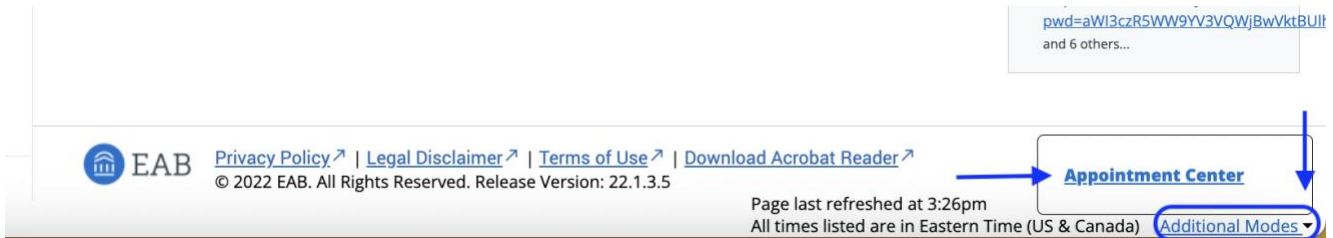


# Navigate – Edit/Move/Cancel an Appointment for Another User

Manually edit, move, or cancel an appointment for another user or student.

## 1. To 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.



## Choose Appointment Center Location

Appointment Center Name

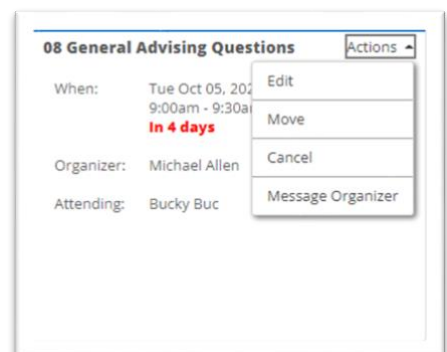
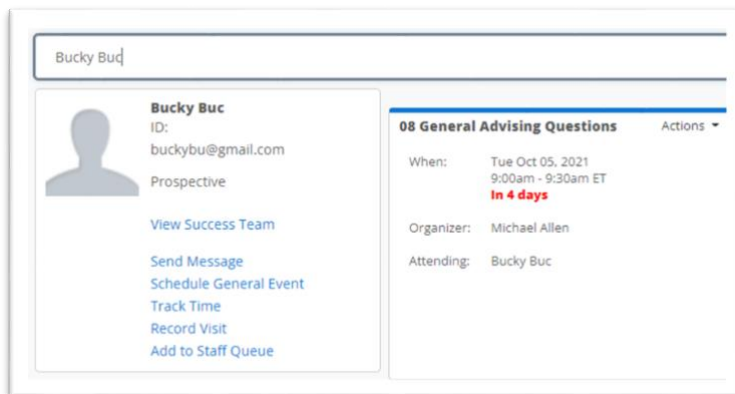
Available Locations

['Exploratory / Undecided'](#)

['University Advisement Center \(LS\)'](#)

## 2. To locate the existing appointment:

- Enter the student name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. Then, 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.
- If the student has an upcoming appointment at this location, the appointment will appear as a second info box:



- NOTE: If the second info box does not appear, the student may have an appointment at a different location. Go back to the Appointment Center by clicking *Additional Modes* in the bottom right corner of the screen and then click *Appointment Center* from the pop-up menu. Enter the student name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. Then, click the correct student name when it appears below the search bar.
- Once you have located the student's upcoming appointment, click *Actions* in the top right corner of the info box.
  - The *Actions* menu will allow you to Edit, Move, or Cancel the student appointment.
  - *Move* will jump to the scheduling grid. Click inside the scheduling grid at the new desired time, and all of the appointment information will be moved to that day/time.
  - *Cancel* will cancel the appointment.
  - *Edit* will open an *Edit an Event* page will load where changes may be made or the appointment may be deleted. After making one of the below edits, click *Save Appointment* at the bottom of the page.
    - Make sure to use the *Filters* on the left to change the Location, Service, Meeting Type, URL, or Comments for the appointment.
    - Use the *Choose a Time to Meet* workflow towards the bottom right to edit the day/date, time, or length of time.
    - To edit the date, use the *Select a Date* calendar to the left of the *Choose a Time to Meet* workflow.
    - To edit the length of time, click the checkboxes for the desired time blocks. If a hold has been placed on the Outlook calendar which creates a *Busy* conflict, first select *Unlock Times with Conflicts* from the *Availabilities* drop-down menu.
    - NOTE: Using the *Length* drop down menu will not automatically extend the meeting later in the day. It is not the preferable way to elongate the length of time for the appointment.

The screenshot displays the 'Choose A Time To Meet' interface. On the left, there is a 'Meeting Type' dropdown set to 'In Person', a 'URL / Phone Number' field, and a 'Comments' text area. Below this is a 'Select a Date' calendar for the month of September. The main part of the interface is a grid titled 'Choose A Time To Meet' with columns for dates 09/04 (SUN), 09/05 (MON), 09/06 (TUE), 09/07 (WED), and 09/08 (THU). The rows represent time slots: 8:00am - 8:30am ET, 8:30am - 9:00am ET, 9:00am - 9:30am ET, 9:30am - 10:00am ET, 10:00am - 10:30am ET, and 10:30am - 11:00am ET. Each cell in the grid contains either 'BUSY' or 'CONFLICTS'. A dropdown menu on the right side is open, showing 'Availabilities:?' and 'Unlock Times With Conflicts' as the selected option. A blue box highlights the 'Unlock Times With Conflicts' option in the dropdown menu.