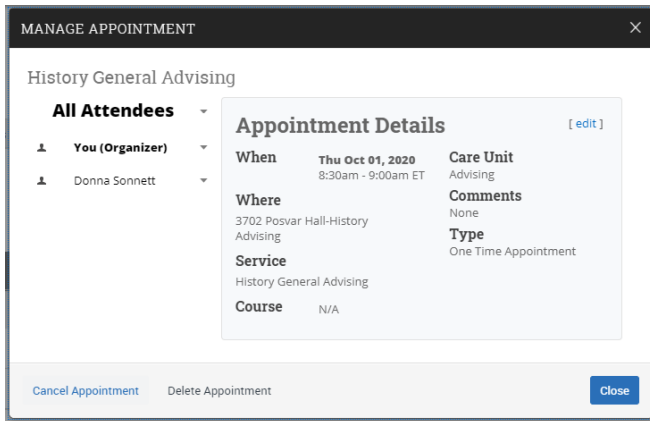
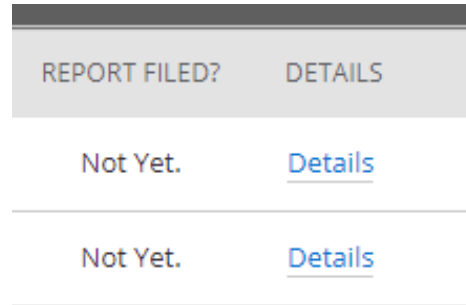


How to Edit an Appointment

1. From your Upcoming Appointment tab on your Staff Home page, click on the Details link for the appointment you want to edit.
2. This will bring up the appointment details. Click the edit button at the top.



4. Make changes to the existing appointment in the scheduler which has both the availability of the advisor and any conflicts with the student's schedule.

Choose A Time To Meet

Length: Availabilities: ?

TIME SLOT	01/27 (SUN)	01/28 (MON)	01/29 (TUE)	01/30 (WED)	01/31 (THU)	02/01 (FRI)	02/02 (SAT)
6:00am - 6:30am				CONFLICTS			
6:30am - 7:00am			CONFLICTS	CONFLICTS			
7:00am - 7:30am			CONFLICTS	CONFLICTS			
7:30am - 8:00am			CONFLICTS	CONFLICTS			
8:00am - 8:30am			CONFLICTS	CONFLICTS			
8:30am - 9:00am		DROP-IN	CONFLICTS	CONFLICTS	0/1	DROP-IN	0/1
9:00am - 9:30am		DROP-IN	CONFLICTS	CONFLICTS	0/1	DROP-IN	0/1
9:30am - 10:00am		DROP-IN	CONFLICTS	CONFLICTS	0/1	DROP-IN	0/1
10:00am - 10:30am		DROP-IN	CONFLICTS	CONFLICTS	0/1	DROP-IN	0/1
10:30am - 11:00am		DROP-IN	CONFLICTS	CONFLICTS	0/1	DROP-IN	0/1

5. Save Appointment and an update will be set to both the advisor and student.

