



[Back to General Menu](#) | [View All Appointments](#)

Note: Your actual access is set by your college administrator, so some of these actions might not apply to you.

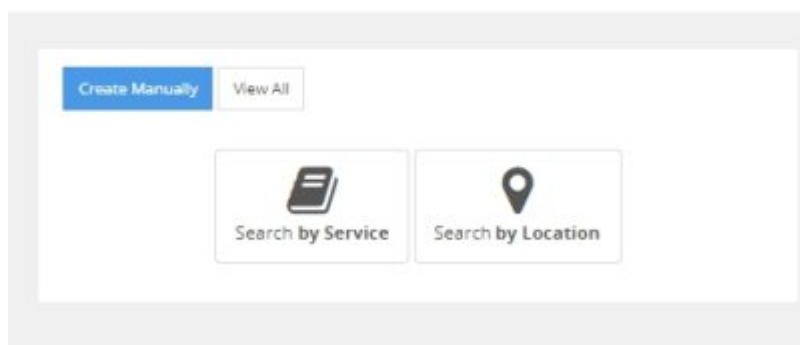
Make Appointment

[Back to General Menu](#) | [View All Appointments](#)

This section allows you to schedule a Student with a Tutor or Advisor for an appointment in any Location-based upon the Tutor's Schedule, Tutor Assignments, and Center Assignments. Here you can also view all appointments that are going on in the Centers you have access to in [AccuCampus](#). **Way to Access: Appointments > Make Appointment**

Purpose: To Schedule a **Student** with a **Tutor** or **Advisor** for an appointment.

Make appointment > Search available slots



Make Appointment Buttons

When you get to this section there are several buttons that are useful when making **Appointments**:

- **Create Manually** - This option allows you to select all the options manually to create the appointment.
- **View All** - This option simply takes you to **View All** the appointments already created.

Make Appointment Options

- **Schedule by Service** - This option lets you pick the **Service** that the Student wants help with

before selecting the other required appointment options.

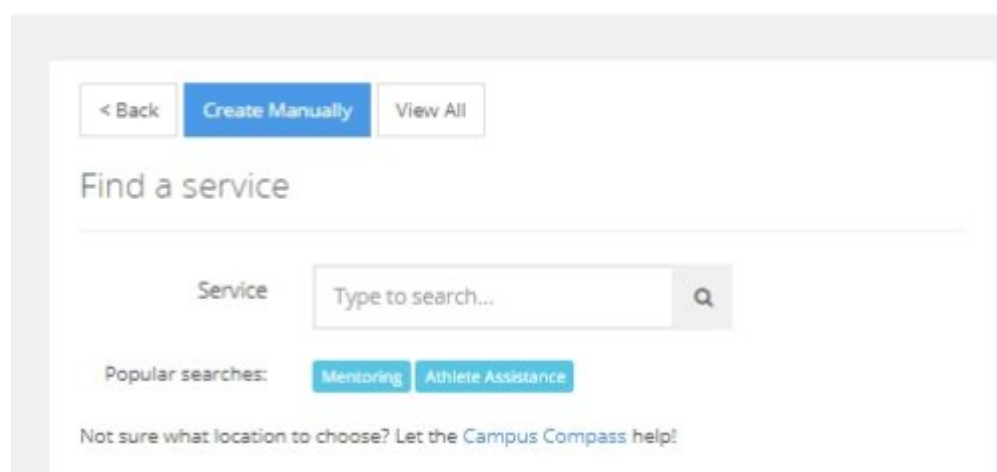
- **Schedule by Location** - This option lets you pick the **Center** that the Student wants help with before selecting the other required appointment options.

Schedule (Appointment) by Service

This option allows you to select the **Service** first to see what **Locations** offer help with the selected **Service**.

1. There are 2 ways to search for the **Service**; you can search for the **Service** in the search box or simply click one of the options in the suggested **Services**.

