

# Scheduling an appointment

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

Here's a video overview of how to schedule an appointment:

## Schedule an appointment on 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.

12:00 PM	 
12:15 PM	 
12:30 PM Coffee Break	
12:45 PM	 
1:00 PM	 

A popup form modal will appear. This is where you'll enter the appointment details:

- 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:

May 16th 2024 11:00 AM

At: Main Street With: Fairy Godmother

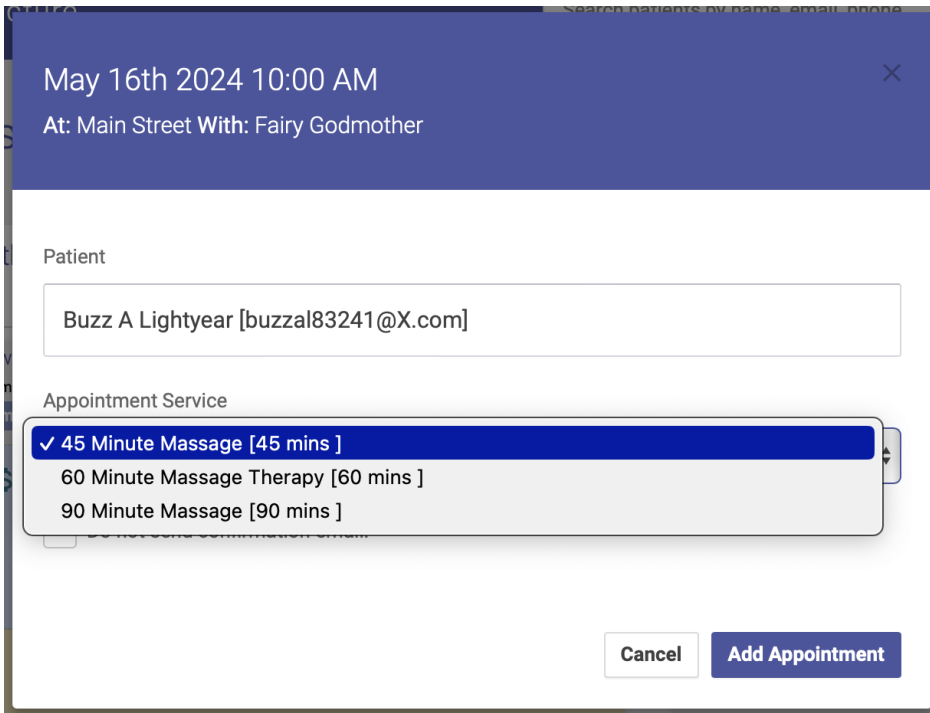
Patient

Light

Buzz A Lightyear [buzzal83241@X.com]

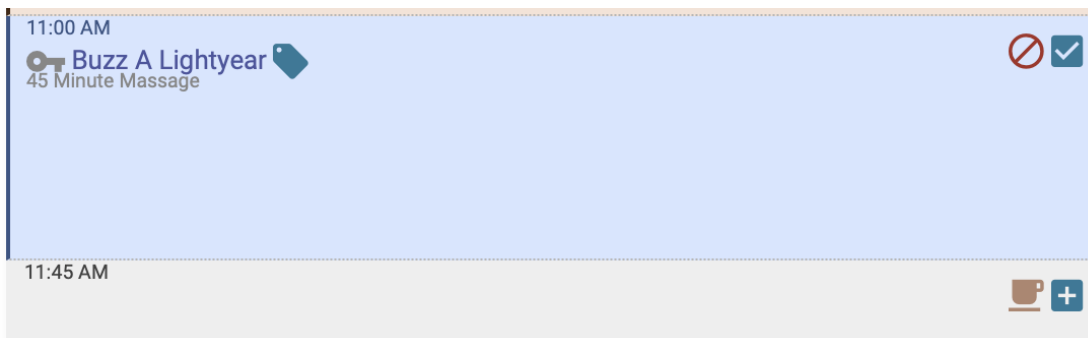
Lightning McQueen {Montgomery} |Champ| [lightn86312@X.com]

- You'll then select the Service from the drop down menu (if only one Service is available for a Block, there will only be one option in the drop down menu):



The screenshot shows a web form for booking an appointment. At the top, it displays the date and time: "May 16th 2024 10:00 AM" with a close button (X). Below this, it says "At: Main Street With: Fairy Godmother". The form has two main sections: "Patient" and "Appointment Service". The "Patient" section has a text input field containing "Buzz A Lightyear [buzzal83241@X.com]". The "Appointment Service" section has a dropdown menu that is open, showing three options: "✓ 45 Minute Massage [45 mins ]", "60 Minute Massage Therapy [60 mins ]", and "90 Minute Massage [90 mins ]". At the bottom of the form are two buttons: "Cancel" and "Add Appointment".

- Click the Add Appointment button. Your appointment is now scheduled! The Service name will appear under the patient's name on the schedule:



The screenshot shows a portion of a schedule. The top section is a light blue block representing an appointment. It starts at "11:00 AM" and ends at "11:45 AM". The patient's name "Buzz A Lightyear" is displayed with a key icon, and the service "45 Minute Massage" is listed below it. In the top right corner of the blue block, there are two icons: a red circle with a slash and a blue checkmark. The bottom section is a light gray block, also spanning from "11:00 AM" to "11:45 AM". In the bottom right corner of the gray block, there is a brown coffee cup icon and a blue plus sign.

Revision #9

Created Wed, May 15, 2024 9:57 PM by [Alexa Hulsey](#)

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