

Creating an appointment

If you have not created any [blocks](#), [please do so](#) prior to creating any appointments. Open ACU lets you create appointments on a [Block](#) or shift based on the preset parameters of the block.

Add an appointment to a block

Find the slot you want to add the appointment to. It will have the time on the left and two icons on the right. The coffee cup icon is for adding a coffee break to the block. Click the [+] sign.

10:10 AM	 
10:20 AM Coffee Break	
10:30 AM	 
10:40 AM	 
10:50 AM	 
11:00 AM	 

A popup form modal will appear. In it you choose the patient by typing their name or their email address in the field. A dropdown will appear, select the patient by clicking their name or arrowing down to the name

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