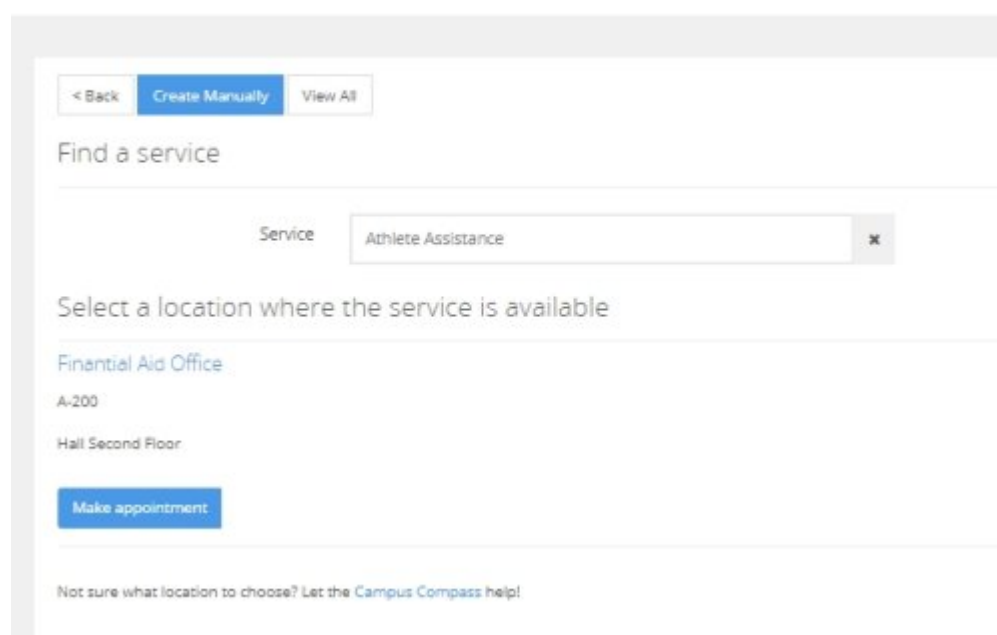
Make appointment > Search available slots



The screenshot shows a web interface for finding a service. At the top, there are three buttons: '< Back', 'Create Manually', and 'View All'. Below these is the heading 'Find a service'. There is a search bar with the placeholder text 'Type to search...' and a magnifying glass icon. Below the search bar, there are 'Popular searches:' with two buttons: 'Mentoring' and 'Athlete Assistance'. At the bottom, there is a link: 'Not sure what location to choose? Let the Campus Compass help!'.

1. Once the **Service** is selected you see a list of **Location** that offer this **Service**.

Make appointment > Search available slots



The screenshot shows a web interface for selecting a location. At the top, there are three buttons: '< Back', 'Create Manually', and 'View All'. Below these is the heading 'Find a service'. There is a search bar with the placeholder text 'Type to search...' and a magnifying glass icon. Below the search bar, there are 'Popular searches:' with two buttons: 'Mentoring' and 'Athlete Assistance'. At the bottom, there is a link: 'Not sure what location to choose? Let the Campus Compass help!'.

1. At this point, you simply have to click the **Make Appointment** link on the Location that the **Student** prefers to visit. **Note:** *There are other options that are displayed if the **Location** setup the information. As an example above if the address is included then a map will display of this **Location**, additionally, there is an option to visit the **Location**'s website if provided, and if they setup an e-mail there is an option to contact the **Location**.*
2. Now you get to select the other options such as the **Student** (will be pre-selected if you are logged in as a Student), **Course**, **Staff** (optional if known), and the **Date range**. Simply click the **Search** button once you have the fields completed and a list of available **Staff** will be displayed. When you click on one of the available **Staff** it further displays time slots for that **Staff** over the time period you selected. Now just select the starting time you would like to make for the appointment. **Note:** *This is all based on the **Staff Schedules**, **Staff Assignments**, and **Location Appointment Settings**.*

Make Appointment - Search Available Slots

< Back View All

Location Financial Aid Office (Change)

Semester Spring 2020
from 01/06/2020 to 05/15/2020

Period 05/09/2020 - 05/12/2020

Services (optional) Type to search... Q Add Service

Course European History x

Staff (optional) Type to search... Q

Search by staff Search by date

1

Pick staff

2 S_Winnie Pooh

Pick an available time slot

S_Donald Duck

Saturday 9 May 2020

10:00am 10:30am 11:00am 11:30am 12:00pm 12:30pm 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm 4:00pm 4:30pm

3 Sunday 10 May 2020

8:00am 8:30am 9:00am 9:30am 10:00am 10:30am 11:00am 11:30am 12:00pm 12:30pm 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm 4:00pm 4:30pm

3. The final step in the process is to adjust the appointment duration (if necessary), add notes, and verify the options selected are good. Once everything looks good click the **Save** button. The system will verify the appointment is following all the rules set up in AccuCampus and schedule the appointment.

Make Appointment

General information

Location

Financial Aid Office

✕

Semester

Spring 2020

▼

from 01/06/2020 to 05/15/2020

Date

05/11/2020

10:00am

Duration

30

mins.

