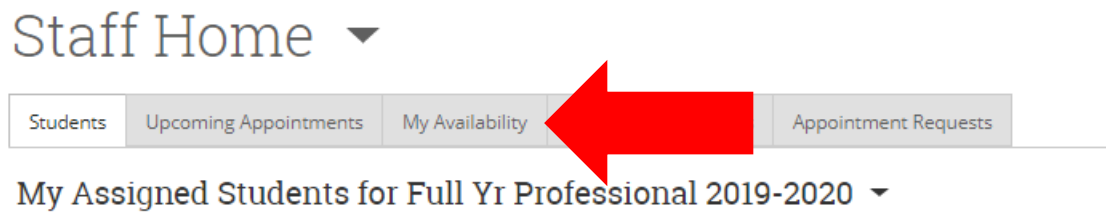
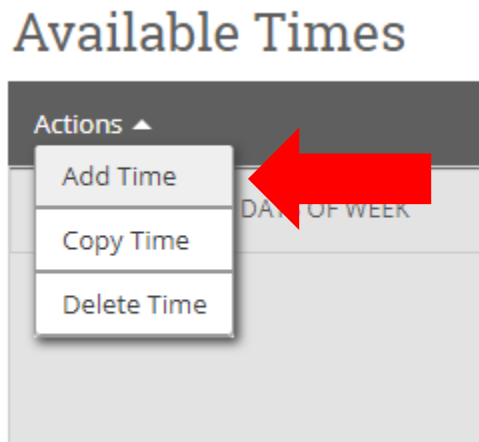


How to Set-Up Appointment and Drop-In Availability

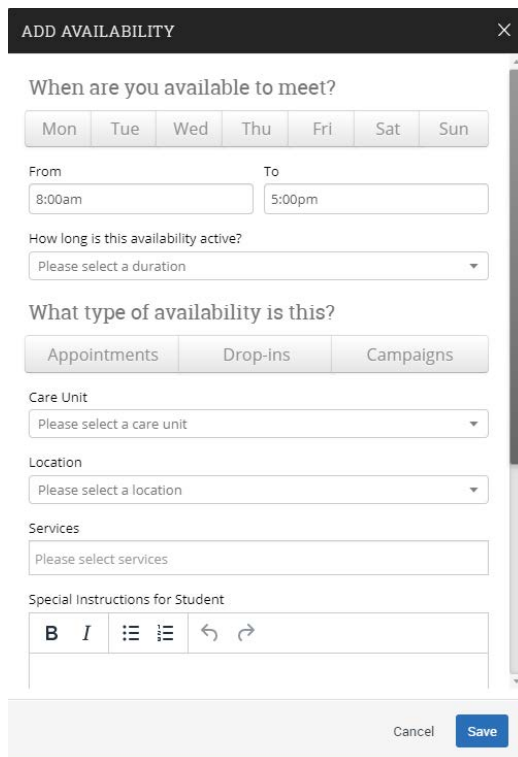
1. On your “Staff Home” screen click the tab “My Availability.”



2. Click the “Actions” drop down menu and click “Add Time.”



3. The “Add Availability” pop up will then show.



The screenshot shows the 'ADD AVAILABILITY' pop-up form. The form has a title bar with 'ADD AVAILABILITY' and a close button. The main content area is titled 'When are you available to meet?' and includes a row of buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. Below this, there are two input fields for 'From' (8:00am) and 'To' (5:00pm). A dropdown menu for 'How long is this availability active?' is set to 'Please select a duration'. The next section is titled 'What type of availability is this?' and has three buttons: 'Appointments', 'Drop-ins', and 'Campaigns'. Below this, there are three more dropdown menus: 'Care Unit' (Please select a care unit), 'Location' (Please select a location), and 'Services' (Please select services). At the bottom, there is a text area for 'Special Instructions for Student' with a rich text editor toolbar containing bold, italic, list, and link icons. The form ends with 'Cancel' and 'Save' buttons.

- A filled in availability should like the one below. Click ALL services you will be offering for appointments.

ADD AVAILABILITY
✕

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From To

How long is this availability active?

What type of availability is this?

Appointments
Drop-ins
Campaigns

Care Unit

Location

Services

Special Instructions for Student

B *I* ☰ ☷ ↶ ↷

Cancel Save

- You can also add “Additional Instructions” at the bottom of the pop up, such as, “Please check-in on the 2nd floor of Hotard” or “Bring your paper degree planner.”
- You will hit save.
- Current availability will be white and past/future availability will be red. See below.

Available Times

Actions ▾							
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:30a-12:00p	August 19, 2019 to August 23, 2019	Office for Student Success - Hotard Hall	OSS - General Advising For: Drop-Ins	Advising Texas A&M University	Edit
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	1:30p-4:30p	Fall 2019 - College Station	Office for Student Success - Hotard Hall	OSS - General Advising For: Appointments	Advising Texas A&M University	Inactive/Edit

*Students cannot find your location if you do not have availability.

*If you set up your availability by semester, you will need to update your availability around finals for winter/summer break.