

Date and Time Selection During Appointment Creation Process on iPad and iPhone (iOS)

07/24/2024 1:40 pm EDT

Using the Appointment Scheduler for iOS

Tap the + icon in the top right and select **New Appointment** or navigate to an existing appointment. The following screen will pop up:

The screenshot displays the appointment creation interface on an iPad. At the top, there is a blue header bar with three buttons: "Cancel", "Save & Start Visit", and "Save". Below the header, the form is organized into several sections, each with a title and a value followed by a chevron icon. The sections are: "Appointment Type" (Appointment), "Provider" (Dr. Mark Williams, Drchrono), "Supervising Provider" (Markw PG, Test PG, LLC), "Appointment Profile" (None), "Reason for Visit" (empty), "Date & Time" (Thu Sep 21, 12:41 PM), "Office" (AutomationOffice2), "Exam Room" (Exam 1), and "Consent Forms" (5 Assigned). Each section is separated by a horizontal line.

First, be sure to:

1. Select the correct **Provider** and **Supervising Provider**
2. Select the **Appointment Profile** (if desired)
3. Select the correct **Office**
4. Select the correct **Exam Room**

Appointment Scheduler Settings

Tap on the **Date & Time** field to open the following screen:

Close ☰ ⚙ Save

Today Date Skip Exam 1

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Custom Time

6:00 AM	6:30 AM	7:00 AM	7:30 AM	
8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM
1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM
3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM

Next, click on the **Gear** icon in the top right for the following options:

1. **Appointment Duration:** This defaults to 30 mins, but can be changed in the Appointment Duration field
2. **Filter availability by:**
 - a. Exam Room and Doctor
 - b. Exam Room Only
3. **Custom Time Increments**
 - a. 1 minute
 - b. 5 minutes
 - c. 15 minutes
 - d. 30 minutes
4. **Other Settings**
 - a. **Allow overlapping:** allows appointment times to overlap
 - b. **Hide Unavailable Times**

Appointment Duration

30 min

Filter Availability by

Exam Room & Doctor

Exam Room Only

Custom Time Increments

1 Minute

5 Minutes

15 Minutes

30 Minutes

Other Settings

Allow Overlapping

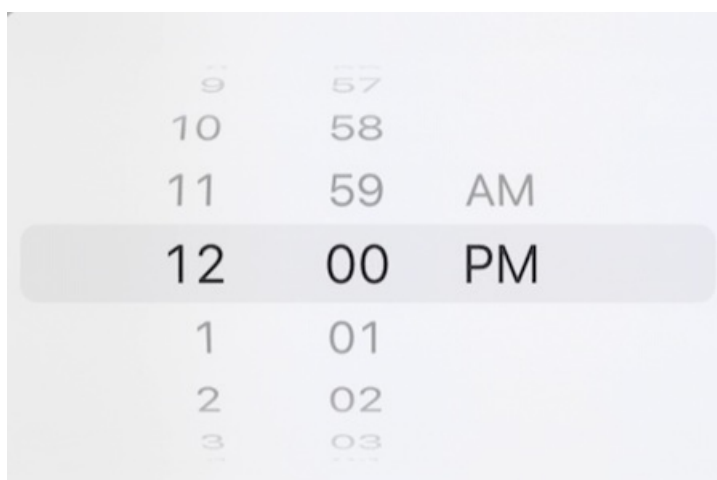
Hide Unavailable Times

What are custom time increments?

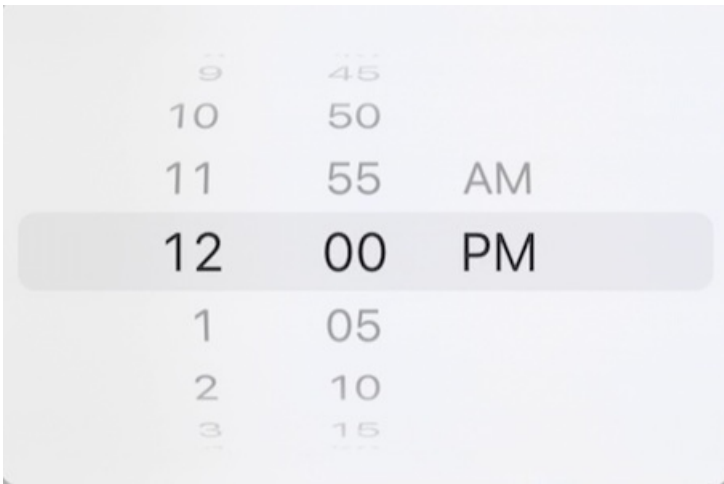
Custom time increments allow you to set either 1, 5, 15, or 30-minute increments on the iOS scroll wheel that is used to select a time.

For example,

- 1-minute time increments



- 5-minute time increments



NOTE: Time increments are **NOT** to be used as a setting for appointment duration.

Finally, use the date and time selector to schedule your appointment on the desired date and time:

Close ⚙ Save

Today Date Skip Exam 1

August 2023							September 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Custom	12:00 AM	12:30 AM	1:00 AM	1:30 AM
2:00 AM	2:30 AM	3:00 AM	3:30 AM	4:00 AM
4:30 AM	5:00 AM	5:30 AM	6:00 AM	6:30 AM
7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM

You can also use the date skip function to quickly jump ahead by weekly, monthly, and yearly intervals when looking for available times:

