

# Using the Everseat Wait List

1. Go to the **Wait List** tab.
2. Select **Add**.
3. Complete the form to add a new patient to the list.

The image shows a screenshot of the Everseat dashboard. On the left, a sidebar menu is visible with the 'Wait List' tab highlighted in a red box. The main content area shows the 'Add a Wait List User' form, which is also highlighted in a red box. The form contains the following fields and options:

- First Name:** Everseat
- Last Name:** User
- Phone:** 4436833635
- Note:** (empty text area)
- Personnel:** x Jessica DeLong, MD
- Locations:** x Urology of Virginia
- Seat Types:** x Follow-up
- Date to remove from list:** 2017-06-10

Additional form elements include:

- Available Day/Time combinations for user:** A calendar view showing all days (M, Tu, W, Th, F, Sa, Su) selected, with a time range of 09:00 AM to 05:00 PM.
- Buttons:** 'Add' (top right, red box), 'Add Another Day/Time' (green), 'More', 'Edit', and 'Remove' (bottom right, red box).
- Footer:** 'CREATE' (green) and 'Cancel' (blue) buttons.

### Add a Wait List User X

First Name

Last Name

Phone

Note

Personnel - leave blank for all

Locations - leave blank for all

Seat Types - leave blank for all

Date to remove from list

[Cancel](#)

Available Day/Time combinations for user.  
Leave blank to allow for any Day/Time

<input checked="" type="checkbox"/> M	<input checked="" type="checkbox"/> Tu	<input checked="" type="checkbox"/> W	X
<input checked="" type="checkbox"/> Th	<input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> Sa	<input checked="" type="checkbox"/> Su
09:00 AM		-	05:00 PM

[Add Another Day/Time](#)

required

Leave blank for all or select 1 or more options

Select days and times that are convenient for the patient. Add as many day/time combinations as needed.

The patient will be removed from the wait list automatically if they book an appointment via Everseat. If not, they will be removed from the list on this date. They will only receive notifications about appointments *before* this date so they can be moved up in the schedule. The best date to enter here is the patient's future scheduled appointment date.

Post seats as usual.  
The **Post to Wait List** box should be checked to allow text messages to send to the wait list.

[+ Add a seat](#)

### Add a seat ✕

Name your seat Follow-up	Start 06/08/2017 04:00pm
Personnel Jessica Delong, MD	End 06/08/2017 04:30pm
Post to App <input checked="" type="checkbox"/>	Customer does not see this
<b>Post to Wait List <input checked="" type="checkbox"/></b>	Expires at 06/08/2017 04:00pm
Categories Urologists	Repeat this seat Never
Special notes <a href="#">Adding a url?</a>	Number of times to repeat this seat

[POST THIS SEAT](#)     [Post and duplicate](#)

1. Patients on the wait list will receive a text message when a new appointment becomes available that matches their preferences.
2. The patient will reply with the 6-digit code.
3. Respond to the appointment request in the Everseat Dashboard.
4. The patient will receive a text back letting them know if their appointment is confirmed or denied.

