

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

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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.



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



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.



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.



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](mailto:help@vsee.com).

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calendar  
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reschedule  
visit