

# Change a schedule (ongoing)

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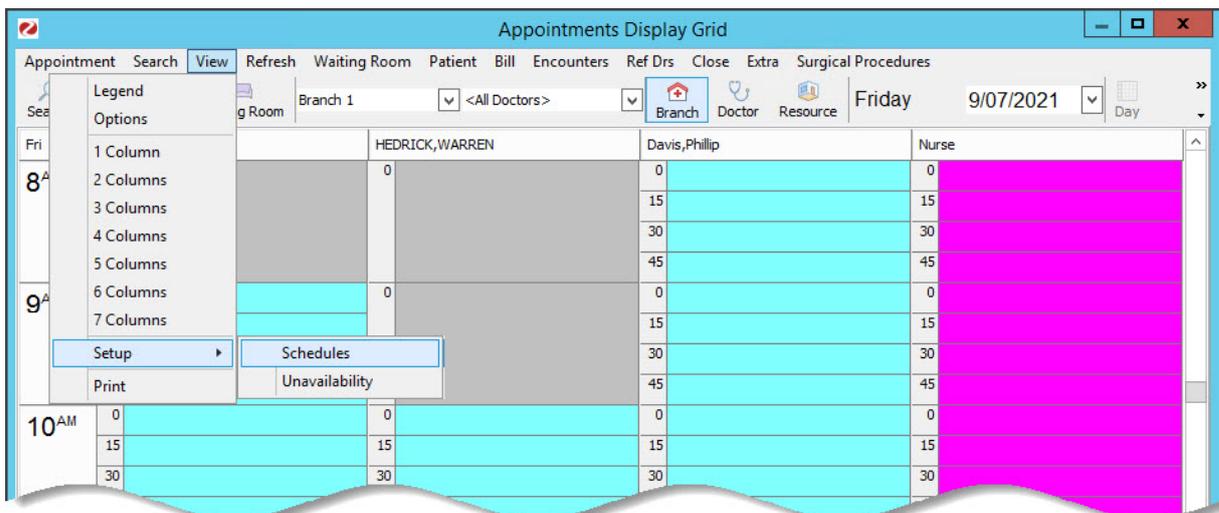
Change an existing schedule, for example, if you want to change or remove some sessions. This is done by creating a new schedule to take over from the existing schedule on a specified date. For one-off extensions to a schedule, see the [Extend a schedule](#) article.

In the steps below, you will copy the existing schedule and make the required changes in the new one. This is so you don't lose any historical information by deleting sessions in the current schedule. For a 7-day schedule, it's as easy as making the current schedule's end date the current day and making the new (copied) schedule's start date the next day. For a 28-day schedule, we recommend starting the new schedule on week 1 so the new schedule has the same distribution of days across the month. For example, if a 28-day schedule starts on the 1st Monday of the month, you want the new schedule to do the same and not start in the middle of the month.

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

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

3. Go to **View** on the top menu and select **Setup > Schedules**.



The **Set Schedules for Doctor or Resource** screen will open.

4. Select the **Doctor** or **Resource** you need to change the schedule for.

The schedules for the selected doctor or resource will appear.

The **Cycle** column shows the number of days in the schedule, and the **Graphic Display** button shows the selected schedule in a format that is easy to understand when planning changes.

5. Select the schedule to change.

The Schedules section lists existing schedules, and when you select one, its sessions are displayed in the **Sessions** section.

6. In the **End Date** field, enter an end date and press **Tab**.

If the schedule runs from a Sunday to Saturday, Sunday will be your 0 day. If this is not the case, check the

sessions to see what day your schedule begins. This determines the **End Date** and subsequent **Start Date**.

