

Scheduler – Moving an Event



Scheduling – Moving an Event

Go to the **Scheduling** menu to view appointments.

- To move an appointment from one day to another, go to the Schedule **Day** view and click on the clock above the appointment to be moved. This selects the specific event and loads it into the selected event holder on the **Event** tab, **Re-Schedule** tab.



- Select a date from the Calendar at the bottom of the **Re-Schedule** tab.
- Once a date is selected, the **Move** button will appear. From here you can click the **Move** button to move the event, or the **Copy** button to copy the event.

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Moving the event will remove it from the original date and place it in the new date. Copying the event will leave it in the existing date and copy an exact replica of that event to the new date.

