

# Moving an Appointment on the Schedule

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Version 14.19



Our new Multi-Location Calendar updates are here! Please see the [OP 21.3 Calendar Articles](#) for an overview of the changes. Practices can configure OP to [switch to the new calendar](#) and explore its features.

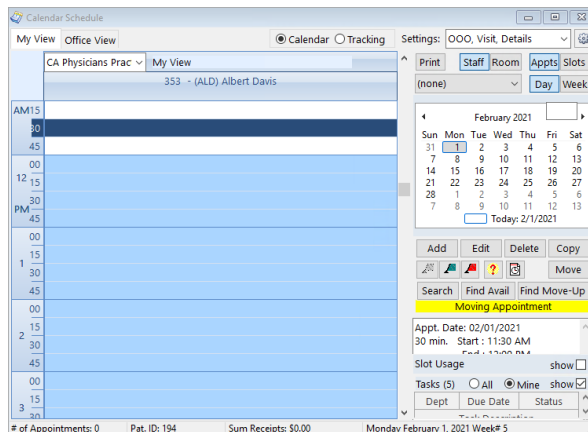
**Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button**

## Overview

In this article, you will learn the three different ways to move an appointment:

### Move Button

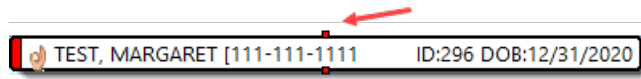
1. Click on the appointment you would like to reschedule.
2. Click the **Move** button under the calendar.
3. The appointment will disappear from the schedule. The following will appear under the calendar in yellow **Moving Appointment**.



4. Find a new time slot in the calendar and click to select it.
5. Click the **Move** button again. The appointment will now appear in its new time slot.

### Drag and Drop

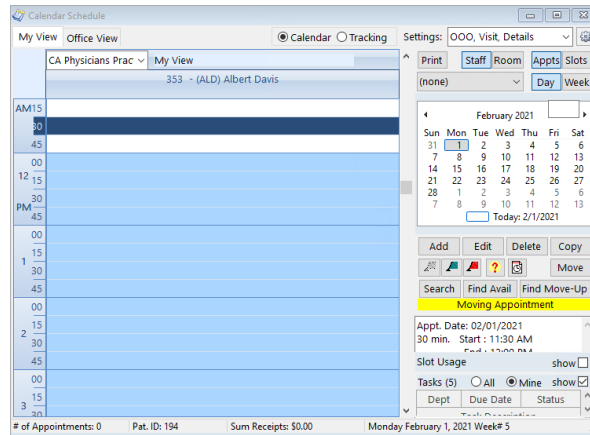
1. Click on the appointment you would like to reschedule. Two red boxes will display and indicate that the appointment has been selected.



2. Click on the top red box and drag the appointment to another time slot or provider column.
3. Release the mouse where you want the appointment to appear.

### Menu Option

1. Click on the appointment you would like to reschedule.
2. Right-click on the appointment and select **Move-Appointment**. The appointment will disappear from the schedule. The following will appear under the calendar in yellow: **Moving Appointment**.



3. Find a new time slot in the calendar and click to select it.
4. Right-click on the time slot and select **End moving Appointment**. The appointment will now appear in its new time slot.

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**Path: Smart Toolbar > Schedule button > Calendar tab**

## Overview

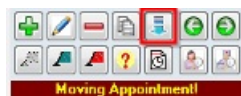
In this article, you will learn how to move an appointment.

## Moving an Appointment

1. Click on the appointment you would like to reschedule and click the **up arrow** button under the calendar.  
OR  
Right-click on the the appointment and select Move appointment.



2. The appointment will disappear from the schedule. The following warning will appear: **Moving Appointment!**
3. Find a new time slot in the calendar and click to select it.
4. The arrow will now be pointed downwards with the following warning **Moving Appointment!**
5. Click the **down arrow** button to move the appointment to the new time slot.



6. The appointment will now appear in its new time slot.