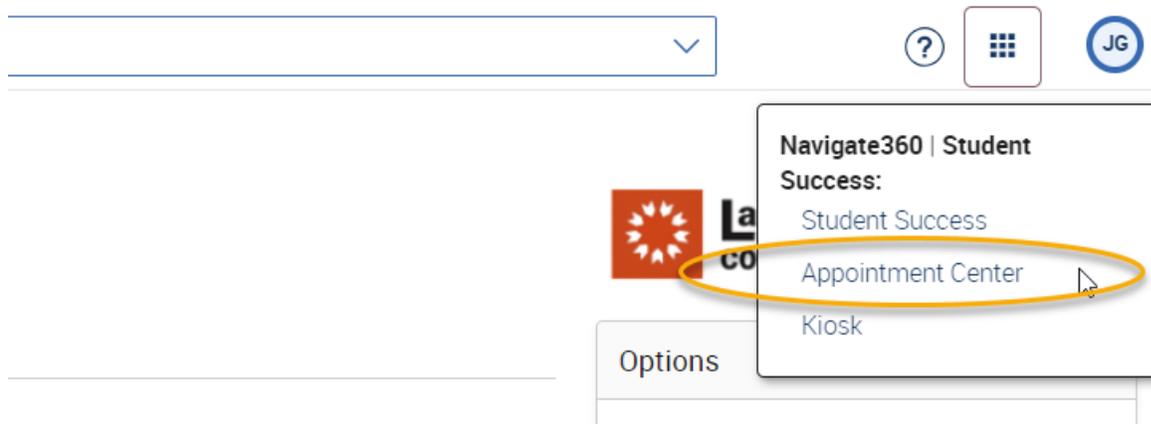


How to use the Appointment Center for appointment management

The Appointment Center allows you to view calendars and appointments of staff who have set up availability for a particular location (e.g. ASAP, Writing Center, etc.). You can also use it to schedule student appointments, cancel or reschedule student appointments, or check students in.

Select the tray icon on the top right of the screen and select Appointment Center



Pick your location (office or department)

[Modern Language Lab](#)

[Peer Advisor Academy](#)

[Reading Lab](#)

[Registration Lab](#)

Next page...

By default you will see the Scheduling Grid, showing you all staff who have set up appointment or drop-in availability.

Scheduling Grid ▾

Date: 07/02/2024 Start Time (ET): 8:00AM End Time (ET): 5:00PM Refreshed Today 9:36pm ET

Care Unit: Advising & Career Service: All Services Staff: All Staff

Meeting Types: All Meeting Types

[Find First Available?](#)

Appointment Schedule For Tuesday, July 2, 2024

Orientation: Vertical Display Name: Service

Open Time Staff Unavailable

	Tope Banjo	Julissa Camilo Valerio	Anthony La Mattina
8 AM ET	Scheduled →	**Peer Advising Appointment	
9 AM ET			

View the current day or select a different

Use the filters as needed

**White = open
Gray = unavailable**

Click the open space to book an appointment

If you hover your mouse over a scheduled appointment, you will have the option to cancel, edit or move the appointment, or send a message to the staff and student

**Peer Advising Appointment		
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****Peer Advising Appointment** ✕

When: Tue Jul 2, 2024
08:15am - 08:45am ET

Organizer: Julissa Camilo Valerio

Attending: Juan Acosta

Status: Not Started

[Edit](#) [Move](#) [Send Message](#) [Cancel](#)

If you click an open space, you can book an appointment

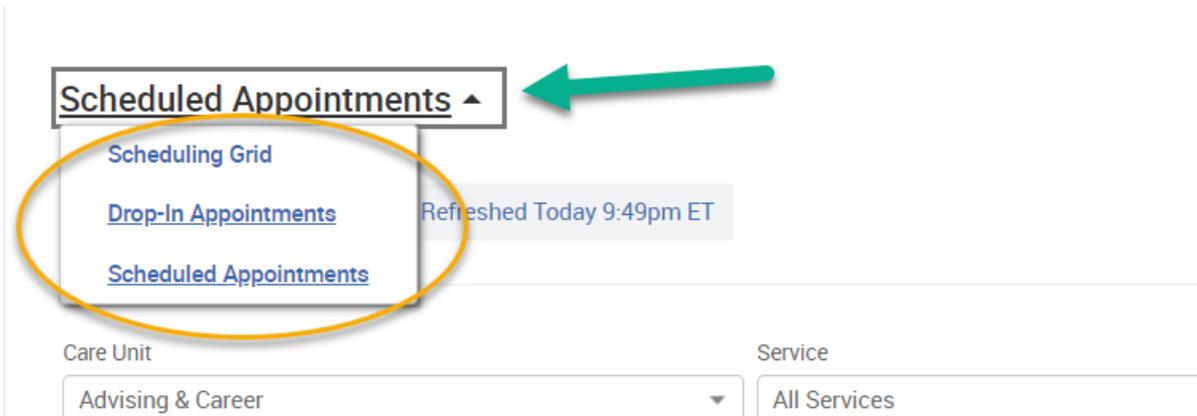
- Select the Service and Meeting Type
- Enter an EMPLID or write the name to lookup the student attendee
- Enter a comment if applicable
- Select Create Appointment

