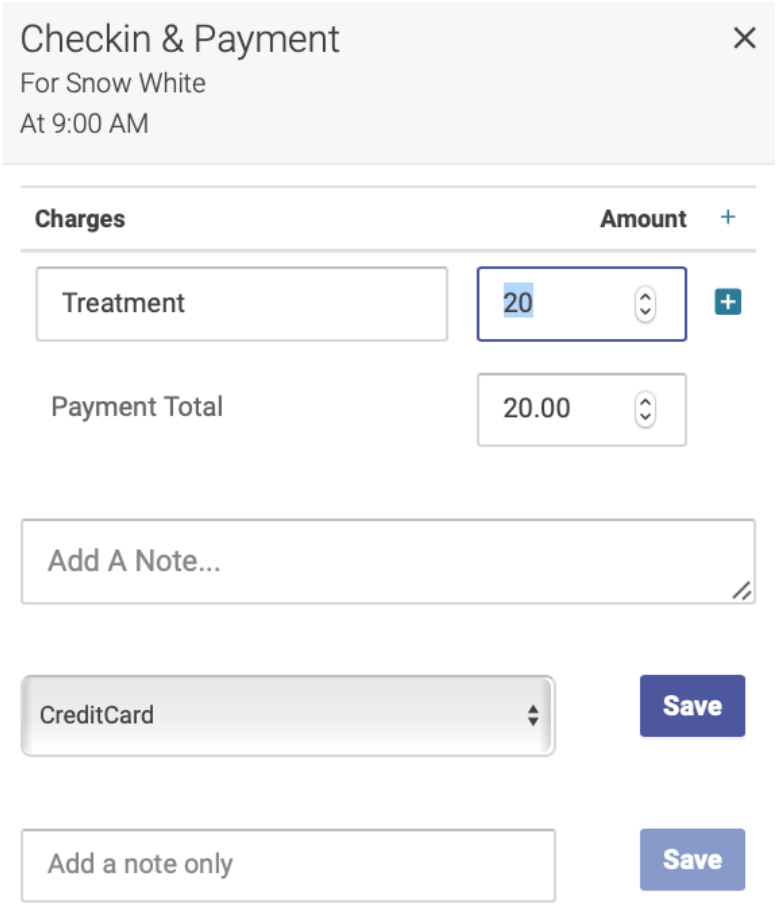
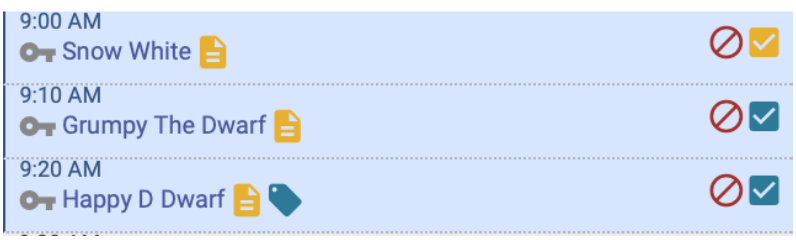
Recording a note prior to checkin

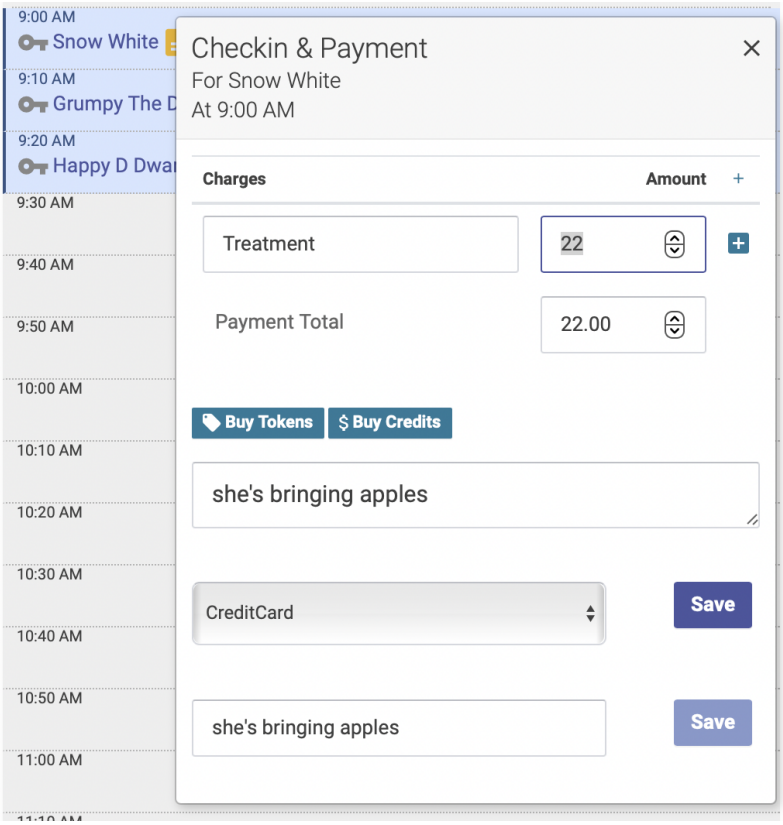
If you want to record a note on an appointment prior to the check-in, you'll click on the check-in icon next patient's name on the schedule as if you were going to check them in. However, don't enter any payment info. Instead, you'll add a note in the "Add note only" box at the bottom and click save:



Once you add the note and click Save, the checkin icon next to the patient's name on the schedule will turn yellow:



When you check in the patient, your recorded note will appear in the "Add a note only" box, and in the box above the payment method:



Here's a quick video showing how it works:

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