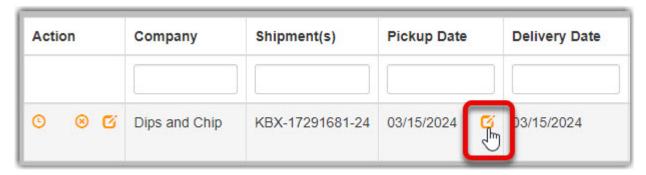


## Dock Scheduler: Special Requesting Appointments

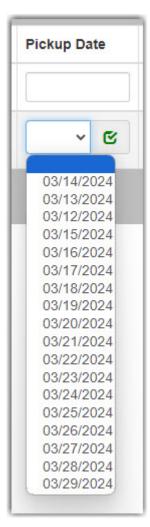
In Dock Scheduler, if your desired appointment is not available when you click **Get Times,** click the **Special Request** button to request a different time.

1. Orders that allow for changes to appointment dates will have an **Edit** icon next to the date. Click the **Edit** icon next to the date.



2. Select the desired date and then click on the green checked box to confirm the new date.





3. If your desired time is available, follow the steps to schedule an appointment by clicking the **clock** icon, selecting a time and then clicking **Schedule**.



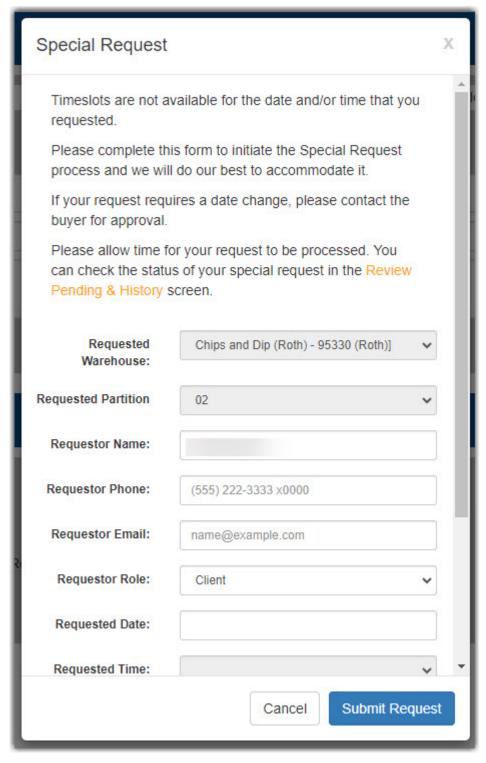
4. If your desired time is not available or no times are available at all, you can submit a special request by clicking the **Special Request** button.





5. Fill out all fields on the form and then click **Submit Request**.





6. The special request will now show in **Review Pending and History** until it



## is either approved or rejected.

