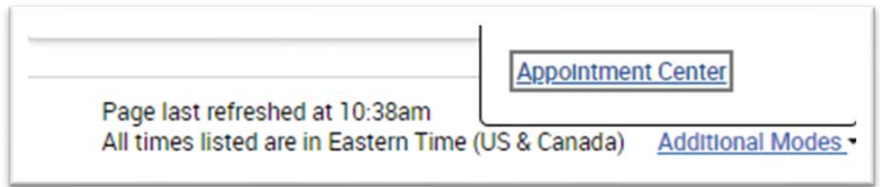


Navigate360 – Edit/Move/Cancel an Appointment for Another User

The Appointment Center lets staff manage appointments at an individual location

1. Open the Appointment Center

- From the *Staff Home* screen, click *Additional Modes* in the bottom right corner of the screen.
- Click *Appointment Center* from the pop-up menu.
- Click the name of the location for the student's appointment.



2. Locate the existing appointment

- Enter the student's name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. Then, click the correct student's name when it appears below the search bar. An info box will appear with the student's name, E Number, and email for verification.

Choose Appointment Center Location

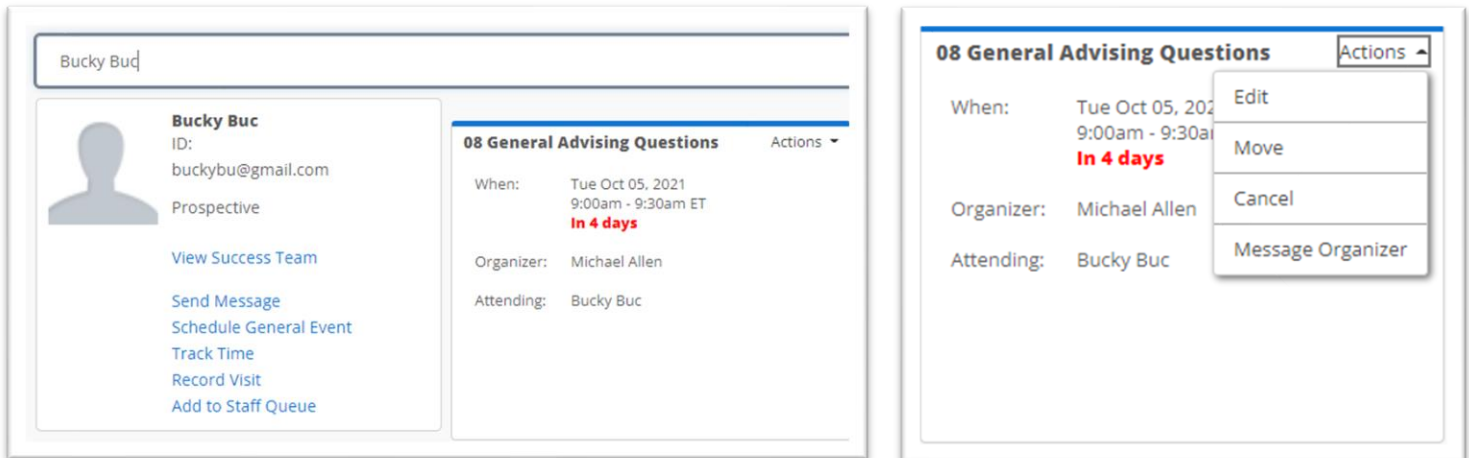
Appointment Center Name

Available Locations

['Exploratory / Undecided'](#)

['University Advisement Center \(LS\)'](#)

- If the student has an upcoming appointment at this location, the appointment will appear as a second info box:




- **NOTE:** If the second info box does not appear, the student may have an appointment at a different location. Go back to the Appointment Center by clicking *Additional Modes* in the bottom right corner of the screen and then click *Appointment Center* from the pop-up menu. Enter the student name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. Then, click the correct student's name when it appears below the search bar.

Navigate360 – Edit/Move/Cancel an Appointment for Another User

The Appointment Center lets staff manage appointments at an individual location

- Once you have located the student’s upcoming appointment, click [Actions](#) in the top right corner of the info box.
 - The [Actions](#) menu will allow you to Edit, Move, or Cancel the student appointment.
 - [Move](#) will jump to the scheduling grid. Click inside the scheduling grid at the new desired time, and all of the appointment information will be moved to that day/time.
 - [Cancel](#) will cancel the appointment.
 - [Edit](#) will open an [Edit an Event](#) page will load where changes may be made or the appointment may be deleted. After making one of the below edits, click [Save Appointment](#) at the bottom of the page.
 - Make sure to use the [Filters](#) on the left to change the Location, Service, Meeting Type, URL, or Comments for the appointment.
 - Use the [Choose a Time to Meet](#) workflow towards the bottom right to edit the day/date, time, or length of time.
 - To edit the date, use the [Select a Date](#) calendar to the left of the [Choose a Time to Meet](#) workflow.
 - To edit the length of time, click the checkboxes for the desired time blocks. If a hold has been placed on the Outlook calendar which creates a [Busy](#) conflict, first select [Unlock Times with Conflicts](#) from the [Availabilities](#) drop-down menu.
 - **NOTE:** Using the [Length](#) drop down menu will not automatically extend the meeting later in the day. It is not the preferable way to elongate the length of time for the appointment.

Choose A Time To Meet

Length: 

Availabilities: ? [Show Availabilities for This Course/Service](#)
 [Show Availabilities for This Course/Service](#)
 [Show All Availabilities](#)
 [Unlock Non-Available Times](#)
 [Unlock Times With Conflicts](#)

TIME SLOT	03/31 (SUN)	04/01 (MON)	04/02 (TUE)	04/03 (WED)	04/04 (THU)	
7:00am - 7:30am ET						
7:30am - 8:00am ET						
8:00am - 8:30am ET		BUSY	BUSY	BUSY	BUSY	
8:30am - 9:00am ET		BUSY	BUSY	BUSY	BUSY	
9:00am - 9:30am ET	CONFLICTS	BUSY	<input type="checkbox"/> 0/1	0/1 BUSY	<input type="checkbox"/> 0/1	BUSY
9:30am - 10:00am ET	CONFLICTS	BUSY	<input type="checkbox"/> 0/1	0/1 BUSY	1/1 CONFLICTS	BUSY
10:00am - 10:30am ET	CONFLICTS	CONFLICTS	0/1 BUSY	0/1 CONFLICTS	<input type="checkbox"/> 0/1	BUSY
10:30am - 11:00am ET		CONFLICTS	0/1 BUSY	0/1 CONFLICTS	<input type="checkbox"/> 0/1	BUSY
11:00am - 11:30am ET	CONFLICTS	0/1 CONFLICTS	1/1 CONFLICTS	0/1 CONFLICTS	<input type="checkbox"/> 0/1	BUSY