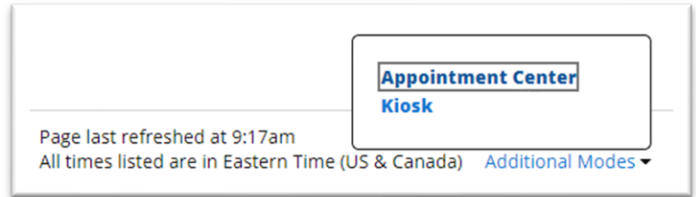


Navigate: Edit/Move/Cancel an Appointment for Another User

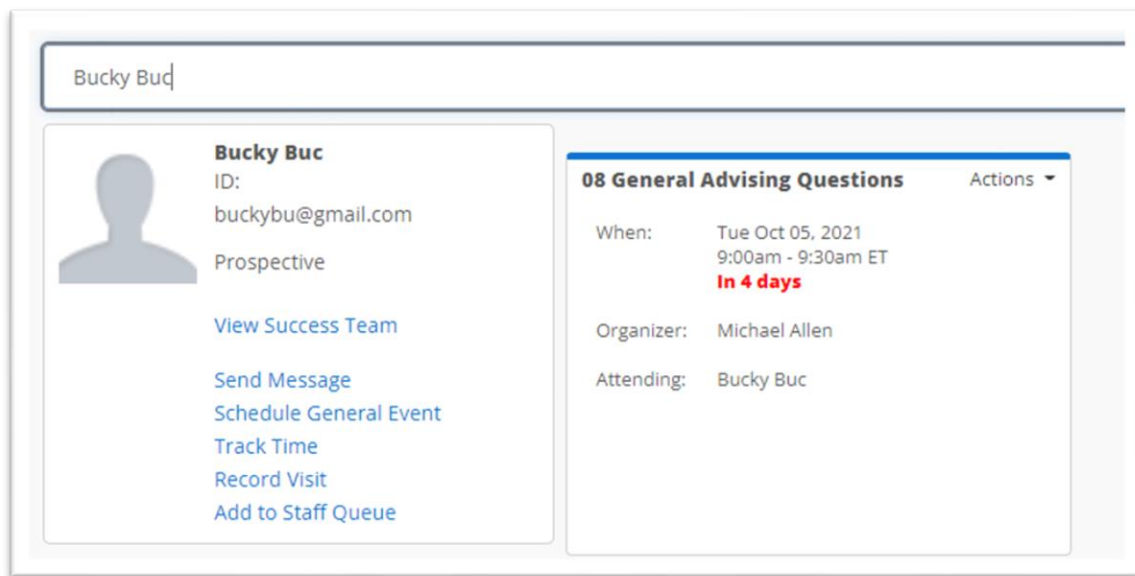
1. Open the *Appointment Center*

- 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.

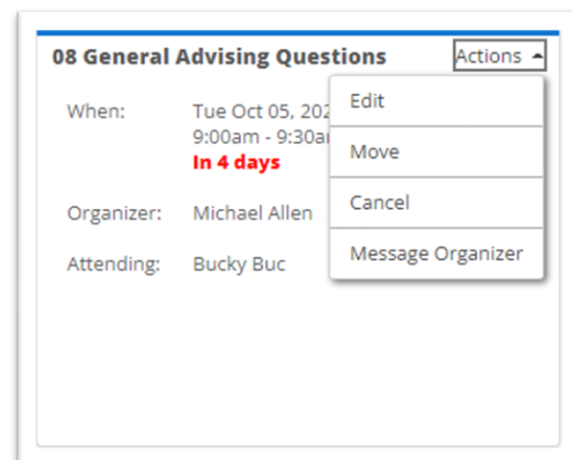


2. Locate the existing appointment

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



- 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. The 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.
 - 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.

Choose A Time To Meet

Length: 30 min

Availabilities: ?

TIME SLOT	10/24 (SUN)	10/25 (MON)	10/26 (TUE)	10/27 (WED)	10/28 (THU)
7:00am - 7:30am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:30am - 8:00am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00am - 8:30am ET	<input type="checkbox"/>	BUSY	BUSY	BUSY	BUSY
8:30am - 9:00am ET	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/1	0/1	0/1
9:00am - 9:30am ET	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0/1	0/1	0/1
9:30am - 10:00am ET	<input type="checkbox"/>	BUSY	0/1 CONFLICTS	0/1	0/1 CONFLICTS
10:00am - 10:30am ET	<input type="checkbox"/>	<input type="checkbox"/>	0/1 CONFLICTS	0/1	0/1 CONFLICTS

Select a Date

October 2021

Su Mo Tu We Th Fr Sa

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Unlock Times With Conflicts

Show Availabilities for This Course/Service

Show All Availabilities

Unlock Non-Available Times