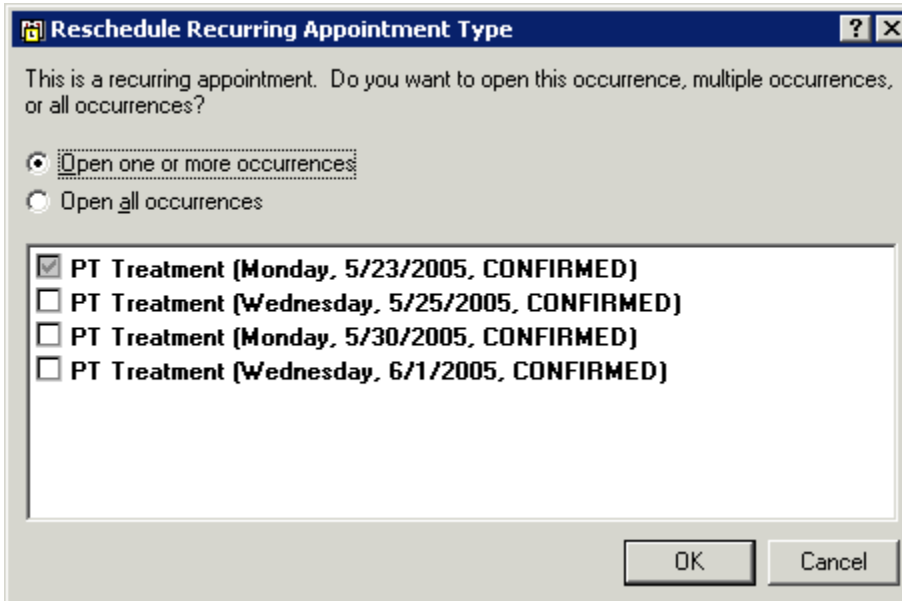


Appointment Scheduling

Modify a Recurring Appointment

When a recurring appointment is scheduled, the system will always recognize that these appointments are tied together. If you are to perform any action on any one of those appointments, the system will always ask if you intend to perform the action on just one component or all components within the recurring series.

A message similar to the following will display when performing an action on an appointment scheduled within a recurring series:



If you choose to Open one or more occurrences, then the action will only affect those appointments that have a checkmark. If you choose Open all Occurrences, then the action will affect all appointments within the recurring series.