1. Receptionist logs into the system.
2. Receptionist choose to manage appointments.
3. System displays a list of upcoming appointments.
4. Receptionist clicks on an existing appointment.
5. Receptionist chooses a new date and time for the appointment.
6. Receptionist confirm the changes made to the appointment.
7. System records the changes for the appointment.

**Extensions**

**1a: Receptionist fails to log into the system.**

.1 System displays an error to the user.

.2 The use case restarts at (1)

**5a: The date or time is not a present or future date/time.**

.1 System displays an error to the user.

.2 The receptionist must choose another date or time.

**5b: The GP/nurse is not available at the selected date and time**

.1 System displays an error to the user.

.2 The receptionist must arrange another date and time with the patient and enter them again.