

Appointments

1. Right when you log in, the first page you see is your Homepage.
2. It is also at the very top left and is called "My Homepage"

The screenshot shows a navigation bar with the following items: **My Homepage**, My Profile, My Settings, Pending Surveys, and Logout. A sidebar menu on the left contains sections for **My Students** (Advising Activity, Class Attendance, Class Absences) and **Administration** (User Accounts, Sign in Stations, Subject Area). A main content area on the right features a yellow notification box with the text "05/19/2016 02:42 PM There are session logs in", followed by an "Add Content" section and a "My Appointments" box that states "You don't have any appointments." with links for "New Appointment" and "View All".

3. **My Appointments**
4. In the middle of the page you'll see a section labeled "My Appointments". Go ahead and click "View All".
5. Here, you can see all of your scheduled appointments as well as any from the past. This also shows if the appointment was a no-show, if the student has checked in, etc. (see below).

Appointments

The screenshot displays the Appointments management interface. At the top, there are several action buttons: Create New, Edit, Edit Manually, Comments, Re-Schedule, and View Schedule. Below these are buttons for Cancel, Restore, Void, Edit Presence, and Export. A filter bar shows "Show Filters" and a date range "From 05/19/2016, to 06/01/2016. Canceled and Voided are not displayed." Below the filter bar is a table of appointments with columns for Start Time, Duration, Advisor, Student, Center, and Status. The table contains two rows of data. The first row shows an appointment on 5/19/2016 at 2:30 PM for 1:00 duration, advised by Colin, for student Cassandra at the Test center, with a status of "On Time" (green arrow icon). The second row shows an appointment on 5/19/2016 at 2:40 PM for 0:20 duration, advised by Colin, for student Cassandra at the Test center, with a status of "No Show" (yellow warning icon). At the bottom of the table, it says "Showing 1-2 of 2 [0 selected]".

	Start Time	Duration	Advisor	Student	Center	Status	
<input type="checkbox"/>	5/19/2016 2:30 PM	1:00	Colin	Cassandra	Test	On Time	Details
<input type="checkbox"/>	5/19/2016 2:40 PM	0:20	Colin	Cassandra	Test	No Show	Details

6. **Appointments**
7. You can hover over the little colored house to see the status of the appointment or hover over "Details" to get even more information.
8. As you can see at the top, you also have the capabilities to Re-Schedule or Cancel your appointments (as well as the other available actions).