

Set Up the Office Online Schedule

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You can set up online scheduling and select the available days and hours for your patients to schedule appointments online in the **Online Schedule** section of the **Offices** page.

Set up online scheduling for an office



If you only turn on **Show office information online**, the online schedule shows in the scheduling widget, but patients can't schedule appointments.

1. Select **Account** > **Practice Management** > **General Management** > **Offices**.
2. Select **View** for a specific office and scroll down to **Online Schedule**.
3. Select **Edit** to open the **Edit Online Schedule** side panel.
4. Turn the **Show office information online** and **Allow online scheduling in this office** toggle switches on.
5. Make the following selections appropriate for your office:
 - o Allow existing patients follow ups
 - o Allow existing patient new appointments
 - o Allow new patient appointments
 - o Allow patients to cancel appointments online
 - o **No confirmation emails**: No confirmation emails are sent to patients.
 - o **Cutoff Time**: Indicates how soon a patient can request an appointment.
 - o **Google Analytics ID**: Used to track the online appointment scheduler.

Edit Online Schedule ✕

Settings

Show office information online

Allow online scheduling in this office

Allow existing patients follow ups

Allow existing patient new appointments

Allow new patient appointments

Allow patients to cancel appointments online

No confirmation emails

Cutoff Time

The cutoff time for appointments indicates how soon a patient can request an appointment.

Google Analytics ID

For tracking the online appointment scheduler (e.g. G-XXXXXXXX or GT-XXXXXXXX).

6. Under **Schedule**, select the days and hours you want to allow online scheduling of appointments for patients.
7. Select **Save Changes**.

Schedule

Select days and hours for which you want to allow online scheduling of appointments.

Sun Mon Tue Wed Thu Fri Sat

Monday	<input type="text" value="08:00 AM"/>	to	<input type="text" value="05:00 PM"/>	+
Tuesday	<input type="text" value="08:00 AM"/>	to	<input type="text" value="05:00 PM"/>	+
Wednesday	<input type="text" value="08:00 AM"/>	to	<input type="text" value="05:00 PM"/>	+
Thursday	<input type="text" value="08:00 AM"/>	to	<input type="text" value="05:00 PM"/>	+
Friday	<input type="text" value="08:00 AM"/>	to	<input type="text" value="05:00 PM"/>	+

[Copy time to all days](#)

[Cancel](#)

[Save Changes](#)