

SimboVara Workflow Customization: Build Appointment Rescheduling Workflow Questions - Admin Panel

Purpose

Guide Copilot to collect the exact information needed to reschedule.

Where to edit: Appointment Rescheduling Workflow Questions

Suggested questions

- Please provide the appointment details you want to reschedule including date, time, and doctor
- What is your preferred time to reschedule the appointment

Steps

1. Enter the two lines above.
2. Add any extra rules, such as blackout days, if needed.
3. Click **Save** and test.

Tips and Good practices

- Ask for multiple acceptable times to speed up staff follow-up.
- If self-booking is enabled in your clinic, add a line that offers it.

Revision #3

Created 18 September 2025 04:42:01 by Admin

Updated 18 September 2025 05:41:16 by Admin