

# View All Appointments

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Use this action to see all of the past and future appointments for this patient. This action only works as long as you are using the Appointment Scheduler in CollaborateMD.

1. Select **Patient > Patient**.
2. Use the **Search** field to search through your patients.

 Place a check in the **“Include inactive patients”** box to include inactive patients in your search results

3. Select the **Patient**.
4. Click **View All Appointments** found at the top of the page.
5. A list of all appointments for the patient is loaded.

 Click the  **Show Table** button to display your results in a table format.

6. Click on the appointment and then **Edit** to edit the appointment.
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