

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.

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

Select All

Select None

Office:

Primary Office

Date:

◀

Jul 10 2025

▶

| Patient | Provider | Office | Exam Room | Scheduled at | Measured Time (5 statuses) | Appointment Type | Status |
|--------------|---------------|----------------|-----------|-----------------|----------------------------|------------------|---|
| Peter Django | Kate Provider | Primary Office | Exam 1 | 9/4/25 12:30 PM | 6 min | Scheduled | <div>In Room</div> <div>show times</div> |
| Alex Hue | Kate Provider | Primary Office | Exam 1 | 9/4/25 1:00 PM | 5 min | Scheduled | <div>Checked In</div> <div>show times</div> |
| Jenny Harris | Kate Provider | Primary Office | Exam 1 | 9/4/25 2:00 PM | 5 min | Scheduled | <div>Arrived</div> <div>show times</div> |

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.

| Patient | Provider | Office | Exam Room | Scheduled at | Measured Time (5 statuses) | Appointment Type | Status |
|---|---------------|----------------|-----------|-----------------|----------------------------|------------------|--|
| Peter Django | Kate Provider | Primary Office | Exam 1 | 7/10/25 9:30 AM | 6 min | Scheduled | <div>In Room</div> <div>show times</div> |
| <div><div>Change from</div><div>Change to</div><div>Changed at</div><div>Duration</div><div>Duration total for status</div></div> | | | | | | | |
| <div><div>[blank]</div><div>Checked In</div><div>9/4/25 5:34 PM</div><div>3 min</div><div>3 min (Checked In)</div></div> | | | | | | | |
| <div><div>Checked In</div><div>Arrived</div><div>9/4/25 5:37 PM</div><div>2 min</div><div>2 min (Arrived)</div></div> | | | | | | | |
| <div><div>Arrived</div><div>In Room</div><div>9/4/25 5:39 PM</div><div>0 min</div><div>0 min (In Room)</div></div> | | | | | | | |
| <div><div>Total (all statuses):</div><div>6 min</div></div> | | | | | | | |

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

| Appointment Status Dashboard | | | | | | | | | | | | |
|--|------------|--|------------|-------------------|---------------------------|------------|-----------------------|-----------|---------------|-------------|-----------|---------|
| View: | | Show appointments with statuses: | | | Office: | | Date: | | | | | |
| <div>Appointment informationAppointment status</div> | | <div><div><input checked="" type="checkbox"/> Arrived<input checked="" type="checkbox"/> Checked In<input checked="" type="checkbox"/> Checked In Online<input checked="" type="checkbox"/> In Room<input checked="" type="checkbox"/> In Session<input checked="" type="checkbox"/> Complete<input checked="" type="checkbox"/> Confirmed<input checked="" type="checkbox"/> Not Confirmed<input checked="" type="checkbox"/> Rescheduled<input checked="" type="checkbox"/> Cancelled<input checked="" type="checkbox"/> No Show</div><div>Select AllSelect None</div></div> | | | <div>Primary Office</div> | | <div>Sep 4 2025</div> | | | | | |
| Patient | [blank]not | Arrived | Checked In | Checked In Online | In Room | In Session | Complete | Confirmed | Not Confirmed | Rescheduled | Cancelled | No Show |
| Peter Django | | 5:37pm | 5:34pm | | 5:39pm | | | | | | | |
| Alex Hue | | | 5:39pm | | 5:34pm | | | | | | | |
| Jenny Harris | | 5:34pm | | | | | | | | | | |
| Carolina Patient | | | | 5:34pm | | | | 5:35pm | | | | |
| Michelle Harris | 2:21pm | | | | | | | | | | | |
| Jenny Harris | 3:22pm | | | | | | | | | | | |
| Michelle Harris | 3:22pm | | | | | | | | | | | |
| Jenny Harris | 4:19pm | | | | | | | | | | | |

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

Appointment on Sep 4, 2025 for Peter Django

Appointment

Billing

Eligibility

Vitals

Growthcharts

Flags

Log Comm.

Revisions

Custom Data

MU Helper

Type

☒ Appointment

☐ Video Visit

☐ Walk-in

☐ Transition of Care

☐ Referral

Onpatient Status: Not Enabled-Invite

WARNING: This patient is pre-populated sample data.

Patient Statement Balance: \$900.00

Generate Statement

5 past appointments

Patient

Peter Django - 05/01/2000

Reason:

Follow-up Appointment

Scheduled:

09/04/2025

Time

03:30PM

EDT

Provider

US/Pacific

Timezone:

Duration:

30

minutes

☐ Allow overlapping

Notes:

Consent Forms:

⌕

HIPAA Data Use Agreement (default)

Office:

Primary Office

Profile:

Follow-up Visit

Eligibility Profile:

Exam:

Exam 1

Color:

Status:

Arrived

Checked In

Checked In Online

✓ In Room

In Session

Complete

Confirmed

Not Confirmed

Rescheduled

Cancelled

No Show

Feedback

Knowledge Base