Navigate360: Copy Time from Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments. Staff can copy an availability and make modifications without making new availability.

1. **Use the Copy Time function to create additional availabilities**

   - Click the check box to the left of an availability.
   - In the *Available Times* box, click *Actions*. Choose *Copy Time* from the drop-down menu. A *Copy and Add Availability* box will appear.
   - Click *Copy Time*
   - Edit the desired information. If editing the *Location*, the *Services* will need to be input again.
     - **NOTE:** If editing the *Meeting Type* in an availability, make sure the *Special Instructions* match the *Meeting Types* offered (EX: If *In Person/Virtual* is offered, *Special Instructions* should have *For In-Person Appointments* <u>AND</u> *For Virtual Appointments*. If only *Virtual* is offered in an *Availability* instance, *Special Instructions* should only list *For Virtual Appointments*.)
     - **Examples of additional availabilities:** Create Tuesday/Thursday availability. Create availabilities for the final exam period. Create availabilities for specific Campaigns. Create availabilities in which only virtual or phone Meeting Types are available.