

## EVV — Change Date and/or Employee on a Single Schedule

Update an existing scheduled visit to change the date/time or the assigned employee. Updates flow to EVV Visits, Schedule, and the CareChamp/Telephony systems.

□□□ [Watch: Change a Scheduled Visit when an Aide Calls Out](#)

**Important:** Each schedule is created from the aide care plan and inherits its tasks. Creating a new schedule here may not link to the aide plan and can cause CareChamp issues. Edit the existing schedule instead.

### Steps

1. Go to Aide Activity > Aide Schedule (or Employee Activity > Schedule).
2. Pull up the employee or patient from the top search bar.
3. Right-click the schedule and choose Edit.
4. Update the Employee, Time In, Time Out, and (if needed) the Day of Week at the bottom.
5. Click Save & Close. The visit updates immediately.

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### Click & Drag: In the Schedule Calendar, drag a visit to a new date/time slot to reschedule quickly.

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☐ ☐ Need help? [Contact Barnestorm Support](#)

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51574.aspx>