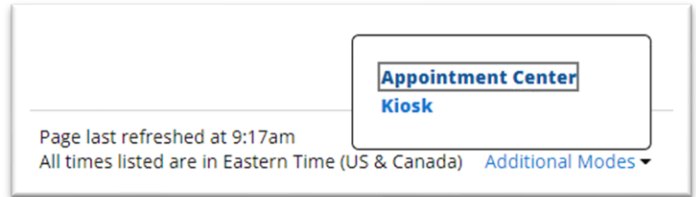


Navigate360: Make an Appointment for Another User

The Appointment Center lets staff manage appointments at an individual location

1. Open the Appointment Center

- From the *Staff Home* screen, click *Additional Modes* in the bottom right corner of the screen.
- Click *Appointment Center* from the pop-up menu.
- Click the name of the location for the student's appointment.



2. Create an appointment for the student with the appropriate staff

- Enter the student name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. The click the correct student name when it appears below the search bar. An info box will appear with the student's name, E Number, and email for verification.
- Scroll down to the row of four boxes reading *Care Unit, Service, Staff, Meeting Types*.

Care Unit	Service	Staff	Meeting Types
Advising	All Services	All Staff	All Meeting Types

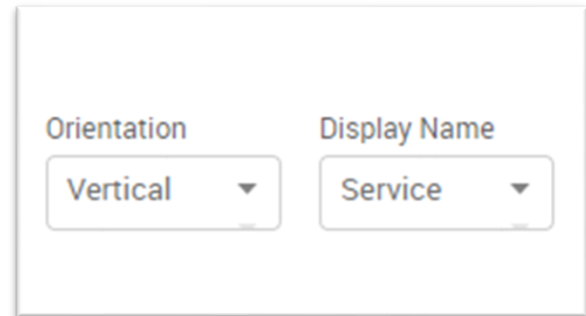
- Click the *All Services* drop-down menu under *Services* and select the service which most closely matches the student's presenting need. If none closely match, select *General Advising Questions*.
- Click the *All Staff* drop-down menu under *Staff* and select the name under *Assigned Staff*. If there is no assigned staff, select any name or leave this box blank.
- Click the *All Meeting Types* drop-down menu under *Meeting Types* and select the student's preferred meeting type – *In Person, Phone, Virtual*. Only the meeting types the staff has set in their availability will appear in the *Meeting Types* box. NOTE: The *Scheduling Grid* may fluctuate as selections are made for Service, Staff, and Meeting Types.
- Review the *Scheduling Grid* for times that the staff and student are both available.

	Bucky Buc	Staff Buc 1	Staff Buc 2
8 AM ET		Busy	Busy
9 AM ET			
10 AM ET			Busy
11 AM ET		Busy	
Noon ET		Busy	Busy

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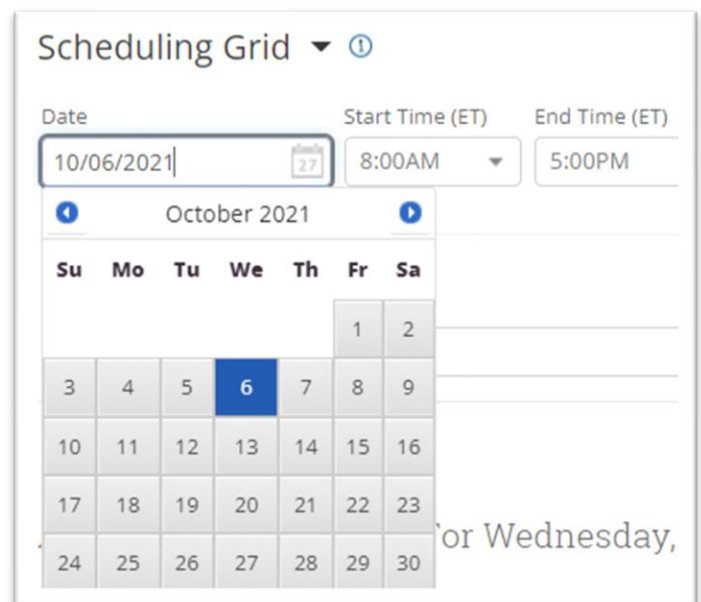
The Appointment Center lets staff manage appointments at an individual location

- **NOTE:** Existing items on the staff or student calendar will be blocked as *Busy*. The first column will show the student's availability. The following columns will show staff availability in alphabetic order. The student column is frozen. A scroll bar at the bottom of the *Scheduling Grid* may be used to compare student availability to another staff availability.
- **NOTE:** You can also change the *Orientation* view of the schedule from *Vertical* to *Horizontal* on the right-hand side. Changing the Display Name from *Service* to *Attendee* will allow you to see an attendee's name under a booked appointment.



A screenshot of two dropdown menus. The first is labeled 'Orientation' and has 'Vertical' selected. The second is labeled 'Display Name' and has 'Service' selected.

- If needed, use the Scheduling Grid inputs to search for a specific date or time. Click inside the *Date* box to select a date from a drop-down calendar.
- Once you have confirmed a date and time with the student, click the free space for the date and time inside the staff members' scheduling grid.
- A *Create an Appointment* window will appear. Confirm the *Service, Organizer, Meeting Type, Student,* and *When* information.
- Enter text in the *Comments* box. Include your initials and any information which may be helpful for the Advisor in preparing for the student appointment.
- Click *Create Appointment*. A confirmation email will be generated for the student and the Advisor.



A screenshot of the 'Scheduling Grid' interface. At the top, there are input fields for 'Date' (10/06/2021), 'Start Time (ET)' (8:00AM), and 'End Time (ET)' (5:00PM). Below these is a calendar for October 2021. The calendar shows days from Sunday to Saturday. The 6th of October is highlighted in blue. To the right of the calendar, there are several empty rows for staff members. The text 'or Wednesday,' is partially visible at the bottom right.