Staff Member

S_Donald Duck

✕

Details

Service

None


Course

European History

✕

Notes

S paragraph essay assistance



Save

Search available slots

Cancel

Note: During the appointment validation you might see a red message appear, if this happens you will be able to see information related to what might have happened and how to correct the process, in this sample the error is related to the appointment length and you would have to select a shorter duration to fix it:

This appointment breaks the following rule(s)

Only appointments from 9:30 AM to 5:00 PM are allowed.

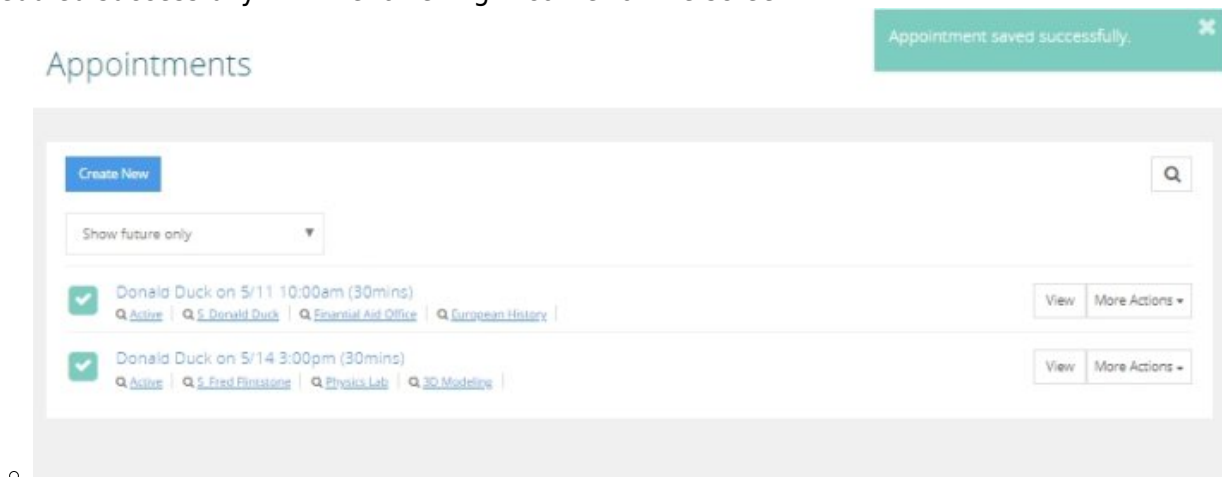
Appointments cannot last more than 60 minute(s).

Check again and save

Search available slots

Cancel

1. Done! Now you should see a green confirmation box that states “The appointment was scheduled successfully!” in the lower-right corner of the screen.



Schedule (Appointment) by Location

This option allows you to select the **Location** first to see what **Services** they offer.

1. There are 2 ways to search for the **Location**; you can search for the **Location** in the search box or simply click the **Make Appointment** link on the Location that the **Student** prefers to visit.
Note: There are other options that are displayed if the **Location** setup the information. As an example above if the address is included then a map will display of this **Location**, additionally, there is an option to visit the **Location**'s website if provided, and if they set up an e-mail there is an option to contact the **Location**..

Make Appointment - Search Available Slots

< Back Create Manually View All

Location Physics Lab (Change)

Semester Spring 2020
from 01/06/2020 to 05/15/2020

Period 05/09/2020 - 05/12/2020

Student Type to search...

Services (optional) Type to search... Add Service

Course Financial Accounting I

Staff (optional) Type to search...

1 Search by staff Search by date

Pick staff

2 S_Winnie Pooh

Pick an available time slot

3 S_Donald Duck

Saturday 9 May 2020

8:00am	8:30am	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm
1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	4:00pm	4:30pm				

- Once the **Location** is selected you can click on the magnifying glass in the **Services** search box to see a list of **Services** that are offered at the selected **Location**.

