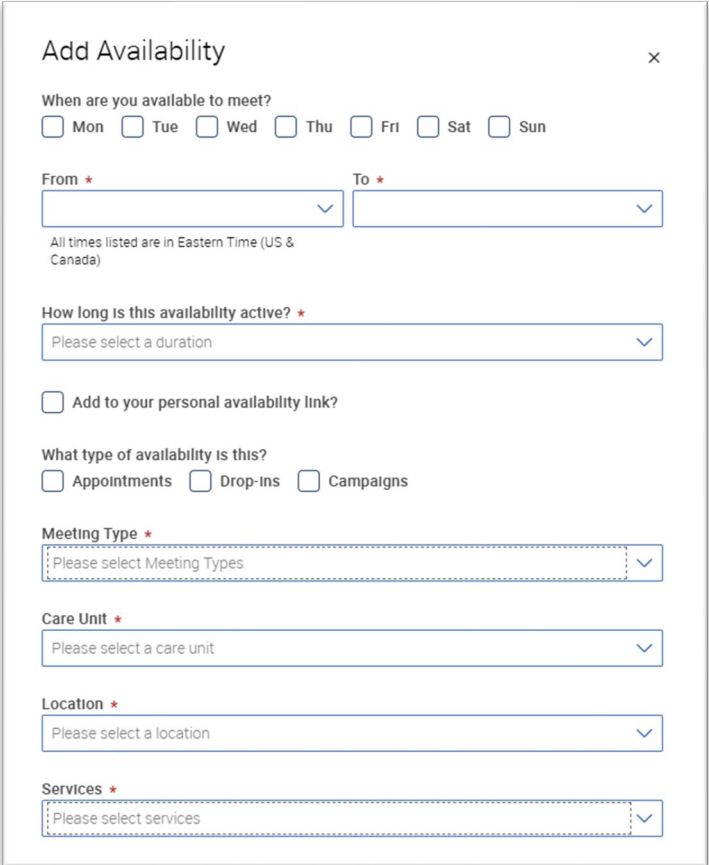


## Navigate360: Create Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments.

### 1. Create a block of available times for student appointments

- Click the [Home](#)  icon from the left navigation bar.
- On the [Staff Home](#) page, click the [My Availability](#) tab at the top.
- In the [Available Times](#) box, click [Actions](#).
- Choose [Add Time](#) from the drop-down menu. An [Add Availability](#) box will appear on the right-hand side of the screen.
- Select the days of the week for appointment availability by clicking the boxes.
  - **NOTE:** for variable availability (Ex: differing MWF and TR availabilities), several Availabilities will need to be added. See step 3 below.
- Select the hours of the day for appointment availability.
  - **NOTE:** Navigate accounts for events made directly in Outlook. When Navigate is synced to the Outlook calendar, any events (ex: lunch) on the Outlook calendar will show as “busy” in Navigate.
- Select a duration for this availability under the [How long is the availability active?](#) drop-down menu.
  - **NOTE:** To create availability for a future term, use the [Terms](#) drop down menu in the top right of the home page to select a future term.
- Click the checkbox next to [Add this availability to your personal availability link?](#)
- Select the availability type under [What type of availability is this?](#)
  - **NOTE:** Usually [Appointments](#) will be the best option. [Campaigns](#) can be used to designate a specific time to meet with students who have been contacted through the [Campaigns](#) feature. Select [Appointments](#) and [Campaigns](#) to allow students who are and are not a part of a Campaign to schedule during this availability. [Drop-ins](#) will allow students to check-in for a meeting at a kiosk or through their mobile app during that time. Do not select [Drop-ins](#) and [Appointments](#) or [Campaigns](#) together. Create separate times for [Drop-ins](#).
- In the box under [Meeting Type](#), enter one or more Meeting Types for this availability: [Virtual](#), [In Person](#), [Phone](#), [Email](#). This will allow students to indicate preferred meeting type when making their appointment.
- Select the [Care Unit](#)
- Select the [Location](#) of your availability
- Select the [Services](#) offered



