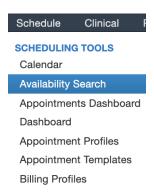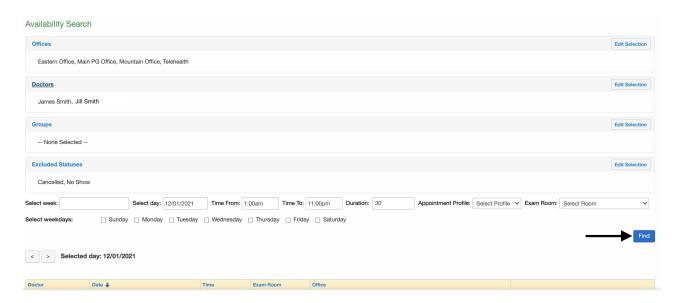# How do I use availability search?

07/08/2024 8:01 pm EDT

Availability Search is a tool that helps you find free time to schedule appointments and can be found by going to **Schedule** and selecting **Availability Search**.

On the **Availability Search** page, you can look for appointments by any combination of offices, providers, staff groups, and excluded appointment statuses. Then, either select a week or a day that you would like to search on. You may enter a time, duration, appointment profile, and exam room to specify your search.

Click **Find** to see availability.

Your results will be displayed. Results can be ordered chronologically by clicking on the arrow symbol next to the **Date** in the table header. You will also see an **Appointment Count** if appointments are already scheduled. To schedule an appointment in a time slot, select **Schedule Appointment** to open the appointment window.

| Select week: | | Select day: | 12/01/2021 | Time From: | 04:00pm | Time To: | 05:00pm | Duration: | 30 | Appointment Profile: | Select Profile |

Exam Room: Select Room

Select weekdays: ☐ Sunday ☐ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Find

< > **Selected day: 12/01/2021**

Doctor	Date ⬇	Time	Exam Room	Office		
Jill Smith	12/01/2021 (Wednesday)	4:30 PM	Exam 1	Eastern Office, 225 Schilling Circle, Hunt Valley, MD	Appointments Count: 2	Schedule Appointment
Jill Smith	12/01/2021 (Wednesday)	4:30 PM	Exam 2	Eastern Office, 225 Schilling Circle, Hunt Valley, MD	Appointments Count: 2	Schedule Appointment
Jill Smith	12/01/2021 (Wednesday)	4:30 PM	Exam 3	Eastern Office, 225 Schilling Circle, Hunt Valley, MD	Appointments Count: 2	Schedule Appointment
Jill Smith	12/01/2021 (Wednesday)	4:30 PM	Exam 4	Eastern Office, 225 Schilling Circle, Hunt Valley, MD	Appointments Count: 2	Schedule Appointment

Exam Room: Select Room

Select weekdays: ☐ Sunday ☐ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Find

< > **Selected day: 12/01/2021**

Doctor	Date ⬇	Time	Exam Room	Office