

# How do I use availability search?

07/24/2024 4:30 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**.

Schedule Clinical

**SCHEDULING TOOLS**

- Calendar
- Availability Search**
- Appointments Dashboard
- Dashboard
- Appointment Profiles
- Appointment Templates
- Billing Profiles

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.

## Availability Search

Offices [Edit Selection](#)

Eastern Office, Main PG Office, Mountain Office, Telehealth

Doctors [Edit Selection](#)

James Smith, Jill Smith

Groups [Edit Selection](#)

-- None Selected --

Excluded Statuses [Edit Selection](#)

Cancelled, No Show

Select week:  Select day: 12/01/2021 Time From: 1:00am Time To: 11:00pm Duration: 30 Appointment Profile:  Exam Room:

Select weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

[Find](#)

< > Selected day: 12/01/2021

Doctor	Date	Time	Exam Room	Office
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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 weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Find

< > Selected day: 12/01/2021

Doctor	Date ↓	Time	Exam Room	Office	Appointments Count: 2	Schedule Appointment
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