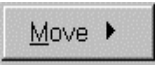# Appointment Scheduling

Add New Appointment Method

The Add New Appointment method is convenient for users who prefer to locate an available slot and then fill out the appointment information. Once a slot is selected the cursor automatically moves to the appointment type field.

1. Begin by opening the appropriate Appointment Book similar to what was explained in the previous example.

Scroll through the slots and right click on the desired time to display the menu. Click on Add New Appointment (the cursor will prompt in the Appointment Type field).
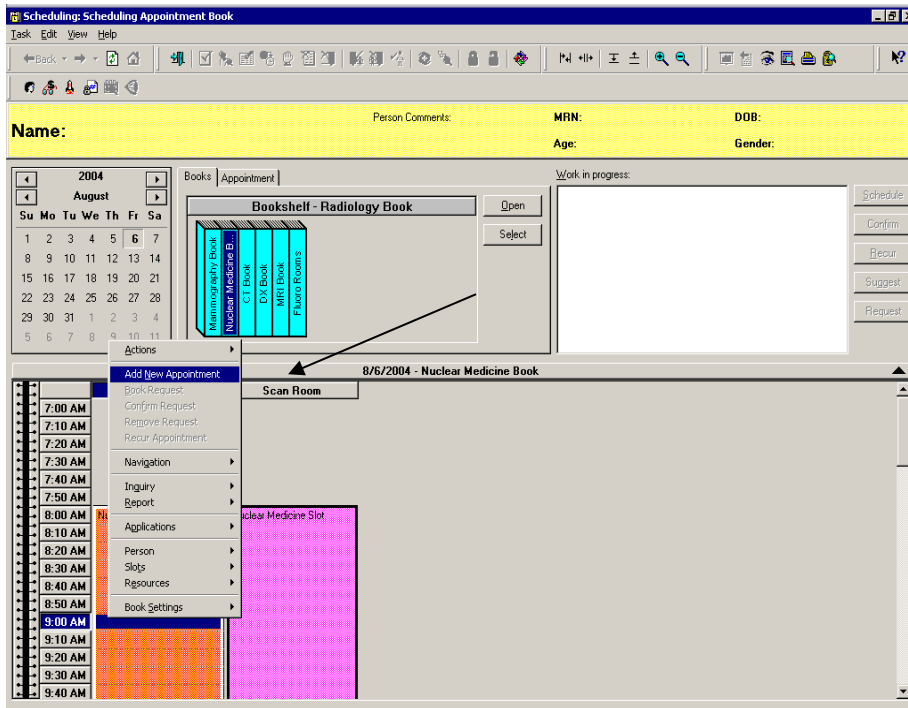
Choose an appointment type and fill out the rest of the fields in the accept format.

Then click the move button [Move ▶] to place the event details in the WIP. (Depending on the appointment selected, an order may have to be chosen as was shown in the previous example). The appointment will appear in a pending state.
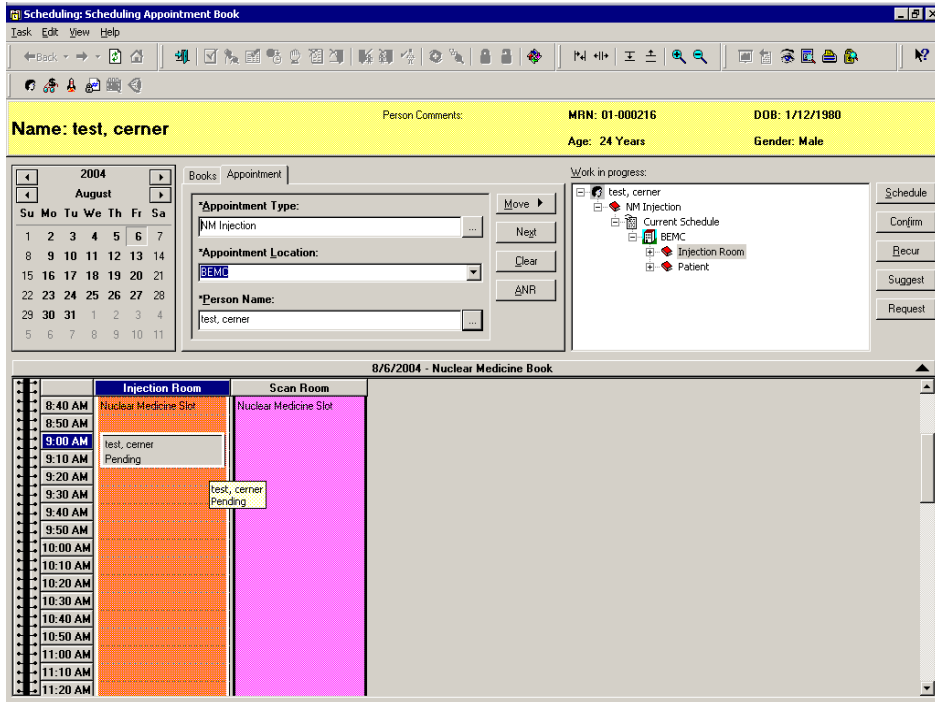
Click the [Confirm] button to confirm the appointment and click [OK] in the Summary Box. This will place the appointment in a confirmed state.