
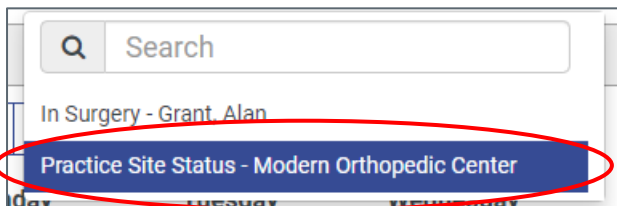
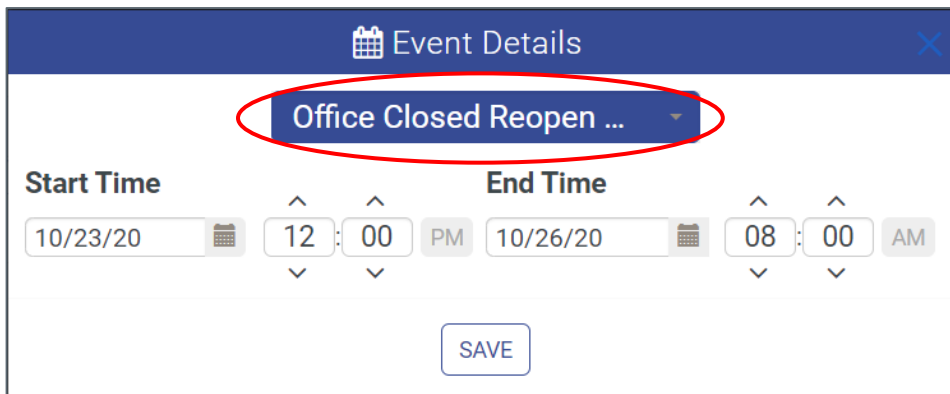


Update Your PerfectServe Greeting via Practitioner Web

1. Go to www.perfectserve.com and click **Sign In**.
2. **Login** using your designated credentials.
 - In *most* cases, practice managers and office staff use a PerfectServe provided username and password.
 - If a practitioner is accessing Practitioner Web to update the practice greeting, they may have designated PerfectServe credentials; or, if their facility has integrated its active directory with PerfectServe, they may use their hospital-issued credentials.
3. Select **Status**  on the navigation menu.
4. Select the **schedule** to update.
 - **NOTE:** The schedule is typically labeled as Practice Site Status.



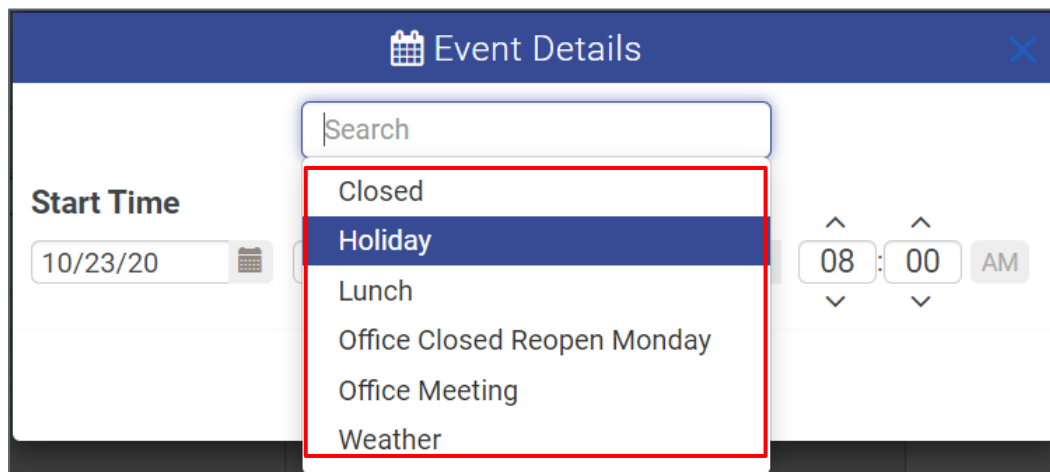
5. Select the applicable greeting. In the **Event Details** window, adjust the date and/or times.



6. When finished, click **Save**.

Edit Your Current Lunch, Holiday or Closed Greetings

1. If you are going to lunch at a different time than what is scheduled, you need to have your office closed for a holiday, or if your office is closing early, **click** the date that needs to be adjusted.
2. In the **Event Details** window, **select** the appropriate greeting from the drop-down list.



3. Adjust the start and end times as needed. When finished, click **Save**.

