

# Copying an Appointment

Last Modified on 31/01/2024 4:06 pm ACDT

## Copying an Appointment

Copying an appointment to another time slot will keep a copy of the original appointment in the first slot and a copy in the new time slot. So in effect, there will be the same appointments in two-time slots.

1. Hover over the centre of the appointment.
2. Click and drag (by holding the left mouse key down) to another free appointment slot.
3. A screen should pop up, click **Paste** to copy the appointment.

Tue, 30/01/2024 10:30 am - 11:30 am

Provider

Darlene HALL

Location

Adelaide

Session

DH SC TUE

Name

Session

Consultation

Type

Category

Session

Notes

Do you want to create a new appointment here, or paste a copy of the existing appointment for 'TEST, Abcd' ?

Create

Paste

Cancel Paste