Tip Sheet
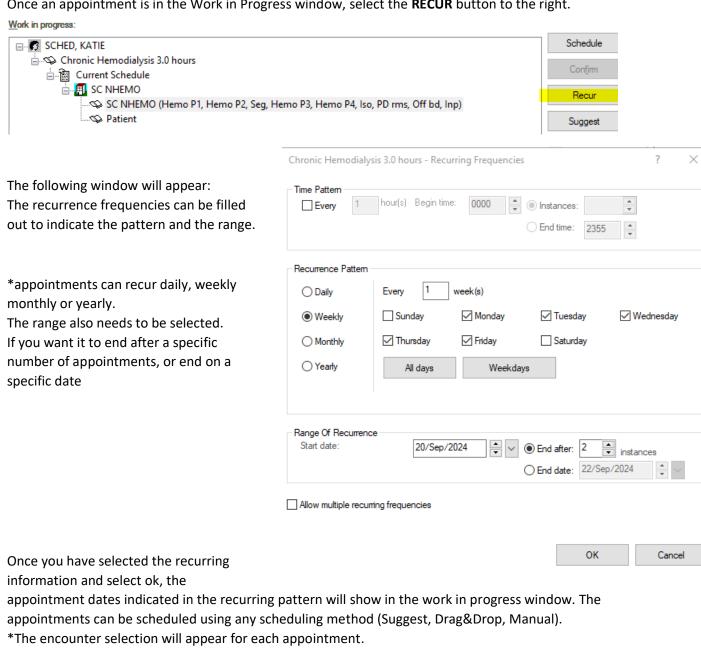
How to Book a Recurring Appointment

Once an appointment is in the Work in Progress window, select the **RECUR** button to the right.

The following window will appear:
The recurrence frequencies can be filled out to indicate the pattern and the range.

*appointments can recur daily, weekly monthly or yearly.
The range also needs to be selected.
If you want it to end after a specific number of appointments, or end on a specific date

Once you have selected the recurring information and select ok, the
appointment dates indicated in the recurring pattern will show in the work in progress window. The appointments can be scheduled using any scheduling method (Suggest, Drag&Drop, Manual).
*The encounter selection will appear for each appointment.