



# Tips & Tricks Weekly



## Schedule Refresh Rate and Live Scan

Make sure that your Schedule Refresh Rate is 1 minute.

1. From the Schedule page, click the gray cog wheel.
2. Change the Automatic Refresh rate to 1.

\* You can also change your Schedule Contents to reflect All Appointments, if you wanted.

*For the Live Scan Users—  
If you are using a local (on your desktop) folder (usually named Batch), you can upload that entire folder into Live Scan, instead of one-by-one.  
This process typically used for electronic faxes.*