# Cutting and Pasting an Appointment

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# Overview

How to cut and paste an appointment on the Calendar.

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# Detailed Instructions

1. Select the appointment by clicking it once.
2. Right click on it and select “Cut.”
3. Select “Yes” or “No” if you would like to mark the appointment as rescheduled. When marking an appointment as rescheduled – it can automatically move to another operatory based on your system setup.
4. Click on needed date and drag to select the time.
5. Right click on the block and select “Paste.”

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