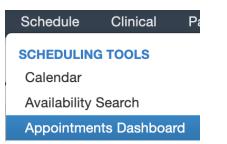# The Appointments Dashboard

07/08/2024 7:48 pm EDT

The Appointments Dashboard shows your appointments for the day, along with the current appointment status. The Appointments Dashboard is a great place to track and adjust the status of multiple appointments.

Any changes to an appointment's status in the appointment window will be reflected in the dashboard.

- The Appointments Dashboard is found under **Schedule** > **Appointments Dashboard.**

- Under the **Appointment Information** view, you can filter which statuses or offices you would like to view. Under the **status** column, you can change the status of an appointment.

Appointment Status Dashboard

View: [Appointment information] [Appointment status]

Show appointments with statuses:
☑ Arrived ☑ Checked In ☑ Checked In Online ☑ In Room
☑ In Session ☑ Complete ☑ Confirmed ☑ Not Confirmed
☑ Rescheduled ☑ Cancelled ☐ No Show ☑ Checked Out
Select All   Select None

Office: Office 1   **Date:** ◀◀ Jul 12 2022 ▶▶

Patient	Provider	Office	Exam Room	Scheduled at	Measured Time (9 statuses)	Appointment Type	Status	
Laurie Sample	James Smith	Office 1	Exam 1	7/12/22 10:30 AM	10 min (paused)	Scheduled	Checked Out	show times
Jenny Harris	James Smith	Office 1	Exam 1	7/12/22 11:00 AM	10 min	Scheduled	In Room	show times
Michelle Harris	James Smith	Office 1	Exam 1	7/12/22 11:30 AM	10 min	Scheduled	Arrived	show times

- Clicking **Show Times** expands the appointment information to give you a detailed breakdown of the status changes and duration of each status for an individual appointment.

show times

Patient	Provider	Office	Exam Room	Scheduled at	Measured Time (9 statuses)	Appointment Type	Status	
Laurie Sample	James Smith	Office 1	Exam 1	7/12/22 10:30 AM	10 min (paused)	Scheduled	Checked Out	show times
	Change from	Change to	Changed at	Duration	Duration total for status			
	[blank]	Checked In	7/12/22 10:29 AM	1 min	1 min (Checked In)			
	Checked In	In Room	7/12/22 10:30 AM	6 min	6 min (In Room)			
	In Room	Complete	7/12/22 10:35 AM	3 min	3 min (Complete)			
	Complete	Checked Out	7/12/22 10:39 AM	41 min	41 min (Checked Out)			
			Total (all statuses):	51 min				

- Changing the view to **Appointment Status** will show you the time each status was changed for the appointment.

Appointment Status Dashboard

View: [Appointment information] [Appointment status]

Show appointments with statuses:
☑ Arrived ☑ Checked In ☑ Checked In Online ☑ In Room
☑ In Session ☑ Complete ☑ Confirmed ☑ Not Confirmed
☑ Rescheduled ☑ Cancelled ☐ No Show ☑ Checked Out
Select All   Select None

Office: Office 1   **Date:** ◀◀ Jul 12 2022 ▶▶

Patient	[blank]not	Arrived	Checked In	Checked In Online	In Room	In Session	Complete	Confirmed	Not Confirmed	Rescheduled	Cancelled	No Show	Checked Out
Laurie Sample			10:29am		10:30am		10:35am						10:39am
Jenny Harris		10:29am	10:31am		**10:36am**								
Michelle Harris		**10:36am**						10:29am					