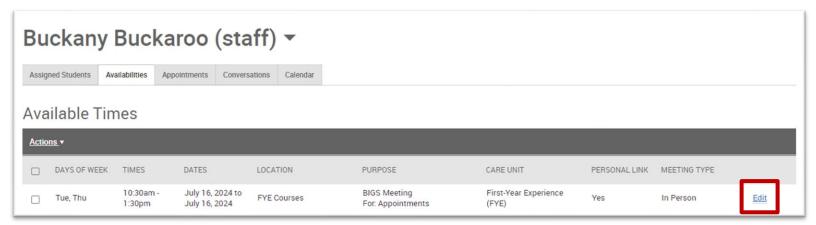# Navigate360: Editing Availability

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 Edit function to edit existing availabilities**

   o Click the *Edit* link to the right of an availability instance

   o Edit the desired information. If editing the *Care Unit* or *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.