Add Schedule Status

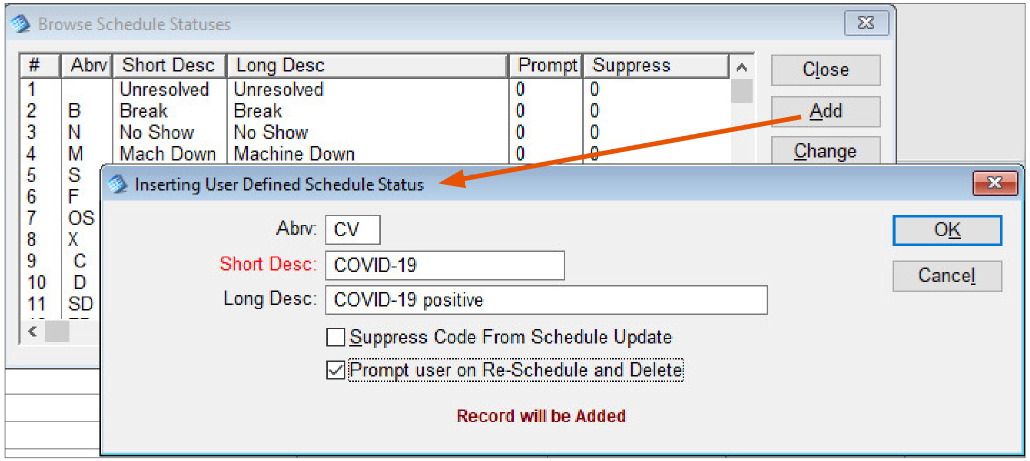
Add a custom status to the Schedule to inform staff, track appointments

1) Configure

a. Click **File > System Utilities > Schedule Status Configuration**

b. Click **Add** from the Browse Schedule Statuses box

c. Select "Prompt user on Re-schedule and Delete" to provide a warning to users making these changes



2) Assign to Patient

a. Select appointment or appointment series

b. Tag any/all appointments

c. Select **Status**