The screenshot shows the 'Add Availability' modal form. It includes a close button (X) in the top right corner. The form contains the following fields and options:

- When are you available to meet?**: A row of checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- From \*** and **To \***: Two dropdown menus for selecting start and end times.
- All times listed are in Eastern Time (US & Canada)
- How long is this availability active? \***: A dropdown menu with the placeholder text 'Please select a duration'.
- ☐ **Add to your personal availability link?**
- What type of availability is this?**: Three checkboxes: Appointments, Drop-ins, and Campaigns.
- Meeting Type \***: A dropdown menu with the placeholder text 'Please select Meeting Types'.
- Care Unit \***: A dropdown menu with the placeholder text 'Please select a care unit'.
- Location \***: A dropdown menu with the placeholder text 'Please select a location'.
- Services \***: A dropdown menu with the placeholder text 'Please select services'.

## Navigate360: Create Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments.

- **NOTE:** for variable majors/minors/alpha assignments (Ex: advising for multiple majors), an Availability will need to be added for each of those [Locations](#). See step 3 below.
- Select one or more [Services](#) from the drop-down menu under [Services](#). There is no limit to the number of Services which may be offered during each availability.
- Type or paste the [Zoom link](#) into the [URL / Phone Number](#) box.
- Type or paste your [Phone Number](#) and [Physical Location](#) into the [Special Instructions for Student](#) text box.
- Type any other special instructions for the student into the text box under [Special Instructions for Student](#).
- Under [Max Number of Students per Appointment](#), keep the number at [1](#).
- Click [Save](#) at the bottom of the [Add Availability](#) box.

URL / Phone Number

Special Instructions for Student

**B** *I* | 

- Bulleted List
- Numbered List

 | Undo | Redo

e.g. room 23, please bring paper

Will you be meeting with multiple students? *These settings will not be used for kiosk and campaign purposes.*

Max Number of Students per Appointment

1

Save Cancel

### 2. Use the Personal Availability Link

- Once an Availability is set, a [PAL \(Personal Availability Link\)](#) will appear at the bottom of the [Staff Home](#) page on the [My Availability](#) tab display.
- Click [Copy](#) to copy the link. Once the link is copied it can be pasted into email signatures, on webpages, and any other place a student may go to make an appointment.

Staff Home

Students Appointments **My Availability** Appointment Requests

Available Times

| Actions                  | DAYS OF WEEK            | TIMES           | DATES   | LOCATION | PURPOSE                              | CARE UNIT | PERSONAL LINK | MEETING TYPE |
|--------------------------|-------------------------|-----------------|---------|----------|--------------------------------------|-----------|---------------|--------------|
| <input type="checkbox"/> | Mon, Tue, Wed, Thu, Fri | 8:30am - 4:30pm | Forever | Business | Advising (General) For: Appointments | Advising  | Yes           | Virtual      |

\* All times listed are in Eastern Time (US & Canada)

Personal Availability Link

Link: [https://etsu.campus-training3.eab.com/pal/0zRO9Rdh\\_j](https://etsu.campus-training3.eab.com/pal/0zRO9Rdh_j) [Copy](#)

Continue to next page...

## Navigate360: Create Availability

*Availability allows staff to indicate the days, times, locations, and services they offer during appointments.*

### 3. Use the Copy Time function to create additional availabilities

- Click the check box to the left of an availability.
- In the *Available Times* box, click *Actions*. Choose *Copy Time* from the drop-down menu. A *Copy and Add Availability* box will appear.
- Click *Copy Time*
- Edit the desired information. If editing the *Location*, the *Services* will need to be input again.
  - Examples of additional availabilities: Create Tuesday/Thursday availability. Create availabilities for the final exam period. Create availabilities for specific Campaigns. Create availabilities in which only virtual or phone Meeting Types are available.