

Navigate360: Editing Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments. Staff can copy an availability and make modifications without making new availability.

1. Use the Edit function to edit existing availabilities

- Click the [Edit](#) link to the right of an availability instance

The screenshot shows the 'Staff Home' interface with the 'My Availability' tab selected. Below the tab is a section titled 'Available Times' with an 'Actions' dropdown. A table lists availability instances with columns: DAYS OF WEEK, TIMES, DATES, LOCATION, PURPOSE, CARE UNIT, PERSONAL LINK, MEETING TYPE, and an 'Edit' link. The first row shows an availability for 'Mon, Tue, Wed, Thu, Fri' from '9:00am - 10:00am' at 'Z Demonstration Location' for '00 Orientation (Pre-Orientation Advising), 08 General Advising Questions For: Appointments' under the 'Advising' care unit. The 'Edit' link is highlighted in a red box.

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
☐	Mon, Tue, Wed, Thu, Fri	9:00am - 10:00am	Forever	Z Demonstration Location	00 Orientation (Pre-Orientation Advising), 08 General Advising Questions For: Appointments	Advising	Yes	In Person, Virtual	Edit

- The Availability screen will pop-up to the right-hand side. Edit the desired information. If editing the [Care Unit](#) or [Location](#), the [Services](#) will need to be input again
 - **NOTE:** If editing the [Meeting Type](#) in an availability, make sure the [Special Instructions](#) match the [Meeting Types](#) offered (EX: If [In Person/Virtual](#) is offered, [Special Instructions](#) should have [For In-Person Appointments](#) **AND** [For Virtual Appointments](#). If only [Virtual](#) is offered in an [Availability](#) instance, [Special Instructions](#) should only list [For Virtual Appointments](#).)
 - **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.