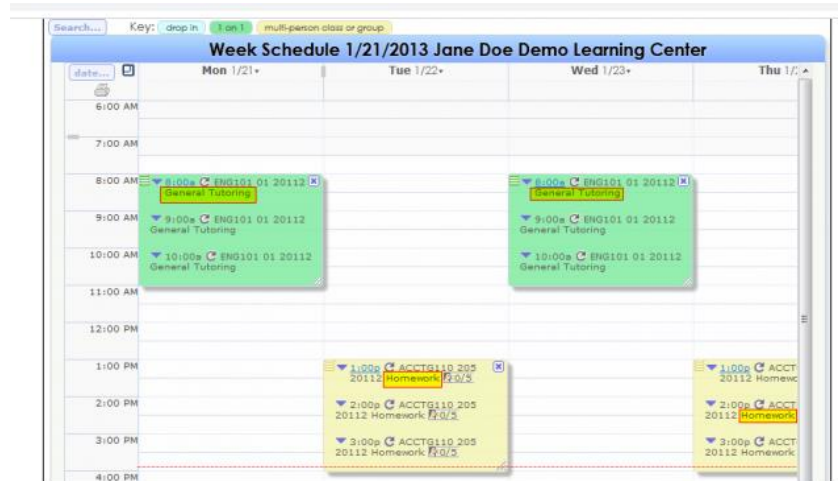


Scheduling an Appointment

1. Click on the appointment time that you wish to book. The Appointments Entry box will automatically appear.
2. The directions will be at the top of the box. Please read all directions carefully.
3. Enter all required information.
4. Choose a 30 min or 60 min appointment.
5. Click "Save" when finished.
6. After you have saved your appointment, you will receive an appointment confirmation email as well as a reminder the night before your appointment

A screenshot of the "Appointments Entry" form. The form is titled "Appointments Entry" and shows the student's name "Sam Smith" and staff name "Jane Doe". The "Appointment Info" section includes fields for "Center" (Demo Learning Center), "Location" (Library), "Subject", "Reason" (with a dropdown menu showing options like "Extra Help", "General Tutoring", "Homework", "Online Session", "Peer Study Group", "Research", "Tutor Work Sign On", "Work"), "Date", "Time" (8:00 AM to 9:00 AM), and "Appointment Duration" (60 minutes). There is a "Save" button and two checkboxes: "Automatically create the visit when this appointment is saved." and "Override and send confirmation when this appointment is saved." The form also displays creation and modification dates and times.