

Extend a schedule (one-off)

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Extend a doctor's schedule for a specific day without changing their ongoing schedule. This article is for one-off extensions. See the [Change a Schedule \(ongoing\)](#) article for ongoing or permanent changes to a schedule.

To extend a schedule:

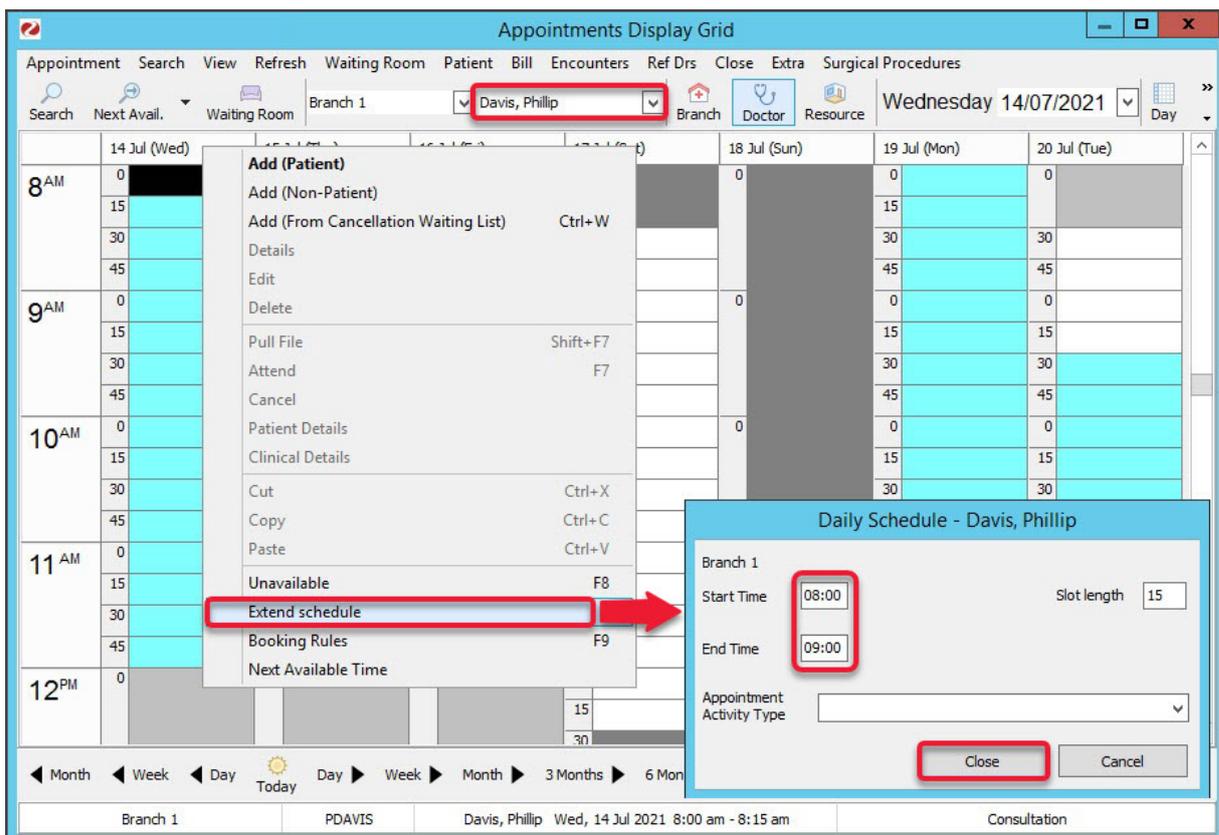
1. Go to Zedmed's **Reception** tab.
2. Select **Appointments**.

The **Appointments Display Grid** screen will open.

3. Select the **Doctor** or **Resource**.
4. Right-click on the session you want to extend.
5. Select **Extend schedule**.

The **Daily Schedule** screen will open. Changes here will only apply to this session.

6. Update the **End Time** or **Start Time** as required.
7. Select **Close** to save and exit.



The screenshot shows the 'Appointments Display Grid' window. At the top, there are navigation tabs: Appointment, Search, View, Refresh, Waiting Room, Patient, Bill, Encounters, Ref Drs, Close, Extra, and Surgical Procedures. Below these are search and filter options, including a dropdown for 'Davis, Phillip' which is highlighted with a red box. The main area is a grid showing appointment slots for various days (14 Jul, 18 Jul, 19 Jul, 20 Jul) and times (8 AM, 9 AM, 10 AM, 11 AM, 12 PM). A context menu is open over the 11 AM slot on 14 Jul, with 'Extend schedule' highlighted by a red arrow. A 'Daily Schedule - Davis, Phillip' dialog box is also open, showing 'Start Time' as 08:00 and 'End Time' as 09:00, both highlighted with red boxes. The 'Close' button in the dialog is also highlighted with a red box.