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:

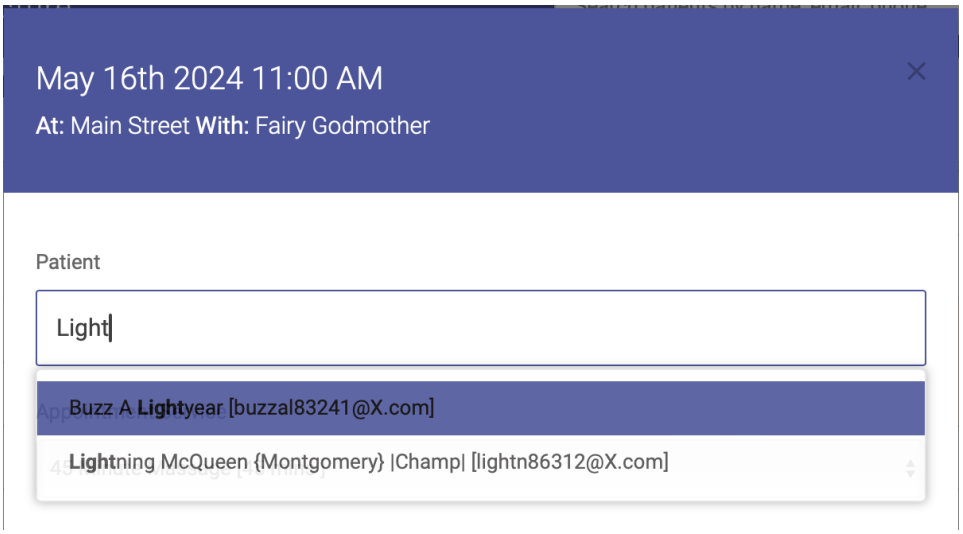
Schedule an appointment on a block

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.

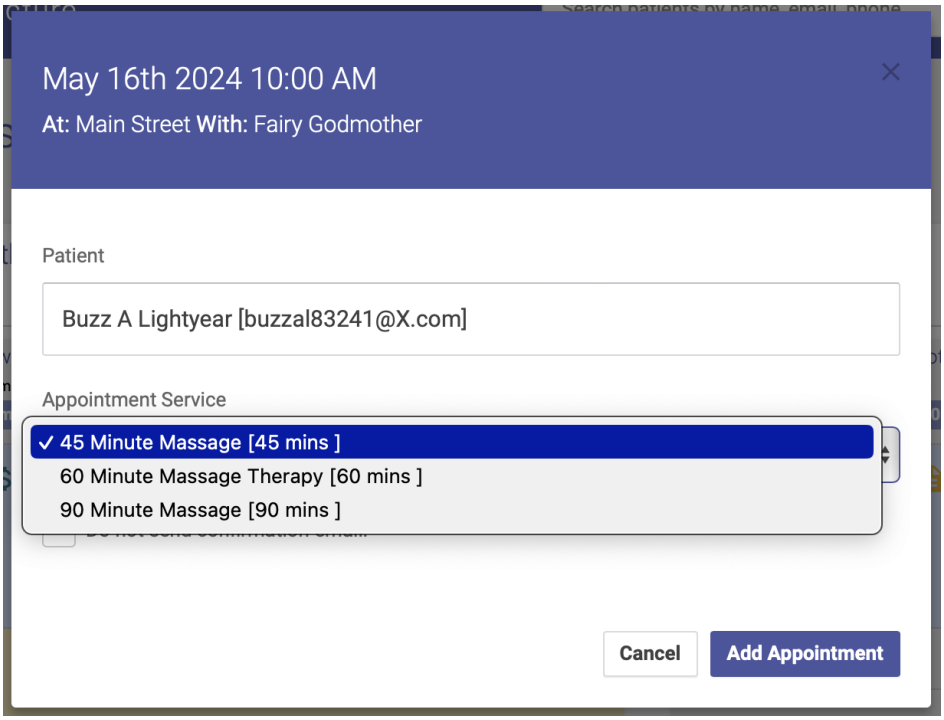


A popup form modal will appear. This is where you'll enter the appointment details:

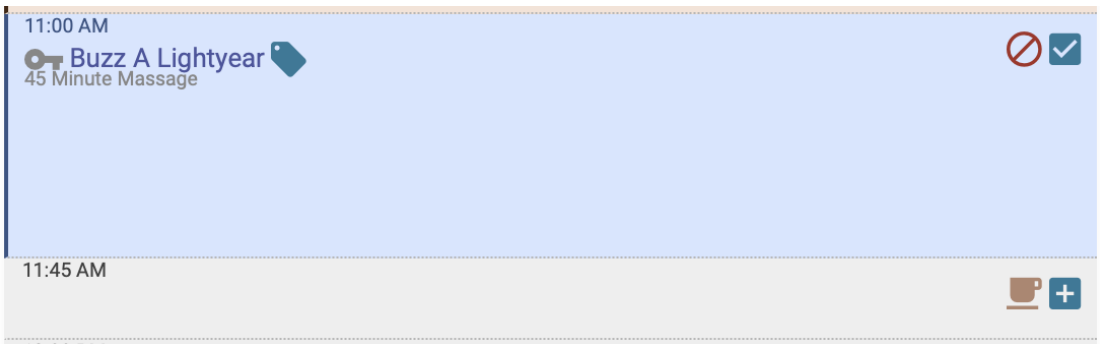
- Choose the patient by typing their name or their email address in the field. A dropdown will appear, select the patient by clicking their name or arrowing down to the name:



- 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):



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



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