

Advanced appointment

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Access Advanced Appointments

1. From the Dashboard, click **Appointments**.
2. Click **Find Next Available**.
 1. The Next Available Appointments screen appears.
3. Click **Advanced**.
- 4.

Field	Description
Find next	Enter the number of free appointment slots to display
Calendar views	Select either All Providers (default) or specify a provider category
Provider	Select one or more providers (hold down CTRL + Click to select multiple providers).
Appointment type	Select the type of appointment — leave blank for all appointment types.
Duration	Field enter the length of appointment time required. The field will automatically populate with the duration based on the selected appointment type.
Location	Select a location — leave blank for all locations.
Session type	Ensure that an option is selected in the Location field (If you do not want to select a session type, leave blank for all session types)
Start date	Click in the entry box to launch the mini-calendar. Select a starting date for the appointment search
End date	Click in the entry box to launch the mini-calendar. Select an ending date for the appointment search

5. Click **Search**.