

BRIDGING CLIENT APPOINTMENT SCHEDULER

RESCHEDULE OR CANCEL AN APPOINTMENT

HOW TO RESCHEDULE AN APPOINTMENT:

NOTE: You can only reschedule or cancel an appointment up to 72 business hours prior to the appointment. After that, please contact Bridging.

HOME PAGE (landing page)

Bridging Appointment Scheduler Home Appointments Hello Casey Worker! Logout

Appointments [My Calendar](#) [+ Create Appointment](#)

- [2/25/2022 9:00 AM - Tellie Fown](#)
- [2/25/2022 9:00 AM - Rose Annaburr](#)
- [2/25/2022 9:00 AM - Hi There](#)
- [2/25/2022 10:30 AM - Gel Efish](#)
- [2/25/2022 10:30 AM - Billy Ray](#)

Links and Forms

- [Bridging Homepage](#)
- [Agency Guidelines - PDF](#)
- [Client Purchase NEW Beds Program](#)
- [Client Shopping Appointment VIDEO](#)
- [Bridging FAQs](#)
- [Preference Form](#)
- [User's Manual - Scheduling System](#)

From the Home Page, select the appointment from the Appointments list

To reschedule, click on "Select Date/Time"

APPOINTMENT DETAILS PAGE

Appointment Details

[General](#) [Customer Details](#) [Referral Form](#)

Confirmation Id	Customer
1654100041	Casey Worker

Schedule

Bloomington with DELIVERY

Schedule Description

Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time

03/31/2022 10:30 AM Select Date/Time

Status

Confirmed

[Save](#) [Referral Form](#) [Cancel Appointment](#) [Back](#)

The Scheduling Calendar page will appear:

SCHEDULING CALENDAR

Appointment Details

⚙️ General ☰ Customer Details 📄 Referral Form

← Previous

Availability - March 2022

Next →

Appointments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

← Previous

Next →

See available appointments ×

× Cancel

You can scroll through the calendar by clicking on **“Previous”** or **“Next”** to look for an available date/time. Available times are indicated by the white/open dates on the calendar. Select a date by clicking on the white/open date field. (e.g. **March 31**)

SCHEDULING CALENDAR

Appointment Details

⚙️ General ☰ Customer Details 📄 Referral Form

← Previous Availability - March 2022 Next →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

03/31/2022
10:30 AM (1)

← Previous Next →

The date selected will turn orange and one or two available times will appear in the list box on the right. Select an available time.

APPOINTMENT DETAILS PAGE

Appointment Details ⚙️ General ☰ Customer Details 📄 Referral Form 📄 Save 🗑️ Cancel Appointment ← Back

Appointment Date

Client First Name *

Client Last Name *

Appointment Type *
 In-Person Shopping Bridging shops for client Face Time Google Duo

Preferred Name/Preferred Pronoun

The Referral Form will appear for you to review. **Be sure to click on SAVE before you exit this screen.** You will receive an email confirming that it has successfully been rescheduled.

HOW TO CANCEL AN APPOINTMENT:

NOTE: You can only reschedule or cancel an appointment up to 72 business hours prior to the appointment. After that, please contact Bridging.

HOME PAGE (landing page)

Bridging Appointment Scheduler Home Appointments ▾ Hello Casey Worker! Logout

Appointments My Calendar

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From the Home Page, select the appointment from the Appointments list

APPOINTMENT DETAILS PAGE

Appointment Details

- General
- Customer Details
- Referral Form

Confirmation Id: 1654100041
Customer: Casey Worker

Schedule: Bloomington with DELIVERY

Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time: 03/31/2022 10:30 AM

Status: Confirmed

Click on the "Cancel Appointment" button

- Save
- Referral Form
- Cancel Appointment**
- Back

Cancel Appointment

Are you sure you want to cancel this appointment?

No, I Don't Want To Cancel | **Yes, Cancel It**

Save | Referral Form | **Cancel Appointment** | Back

HOME PAGE (landing page)

Bridging Appointment Scheduler



Home



Appointments ▾

Appointments




My Calendar



Create Appointment

 [3/17/2022 10:30 AM - First Name](#)

 [3/17/2022 10:30 AM - Ron Dup](#)

 [3/25/2022 9:00 AM - Suzy Woozie \(Cancelled\)](#)

 [3/25/2022 9:00 AM - Cocoa Cola](#)

 [3/25/2022 10:30 AM - Prezy Dent](#)

The appointment will still show up on your appointments list, but with “(Cancelled)” indicating its status.

NOTE: You will need to contact Bridging if you cancel an appointment in error.