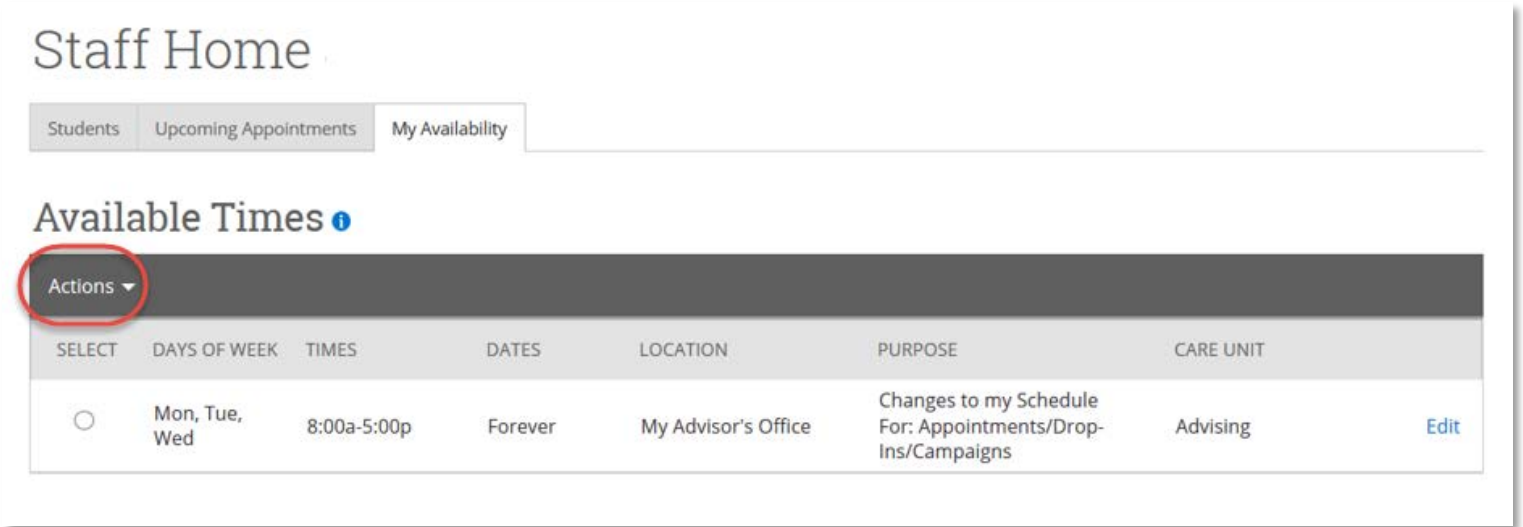


Setting Availability in Navigate

As a new user, the first thing to do is set up availability so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.



Staff Home

Students Upcoming Appointments My Availability

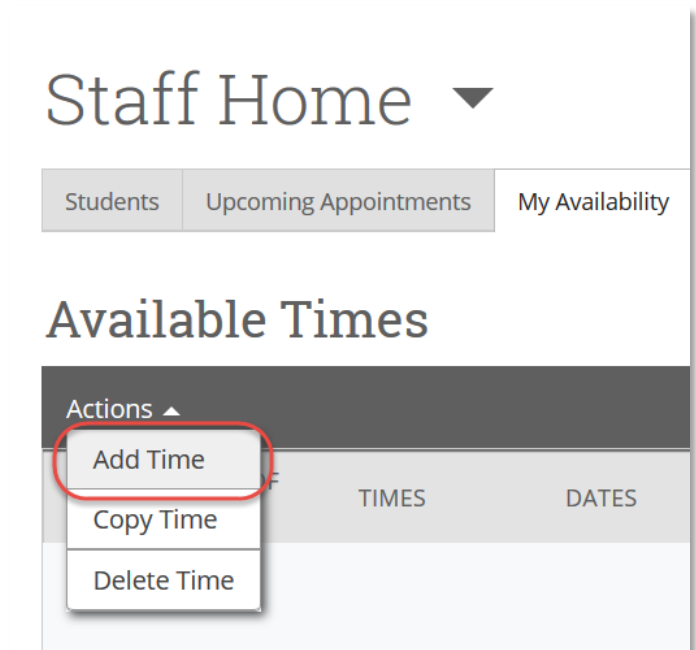
Available Times ?

Actions ▾

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed	8:00a-5:00p	Forever	My Advisor's Office	Changes to my Schedule For: Appointments/Drop-Ins/Campaigns	Advising	Edit

From your 'Staff Home' click on the **'My Availability' Tab**

Click on **'Actions'** and then **'Add Time'**



Staff Home ▾

Students Upcoming Appointments My Availability

Available Times

Actions ▲

- Add Time
- Copy Time
- Delete Time

	TIMES	DATES
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Setting Availability in Navigate

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

How long is this availability active?
Please select a duration

What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

Add Time -

- Select the **days and times** when you are available to meet with students.
- Set the **duration** for how long the Availability is Active (Recommendation: set to 'Forever' so it does not expire at the end of a range of dates or term).
- Select whether you will meet with students via **appointments or drop-ins** during this time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you. (See below for additional detail about these options)
- Select your Applicable **Care Unit**. From there, choose the **location and student services** you can provide to students during this availability.

Overview of Availability Types:

- **Appointments:** Appointment Availability will enable students to schedule appointments with you for a set amount of time (30 minutes) at your Location. If your location is using the Appointment Center, your front desk workers will also use this time to schedule appointments for you.
- **Drop-Ins:** Drop-in Availability should be set up when you are open for students to drop-in for appointments. This availability will be visible to students in the app, and to staff who are using the Appointment Center to drop them in to your appointment queue if applicable at your Location.
- **Campaigns:** You must set up your availability for Campaigns if you will be initiating targeted outreach to students via the Appointment Campaigns feature. Setting up an Appointment Campaign will set up a custom email prompting students to schedule with you, and the campaign will track the appointments scheduled. For each campaign, you can specify the Location, Service, date ranges, and appointment length.

Setting Availability in Navigate

Services

Please select services

Special Instructions for Student

B *I*

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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

Cancel Save

Tip –

Use the Special Instructions box under “Add Availability” to include personalized information, such as your office room number and location.

Example: *Please meet me in Tarbutton Hall room 202. Arrive 5 minutes early and come prepared to discuss the courses you plan to register for in the upcoming term.*

Tip –

You may set your preferences for group appointments by indicating how many students are able to schedule into the same appointment.

Saving Your Availability:

- You can have as much availability as needed. Repeat this process until all of your availabilities have been defined.

There are two other options when adding Times Available.

- **Copy Time** - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.
- **Delete Time**- to delete your time, simply select the time and click the Delete Time button.
 - Note: Inactive availabilities are highlighted in red in the Times Available grid.