## **Creating an Appointment through the Check-In App**

07/24/2024 1:30 pm EDT

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You can add appointments on the check-in app from the main screen.

1. Search for the patient you need by tapping on the search icon (

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2. Enter the patient's name.

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3. From the screen below you can select the relevant appointment information like provider, exam room, and appointment profile. Tap **Date & Time** to change the date and time of the appointment.

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	Provider	James Smith >	
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	Appointment Profile	None >	_
	Reason for Visit		
	Date & Time	Tue Sep 28, 09:28 AM >	
	30 mins		
	Office	Eastern Office >	
	Exam Room	Exam 1>	
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4. You can then use the tools to select the time and date. When finished, select **Save** to save the appointment and return to the main screen. Tap **Save & Start Onboarding** to hand the iPad to the patient for them to check in.

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