How to Use Your Appointment Center

Change the way you view the appointments

1. The default to view your appointments is a vertical grid.

2. To change to a horizontal view, click on the Orientation drop down and select Horizontal.

3. Now you can view your appointments horizontally. This can be easier to view a larger group of Advisors.

**Please note:**
Currently there is no way to make this change the default.
Change the way the names of appointments are displayed
The default display name on your appointment is the name of your Service. To change the name that is displayed on the appointment to the name of the student, click the Display Name drop down and select Attendee. Now the name of the student will show up in their appointment slot rather than their Appointment type.

Change the date you are viewing
To make an appointment on a different date, click on the Date field under the Scheduling Grid. Select the date you want to make an appointment on in the calendar. Follow the instructions on how to schedule an appointment.

Change the start and end time of the Scheduling Grid
The default appointment times in Pathways is from 8am-5pm. Many offices are open during different hours. To change the time, simply click on the drop down menus called Start Time and End Time to change the time you see in your grid.

Please note: Currently there is no way to make any of these changes the default.