Now you get to select the other options such as the **Student** (will be pre-selected if you are logged in as a Student), **Course**, **Staff** (optional if known), and the **Date range**. Simply click the **Search** button once you have the fields completed and a list of available **Staff** will be displayed. When you click on one of the available **Staff** it further displays time slots for that **Staff** over the time period you selected. Now just select the starting time you would like to make for the appointment. **Note:** *This is all based on the **Staff Schedules**, **Staff Assignments**, and **Location Appointment Settings**.*

Make Appointment - Search Available Slots

< Back Create Manually View All

Location Physics Lab (Change)

Semester Spring 2020
from 01/06/2020 to 05/15/2020

Period 05/09/2020 - 05/12/2020

Student Type to search... Q

Services (optional) Type to search... Q Add Service

Course Financial Accounting I X

Staff (optional) Type to search... Q

1 Search by staff Search by date

Pick staff

2 S_Winnie Pooh

Pick an available time slot

3 S_Donald Duck

Saturday 9 May 2020

8:00am	8:30am	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm
1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	4:00pm	4:30pm				

1. The final step in the process is to adjust the appointment duration (if necessary), add notes, and verify the options selected are good. Once everything looks good click the **Save** button. The system will verify the appointment is following all the rules set up in AccuCampus and schedule the appointment.

Make Appointment

General information

Location

Physics Lab

✕

Semester

Spring 2020

▼

from 01/06/2020 to 05/15/2020

Date

05/09/2020

3:00pm

Duration

30

mins.

Student

Type to search...

Q

Staff Member

S_Donald Duck

✕

Details

Services

Type to search...

Q

Add Service

Course

Financial Accounting I

✕

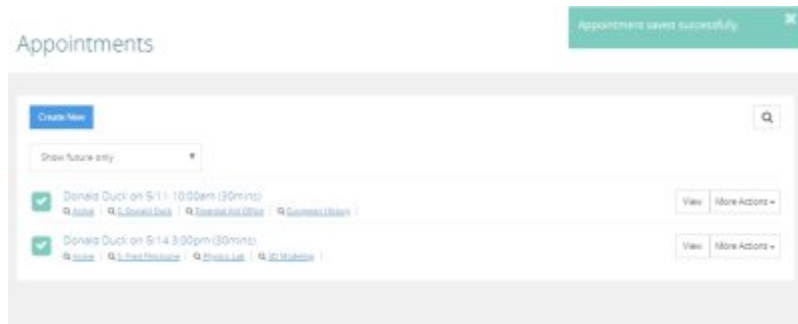
Notes

Save

Search available slots

Cancel

- 1. Done! Now you should see a green confirmation box that states “The appointment was scheduled successfully!” in the lower-right corner of the screen.



Appointments-Create Manually

Click in the “Create Manually” button to avoid the Appointment Wizard and select all the parameters on the same screen.

Some users need additional permissions to be able to perform this process, talk to your administrator if in doubt

Make Appointment

General information

Location	<input type="text" value="Type to search..."/>	<input type="button" value="Q"/>
Semester	<div>202110 (Fall 2020) <input type="button" value="v"/></div> <div>from 05/20/2019 to 12/31/2020</div>	
Date	<input type="text"/>	
Duration	<input type="text" value="60"/>	<input type="button" value="mins."/>
Schedule as	<div>Administrator <input type="button" value="v"/></div>	
Student	<input type="text" value="Type to search..."/>	<input type="button" value="Q"/>
Staff Member	<input type="text" value="Type to search..."/>	<input type="button" value="Q"/>

Details

Service	<input type="text" value="Type to search..."/>	<input type="button" value="Q"/>
Course	<input type="text" value="Type to search..."/>	<input type="button" value="Q"/>
Notes	<div><input type="text"/></div> <div><input type="button" value="v"/></div>	

Save

Search available slots

Cancel

- **Location**- Use this option to select the appointment **Location**.
- **Semester**- Use this option to select the **Semester** information.
- **Date**- Use this option to select the appointment **Date**.
- **Duration**- Use this option to select the appointment **Duration**.
- **Schedule As**- Use this option to select the role of who is creating the appointment.
- **Student**- Use this option to select the Attendee.
- **Staff Member**- Use this option to select who will be meeting with the Attendee.
- **Service**- Select the **Service** associated with this appointment.
- **Course**- Select the Course associated with this appointment.
- **Notes**- Add Notes as needed in this appointment.
- **SAVE**- Select this option to try to save the appointment with the current parameters.
- **Search Available Slots**- Use this option to search available slots using all filters set above.
- **Cancel**- Use this option to cancel and rollback without saving.

Notice that depending on the parameters set by the system during the appointment validation process the system might show an exception message about some rules failing to validate, if this happens you will be able to read in red at the bottom of the page what happened and also probably solutions. It is now the time to make changes accordingly, you can also decide to break the rules (if you have the proper permissions to do this) but this is not recommended

[Back to General Menu](#) | [View All Appointments](#)

From:
<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://attendance-tracking.com/docs/doku.php/accucampus/staff/manual/make-appointment>

Last update: **2020/10/08 11:08**

