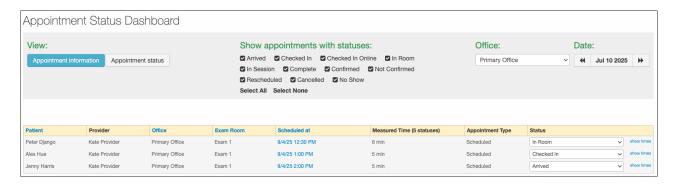
## **Appointments Dashboard**

Last modified on 09/04/2025 9:39 pm EDT

The **Appointments Dashboard** shows all your appointments for the day along with their current statuses. It's an efficient tool for tracking and updating multiple appointments at once.

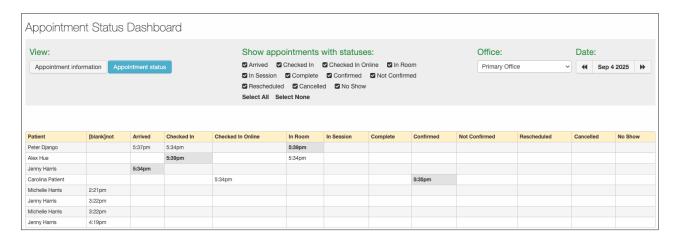
- To open the Appointments Dashboard, select Schedule > Appointments Dashboard.
- In the **Appointment information** view, you can filter by status, office, or date.
- Under the **Scheduled at** column, select the date/time to open the appointment details.
- Under the **Status** column, you can change the status of an appointment.



Select **show times** to expand the appointment details, providing a breakdown of each status change and the duration spent in each status for an individual appointment.



Select the **Appointment status** view to see the exact time each status change occurred for the appointment.



Changes to an appointment's status in the appointment details or **Schedule Appointment** window are reflected in the **Appointments Dashboard**.

