[v12] Appointments Page

936 TDOKB2 February 24, 2026 Pages 2.81K

Overview

A breakdown of the Appointments Page of TDO with information and how-to's. Located on the pages area it is defaulted to show as the second page link. Highlighted in yellow, Select **Appointments.** When the option of right-clicking **New Appointment** is performed on the **Calendar**, TDO will log the new creation on the **Appointments Page**. It will keep all appointments except for anything that gets deleted.

Viewing Only

No changes can be made on this screen, you will need to either open the appointment or make the change on the calendar.

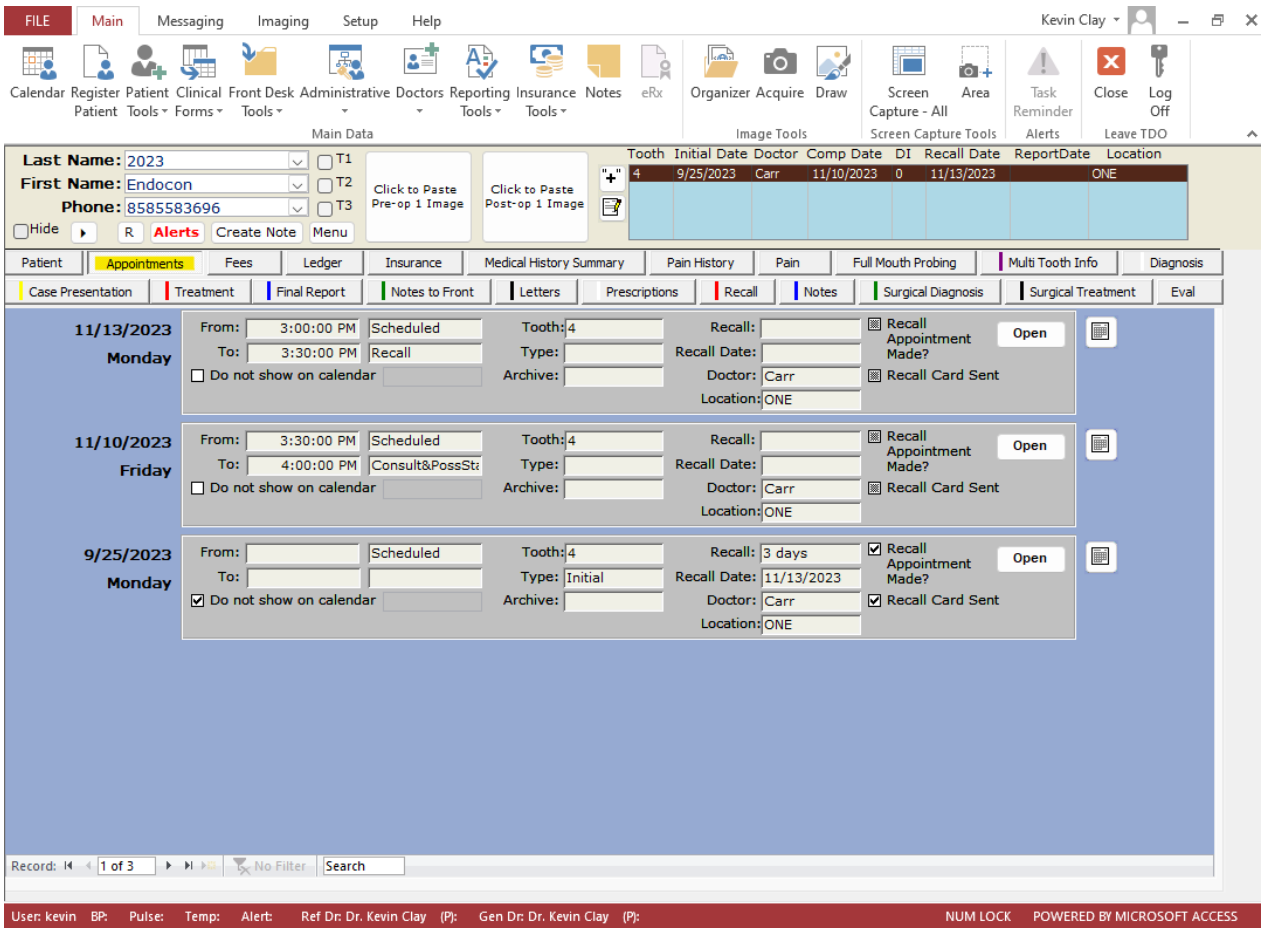


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Initial Appointment

An initial appointment is a "Created Tooth/Case". When a Tooth or Case is added by either a Referring Doctor through the **Referring Doctor Portal** when a **Tooth Needing Treatmen**t is selected, also, by clicking the **+** button, TDO can log this in the appointments page as an **Initial Appointment**. Lastly, to also add a Tooth/Case you can download a tooth from the **Multi Tooth Testing Page** and a Case will be added in.

