

# Copy Appointment

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Version 14.19

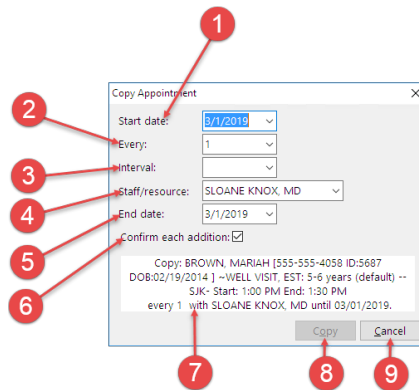


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Copy Appointment

**Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button > click appointment slot > Copy button**

The Copy Appointment window copies an appointment and applies the appointment to a different set of dates. Copied appointments can be applied as one appointment or multiple recurring appointments.



## Copy Appointment Map

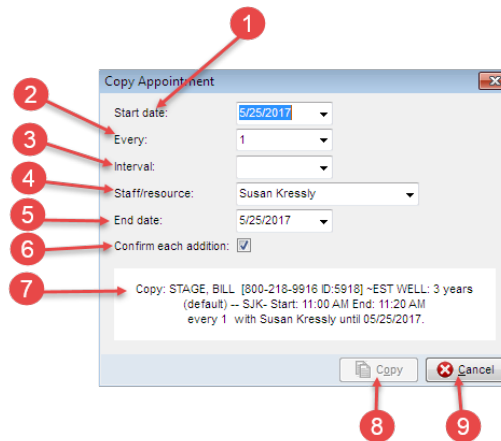
Number	Section	Description
1	Start Date	Sets the beginning date of the appointment.
2	Every	Sets the numeric value for the appointment interval.
3	Interval	Sets the interval in day(s), week(s), month(s), year(s).
4	Staff/Resource	The Staff/Resource field applies the appointment to the staff/resource member's schedule.
5	End Date	Sets the last day for the appointment.
6	Confirm Each Addition	When the Confirm Each Addition checkbox is selected, a confirmation window will appear to verify that each date in the appointment range is correct. If the checkbox is not selected, the appointments are inserted into the schedule without requiring confirmation.
7	Appointment information	The appointment information displayed above the Copy button displays the appointment details to ensure that all information is correct.
8	Copy button	The <b>Copy</b> button applies the appointment to the schedule.
9		The <b>Cancel</b> button stops copying the appointment and returns to the Schedule and

Version 14.10

## About Copy Appointment

**Path: Smart Toolbar > Schedule button > Copy Appointment button**

The Copy Appointment window copies an appointment in the Schedule and Practice Workflow and applies the appointment to a different set of dates. Copied appointments can be applied as a single appointment or recurring appointments.



## Copy Appointment Map

Number	Section	Description
1	Start Date	The Start Date field sets the beginning date of the appointment.
2	Every	The Every field sets the numeric value for the appointment interval.
3	Interval	The Interval field sets the interval in day(s), week(s), month(s), year(s).
4	Staff/Resource	The Staff/Resource field applies the appointment to the staff/resource member's schedule.
5	End Date	The End Date field sets the last day for the appointment.
6	Confirm Each Addition	When the Confirm Each Addition checkbox is selected, a confirmation window will appear to verify that each date in the appointment range is correct. If the checkbox is not selected, the appointments are inserted into the schedule without requiring confirmation.
7	Appointment information	The appointment information displayed above the <b>Copy</b> button displays the appointment details to ensure that all information is correct.
8	Copy button	The <b>Copy</b> button applies the appointment to the schedule.
9	Cancel button	The <b>Cancel</b> button stops copying the appointment and returns to the Schedule and Practice Workflow window.