# EVV — Change Date / time / 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. Verify that the Job Code is correct and does not change to the employee's default code.
6. Click Save & Close. The visit updates immediately.

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

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

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle51574.aspx