UTC-08:00) Pacific Time	~	5 Sun	6 Mon	/	Tue	8w	ed	9 Thu	<b>10</b> Fri	<b>11</b> Sat	- 🗖
Time division	2:30 PM			Dr. Sara VSee Ac	h Miller ademy	Dr. Sarah N VSee Acad	Miller Iemy	Dr. Sarah Miller VSee Academy	Dr. Sarah Miller VSee Academy		<b>^</b>
10 V Minutes	3:00 PM										1
consultations	3:30 PM										
Legend A											
Open slot (one- one)	4:00 PM				Visit Na VSee Ac Appoint	<u>me</u> : ademy ment		4:00 PM - 4:15 PM			
<ul><li>Open slot (group)</li></ul>	4:30 PM				<u>When</u> : 02/07/2 04:30 Pl	023 M		4:30 PM - 4:45 PM			
Confirmed (one- one)	5:00 PM			5:00 PM	Provide Sarah M Member	<u>r</u> : Dr. iller r <u>s</u> :					
Confirmed			l		Aileen V Brianna	Vhite,					•

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 🗸	, D Sun	O Mon	/ Tue	8 Wed	7 Thu	IU Fri	L L Sat	
Time 10	The visit will be reso Weekly	cheduled to	02/07/2023 1 week(s)	05:00 P on S M	M T W T	FS		×	
<b>√</b>	ends on Tue (	02/14/2023							
Lege	Patient	Group Aileen Wi	nite, Brianna Willia	ims					
<b>V</b>	Visit Option	Group Consultation	n						÷.,
<ul> <li>Image: A start of the start of</li></ul>	Update options	<ul> <li>This appointme</li> <li>This and follow</li> <li>All appointmer</li> </ul>	ent only ing appointments its in this series						•
	All participants of t	he visit will be notified	of the change						
	Advanced						Cancel	Confirm	•
V Ir	n Progress								
V M	lissed								
C	Completed								
c	anceled								
			P	owered 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.

(UT	C-08:00) Pacific Time 🗸		<b>O</b> Sun	O Mon	/ Tue	8 Wed	<b>7</b> Thu	<b>LU</b> Fri	L L Sat	<b>.</b>
Time 10	The visit will be reso	cheduled to	Tue 02/0	07/2023 1 week(s) or	05:00 F	M T W T	F S		×	
✓	ends on Tue (	02/14/2023								
Lege	Patient	Group Ai	leen White,	Brianna William	S					
$\checkmark$	Visit Option	Group Cor	nsultation							4,
<b>V</b>	Update options	<ul> <li>This ap</li> <li>This an</li> <li>All apped</li> </ul>	pointment o d following a ointments ir	nly appointments 1 this series						
	All participants of th	ne visit will be r	notified of th	e change						
	Advanced							Cancel	Confirm	
$\checkmark$	In Progress									
	Missed									
	Completed									
	Canceled									
				Pov	vered by VSee	e				
					,					

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.

<b>VSee Clinic</b>	Edit Visit	× Dr. Sarah Mille •
	Visit Name *	Edit
SCHEDULE	VSee Academy Appointment	Day + CREATE
Timezone	Time *	44
(UTC-08:00) Pacific Tim 🖌	Now         Later         Tue 02/07/2023         05:00 PM	11 Sat
Time division	Weekly V on S M T W T F S	
10 V Minutes	ends on Tue 02/14/2023	
Show consultations	Visit Type *	
Legend ^	Video Phone In Person	
<ul> <li>Open slot (group)</li> </ul>	Visit Option*	
Confirmed (one-one)	Group Consultation + New	
Confirmed (group)		
In Progress	Add Patient *	
Missed	Aileen White (ileen.test@gmail.com) × Brianna Williams (brianna.williams.forever@gmail.com) × + New	v
Canceled		
	Patient will be notified automatically via email and text message	
	MORE OPTIONS	
	- Horeprovider - OtherBost - Exclusive	
	Cancel Continu	

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.* 

<b>VSee Clini</b>	C		×	🗩 🚦 Dr. Sarah Mille 👻
			New Visit Confirmed	
SCHEDULE	< >	Visit Name	VSee Academy Appointment	Week Day + CREATE
Timezone (UTC-08:00) Pacific Tim	•	Time	Tue, Feb 07, 2023 05:00 PM (PST) repeats weekly on Tue, Thu until Tue, Feb 14 2023	10 Fri 11 Sat
Time division	2:30	Visit Type Visit Option	Video Group Consultation	Sarah Miller
Show consultations	3:00 3:30	Patient Provider Room	Croup Aileen White, Brianna Williams Dr. Sarah Miller VSee Clinic	
<ul> <li>Open slot (one- one)</li> <li>Open slot (group)</li> </ul>	4:00	Telephone:	+1.209.370.2123	
Confirmed (one- one) Confirmed (group) In Progress	4:30	Meeting PIN: Guest invite link:	/US312 https://vsee- academy.vsee.io/visits/join/63e2de19b4bc4cb8a70125410a7d	
Missed Completed Canceled	5:30		🛍 🌲 🗭 🏜 Go To Visit Page	

If you have any questions, please contact us at <u>help@vsee.com</u>.

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Tags	
appointment	
calendar	
drag and drop	
reschedule	
visit	