7. Select **Copy**.

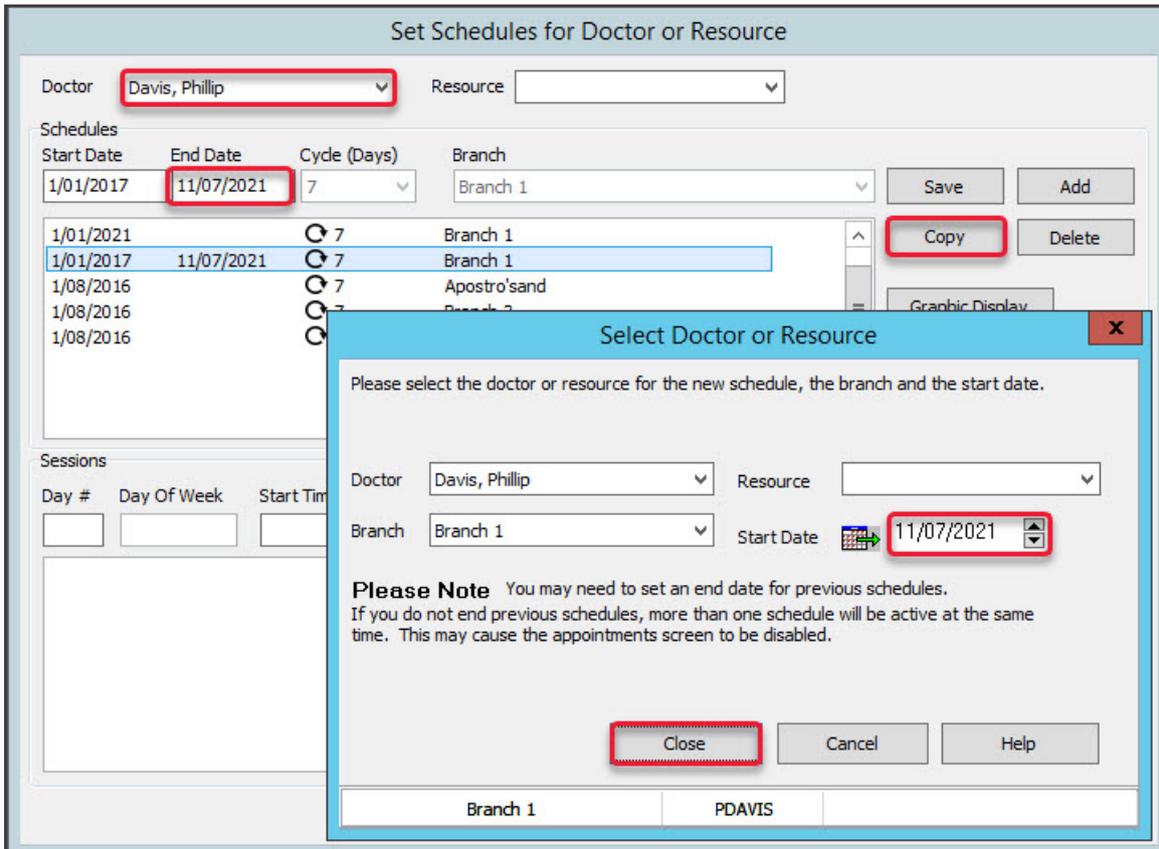
The **Select Doctor or Resource** screen will open.

You will now set this copy of the current schedule to start the day after the old schedule ends and make the requested changes to the schedule.

8. In the **Start Date** field, enter a new date.

Make sure it corresponds with your current schedule's 0 day. For example, if Sunday is your zero day, begin on a Sunday.

9. Select **Close** to save and exit.



Now that you have a new schedule, you can make the required changes.

10. Select **Graphic Display**.

11. Right-click the new schedule and select **Edit**.

12. Make the required changes to the schedule.

This could be adding, removing or changing the times of the current sessions or changing the Activity Type.

13. Select **Close** to save and exit.

Schedule Details

Branch: Test Branch 1      Display slot size: 30 mins

Doctor: D, Phillip      Start Date: 01/01/2017      End Date: 11/01/2019      Cycle in Days:  7     14     21     28

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
08:00				Consultation		Consultation	
:30				08:00-12:00 15min slots		08:00-12:00 15min slots	
09:00			Consultation				
:30			09:00-10:00 15min				
10:00							
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20:00							
:30							
21:00							

Daily Schedule - Doctor

Test Branch 1      Day: 2

Start Time: 09:00      Slot length: 15

End Time: 10:00

Appointment Activity Type: Consultation

Available Online

Buttons: Delete, Close, Cancel

Double click to add or modify schedule      Close      Print