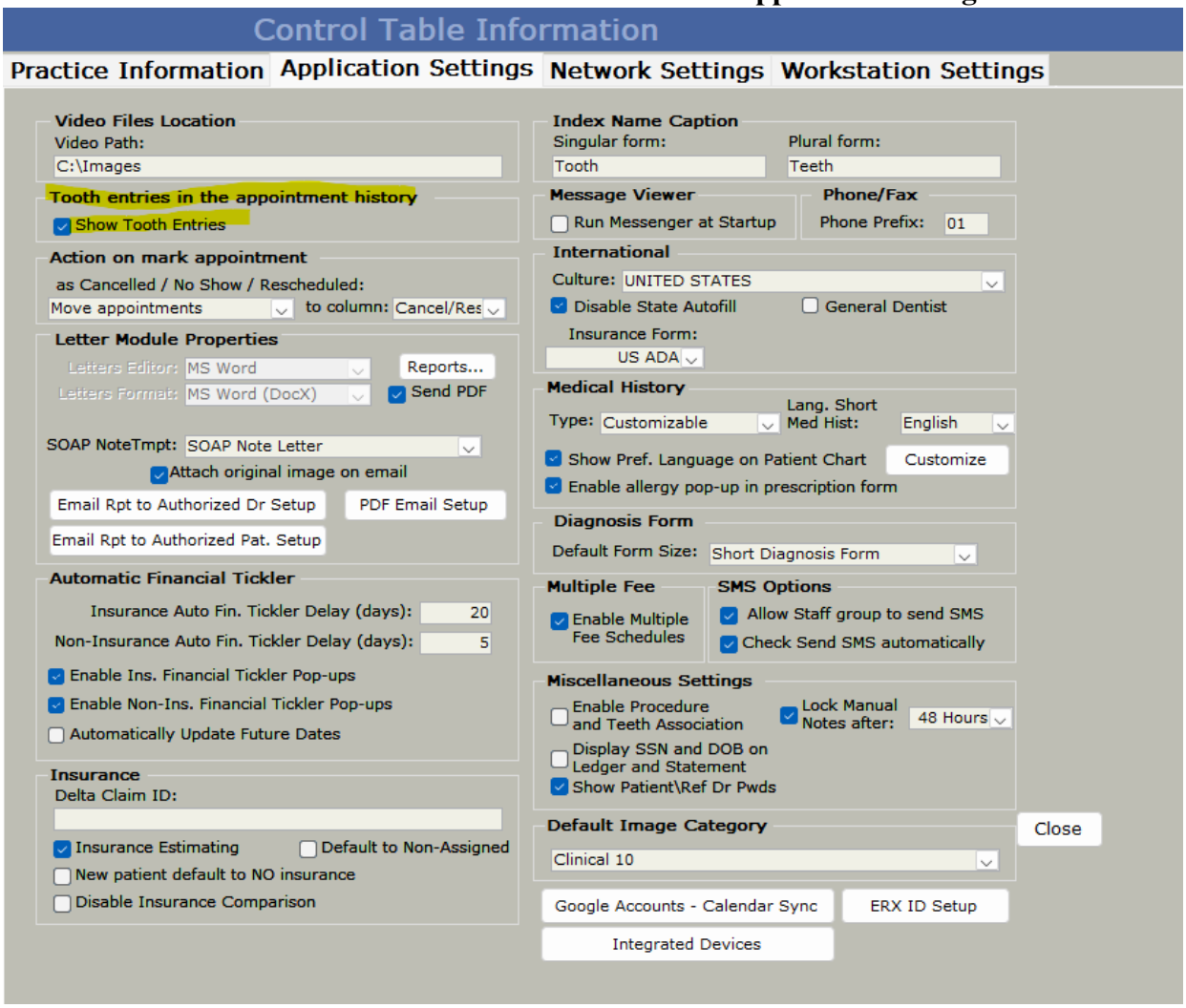
Initial Appointment Open

"**Open**" button doesn't work with this type of appointment. Error Message Below.

