

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

- Click the [Edit](#) link to the right of an availability instance

Buckany Buckaroo (staff) ▾

[Assigned Students](#) [Availabilities](#) [Appointments](#) [Conversations](#) [Calendar](#)

Available Times

Actions ▾

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
<input type="checkbox"/>	Tue, Thu	10:30am - 1:30pm	July 16, 2024 to July 16, 2024	FYE Courses	BIGS Meeting For: Appointments	First-Year Experience (FYE)	Yes	In Person	Edit

- 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](#) **AND** [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.