

EAB Navigate: Reassigning a Scheduled Appointment to Another Advisor

1. Use quick search to search for the advisor who the appointment is currently assigned to. When selecting the staff, make sure the profile says advisor. Some staff may also have student profiles or other roles that may show. Click on the Appointments tab. Click on details next to the appointment you wish to shift to another staff person.

The screenshot shows the EAB Navigate interface. At the top, there is a search bar with the text "nick jones" entered. Below the search bar, there is a dropdown menu with several options. The "Appointments" tab is selected and highlighted with a red box. Below the tabs, there is a section titled "Upcoming Appointments" with a "Care Unit" dropdown set to "All Care Units". Below this, there is a table of appointments. The table has columns for "DATE/TIME", "ATTENDEE", "SERVICE", "COMMENT", "MEETING TYPE", "REPORT FILED?", and "DETAILS". The "DETAILS" column for the first appointment is highlighted with a red box. The table contains several rows of appointments, all with "UAS: Academic Advising" as the service.

| Actions | DATE/TIME | ATTENDEE | SERVICE | COMMENT | MEETING TYPE | REPORT FILED? | DETAILS |
|--------------------------|-----------|----------|------------------------|---------|--------------|---------------|-------------------------|
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | In-person | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | In-person | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | Virtual | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | In-person | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | In-person | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | In-person | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | Virtual | Not Yet. | Details |
| <input type="checkbox"/> | 1/1 | | UAS: Academic Advising | | Virtual | Not Yet. | Details |

- On the details pop out, click edit.

MANAGE APPOINTMENT
✕

UAS: Academic Advising

All Attendees

add new remind message

You (Organizer)

cancel remind message

[Redacted]

cancel remind message

Appointment Details
[edit]

| | |
|-------------------------|---|
| WHEN | TYPE |
| Fri Oct 21, 2022 | One Time Appointment |
| 9:30am - 10:00am ET | |
| WHERE | CARE UNIT |
| Boca Raton Campus | Advising Services (Advising below 45 credits) |
| SERVICE | MEETING TYPE |
| UAS: Academic Advising | In-person |
| COURSE | PHONE NUMBER |
| N/A | 561-297-3064 |
| COMMENTS | |
| None | |

Cancel Appointment
Close

- On the appointment schedule page, click on the X to clear the current advisor from the Select An Organizer box.

Edit an Event

Filters

Care Unit

Advising Services (Advising below 45 credits) ▾

Location

Boca Raton Campus ▾

Service

UAS: Academic Advising ▾

Course

🔍

Meeting Type

People Attending (1)

(Student) ✕

Available Slots Left in Appointment (0)

Add an Attendee 🔍 Additional Slots +

Select An Organizer

✕

- Select the new advisor for the meeting. You may need to use the Unlock Times With Conflicts in the Availabilities? Drop down box if the new advisor has conflicts during the assigned time. Select the current time slot for the appointment.



[Selected] [Advisor Name]
 [Advisor Name]

For: Appointments Mon-Fri 2:30pm - 4:00pm ET (October 31, 2022 - November 4, 2022)
For: Appointments Mon-Tue, Thu 10:00am - 3:00pm ET (October 24, 2022 - October 27, 2022)
For: Appointments Wed 10:00am - 3:00pm ET (October 26, 2022 - October 26, 2022)
For: Appointments Tue 10:00am - 11:30am ET (October 5, 2022 - December 16, 2022)
For: Appointments Wed 9:00am - 10:30am ET (October 5, 2022 - December 16, 2022)
For: Appointments Wed 2:30pm - 3:30pm ET (October 5, 2022 - December 16, 2022)
For: Appointments Thu 9:00am - 10:30am ET (October 19, 2022 - December 16, 2022)

Choose A Time To Meet

Length: 30 min

Availabilities?: **Unlock Times With Conflicts**

- Show Availabilities for This Course/Service
- Show All Availabilities
- Unlock Non-Available Times
- Unlock Times With Conflicts**

| TIME SLOT | 10/16 (SUN) | 10/17 (MON) | 10/18 (TUE) | 10/19 (WED) | 10/20 (THU) |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 6:00am - 6:30am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:30am - 7:00am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7:00am - 7:30am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7:30am - 8:00am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8:00am - 8:30am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8:30am - 9:00am ET | <input type="checkbox"/> | BUSY | CONFLICTS | BUSY | <input type="checkbox"/> |
| 9:00am - 9:30am ET | <input type="checkbox"/> | CONFLICTS | <input type="checkbox"/> | CONFLICTS | BUSY |
| 9:30am - 10:00am ET | <input type="checkbox"/> | CONFLICTS | CONFLICTS | CONFLICTS | <input checked="" type="checkbox"/> BUSY |
| 10:00am - 10:30am ET | <input type="checkbox"/> | CONFLICTS | CONFLICTS | CONFLICTS | BUSY |

- Click Save Appointment to finalize reassigning the appointment.

Repeat

Does not repeat

Save Appointment Cancel