Hide Initial Appointments

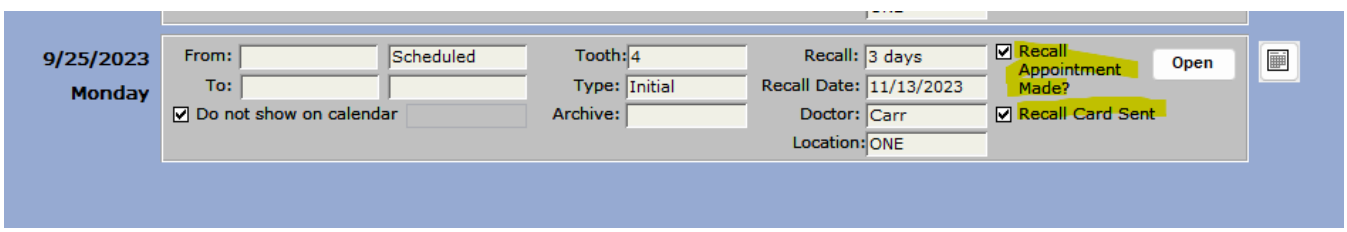
This can be hidden or enabled from your edit control table. **Setup> Site Configuration> Edit Control**

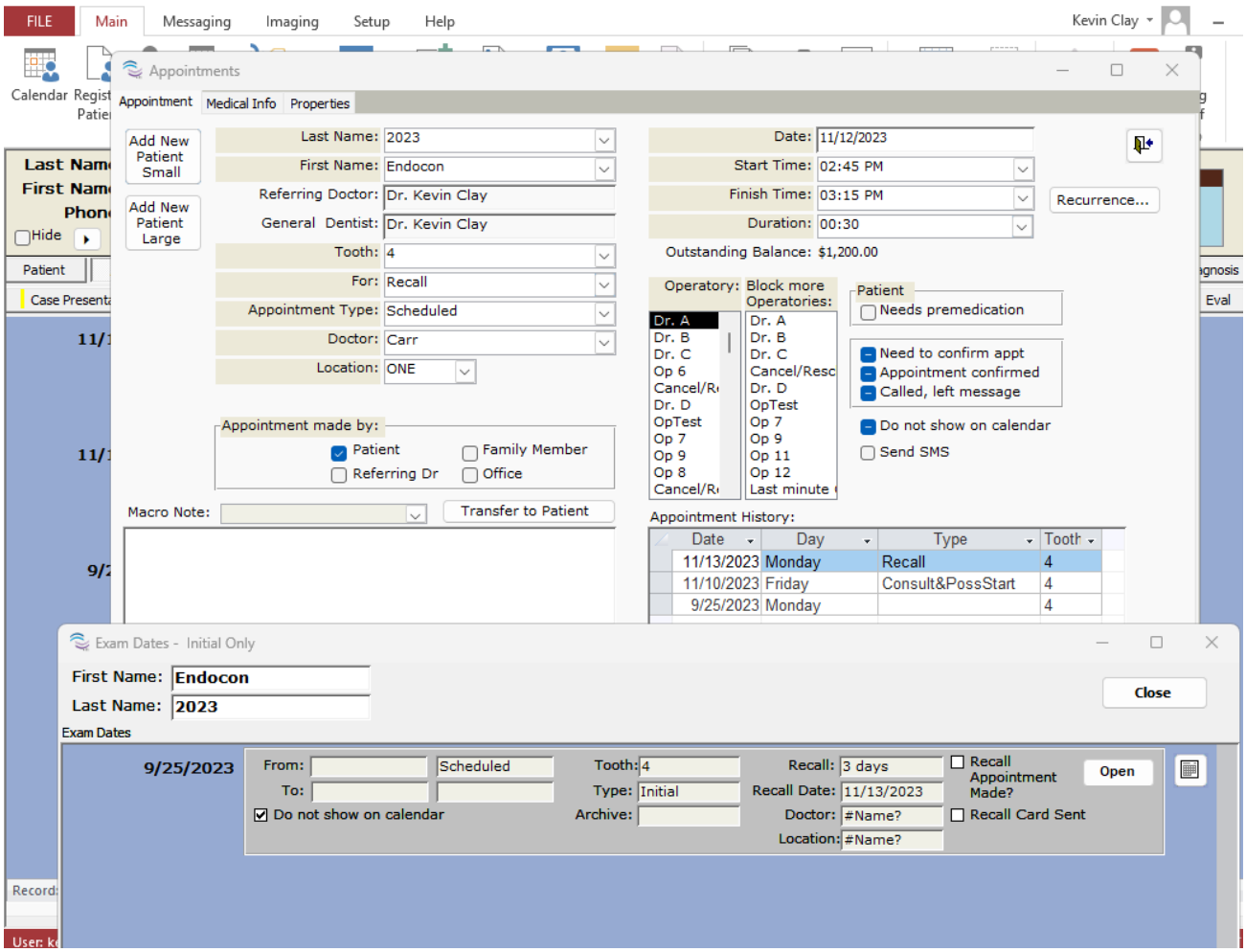
Table> Application Settings> Tooth Entries in the appointment history> when the box for **Show Tooth Entries** is selected it will add the **Initial Case** to the **Appointments Page**.