The screenshot shows a web form titled "CREATE AN APPOINTMENT" with a close button (X) in the top right corner. The form contains the following fields and options:

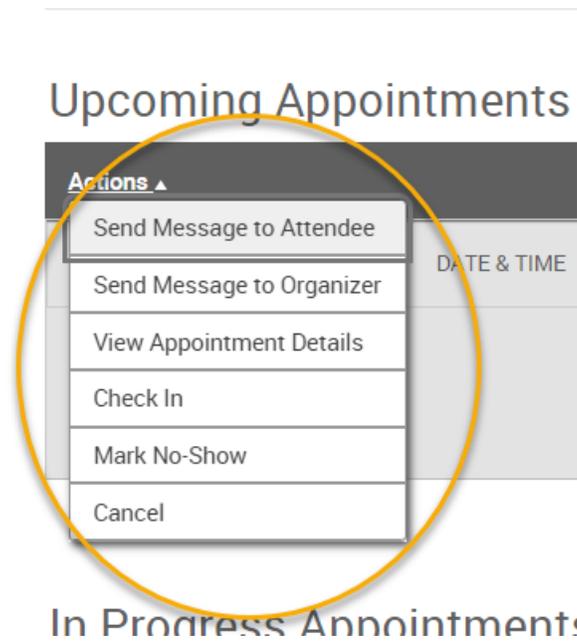
- Service:** A dropdown menu showing "**Peer Advising Appointment" with a link to "Show All Services for this location".
- Organizer:** A text field containing "Anthony La Mattina".
- Meeting Type:** A dropdown menu showing "Virtual/Zoom" with a link to "Show All Meeting Types".
- Student:** A search field containing "Juan Acosta" with a magnifying glass icon and a link to "Create a Student".
- When:** A section with the text "Times listed are in ET." and three input fields: "07/02/2024", "9:30am", and "30 min" with a dropdown arrow.
- Comments:** A text area containing the text "Student needs help dropping a course".
- Options:** A list of checkboxes:
 - Student has checked in for appointment
 - Send E-mail Reminder to the organizer attendee
 - Send E-mail Reminder to non organizer attendees
 - Send Text Reminder to the organizer attendee
 - Send Text Reminder to non organizer attendees

At the bottom right, there is a blue button labeled "Create Appointment" with a green arrow pointing towards it from the left.

Utilize the Drop-in or Scheduled Appointment screens to more easily manage drop-ins or scheduled appointments



In the Scheduled Appointment screen, you can check a student in or mark as no show. Checking a student in will create a notification for the staff member letting them know their appointment has arrived.



Next page

You can also check students in via the Scheduling Grid. If you type the name or EMPLID of a student who has an appointment, a box will appear and you can check in

The screenshot shows a search bar at the top with the name "Juan Acosta" entered and highlighted by a yellow oval. Below the search bar, there are two main panels. The left panel displays the student's profile: a grey silhouette icon, the name "Juan Acosta", ID "24401123", email "jacosta008@citymail.cuny...", and role "Undeclared Pre-Health Sc...". Below the profile are several blue links: "View Success Team", "Send Message", "Schedule General Event", "Track Time", "Record Visit", and "Add to Staff Queue". The right panel is titled "**Peer Advising Appointment Actions" and contains appointment details: "When: Today at 8:15am - 8:45am ET", "Organizer: Julissa Camilo Valerio", "Attending: Juan Acosta", and "Time: about 14 hours late". At the bottom of this panel is a blue "Check-In" button, which is pointed to by a green arrow.

Or, you can allow students to check themselves in using the Kiosk. See Recording Office Visit guide for more information.