

How to Edit Personnel Schedules in Everseat

Go to the **Integrations** tab and click on the **Personnel Schedules** page.

You will need:

- Start time and end time for each block of time the provider will see patients
- Appointment types allowed in each time slot

Dashboard

- Manage Seats**
Add and update your open seats
- Seat Managers**
Invite others to manage seats
- Profile**
Update your public profile
- Messages**
Messages from Everseat
- User Approval Statuses**
Set pre-approval statuses for users
- Communications**
Customize your client communications
- Account Settings**
Manage your account settings
- Configurations**
Configure and set defaults for your account
- Integrations**
Manage integrations with 3rd-party products

Integrations

Integrations Personnel Schedules

Redox

Sync open seats Write back confirmed seats Confirm requests automatically

[Sync](#)

[Delete](#)

[Save](#)

Facebook

[Connect to Facebook](#)

To edit a schedule for a specific provider, select a personnel from the dropdown menu.

Integrations

Integrations | Personnel Schedules

All Personnel and Locations

Select a Personnel

Select a Personnel

Mohammed M. Ahmed, MD

Vasu D. Balu, MD

Amy R. Barlow, CRNP, CDE

David S. Berliner, MD

Select a location where you would like to update schedules.

Note: If a provider sees patients at more than one location, you will set up a unique schedule for each location.

Integrations

Integrations | Personnel Schedules

All Personnel and Locations

Select a Personnel

Gary A. Manko, MD

Select a Location

Select a Location

Cockeysville

The Rotunda

Saint Joseph Professional Center Building

Reisterstown

Select **Edit**.

Integrations

Integrations

Personnel Schedules

All Personnel and Locations

Select a Personnel

Gary A. Manko, MD

Select a Location

Reisterstown

Edit

Your Redox integration will only create seats for days you specify as available if you add hours for those days.

Schedules are listed by day of week. To remove a time slot select the **X**. To add a new slot click **Add**.

Monday

Overwrite and copy to: Tu We Th Fr Sa Su

Copy

Available

Hours

07:00 AM - 04:00 PM



Seat Defaults

× Established Patient Appointment - Physical Therapy

Add

A new line will appear. Edit the time by typing it in. The start time is the start time for an available block of time. The end time is the end of that block. Everseat will create seats that fit into that block of time, based on each selected seat type's duration.

Example: If the provider is available from 7-8 AM, Everseat will create four 15-minute appointments.

Note: Ensure AM and PM are set correctly for each block of time.

Monday

Overwrite and copy to: Tu We Th Fr Sa Su

Available

Hours

07:00 AM - 04:00 PM



Seat Defaults

Select **Seat Defaults** by choosing seat types from the dropdown menu or typing in the first few letters of the seat type. Select at least one seat type for each time block.

Monday

Overwrite and copy to: Tu We Th Fr Sa Su Copy

Available

Hours

07:00 AM - 04:00 PM



Seat Defaults

x Established Patient Appointment - Physical Therapy

Hours

04:30 PM - 05:00 PM



Seat Defaults

x New Patient Appointment- Urology |

Injection- Established Patient Appointment

New Patient Appointment- Urology

Post-Op

Pre-Op

Tuesday

Available

Hours

To copy a day's schedule to other day(s), check the box next to the day then select **Copy**.

Note: You can edit schedules after they are copied.

Monday

Overwrite and copy to: Tu We Th Fr Sa Su

Copy

Select **Save**.

Saturday

Available

Sunday

Available

Cancel

Save