Recall Appointment & Recall Card Sent

To apply checkmarks, for the initial appointment, you will need to **schedule a recall**. When adding a Recall Type appointment you are then able to mark an initial appointment with a checkmark for **Recall Appointment Made** and/or **Recall Card Sent**. The Second Image shows a Recall appointment being made with a Pop up box allowing now to add checkmarks.





Open Edit Appointment Window

On the **Appointment** page is the clickable button, **Open** this will allow you to open the **Edit Appointment** without having to open the **Calendar**.

Open Initial Appointment

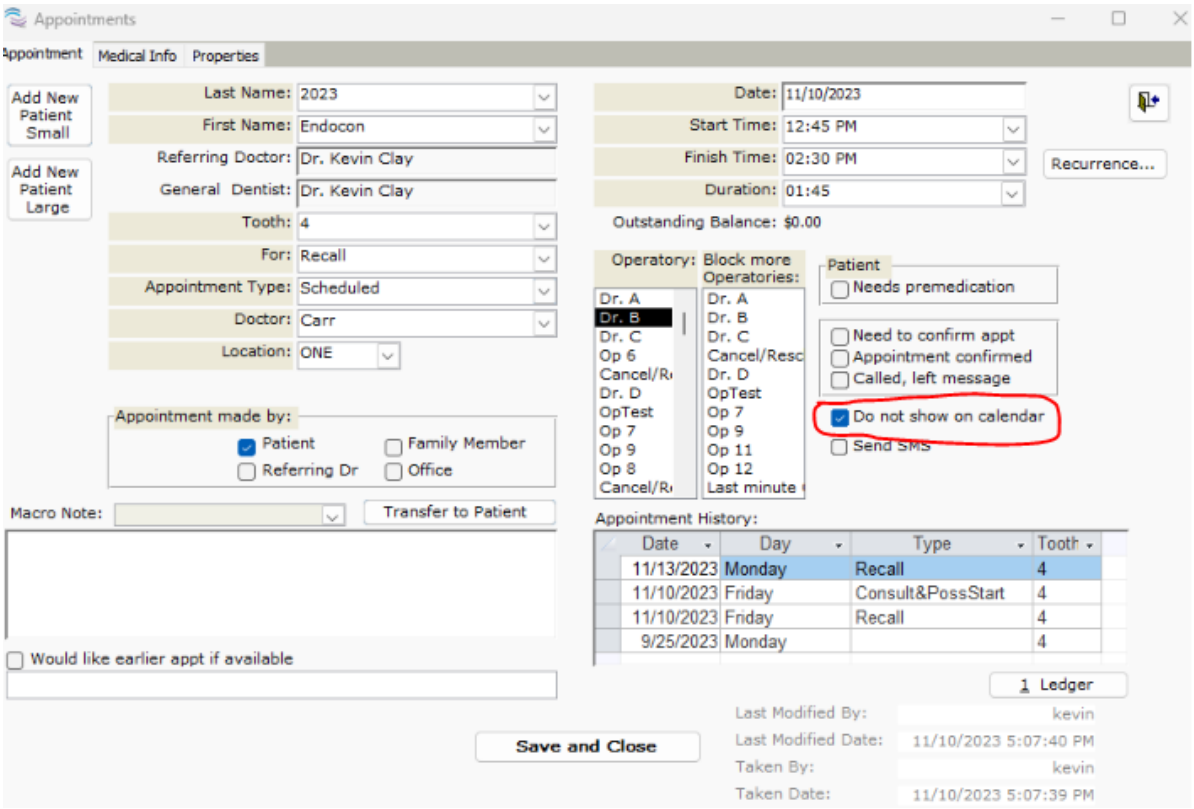
"**Open**" button doesn't work with **the Initial** type of appointment.

View in Calendar

On the far left is a **Calendar Icon** that will open your **Calendar** to the time and date of that appointment.

Do Not Show on the Calendar

This box cannot be clicked in the **Appointment Page** but indicates that the initial appointments will not show on the calendar. However, you can opt to hide an appointment from the **Edit Appointment** or the **Open button**, on this screen if the appointment does not need to be shown on the calendar.
This can be helpful if you wish to Hide the **no shows**, **cancelled**, and **rescheduled appointments** so they do not appear on your main calendar.



Related KBs

New Patient Appointment	Deleting an Appointment

Online URL: https://kb.tdo4endo.com/article.php?id=936