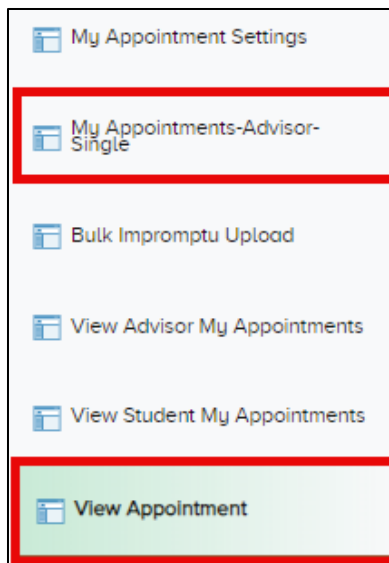


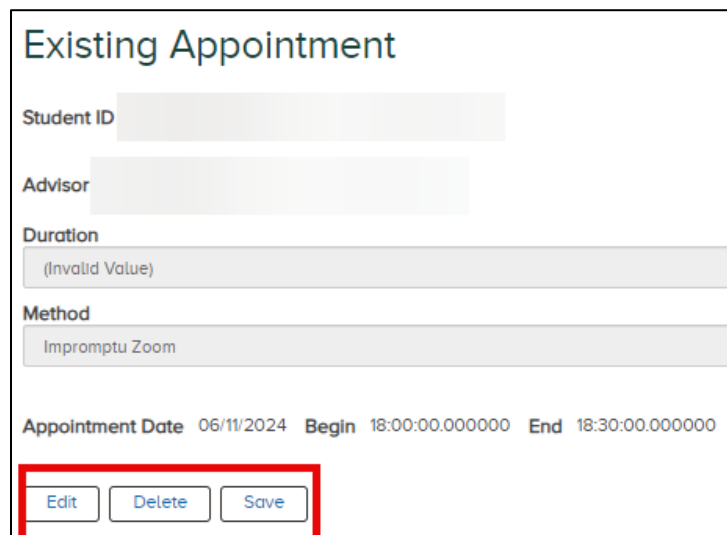
# Edit/Delete an Impromptu Appointment

## Job Aid

1. **Locating an Impromptu Appointment:** After creating an impromptu appointment, either through the Create Impromptu Appointment form or by Bulk Impromptu Upload, locate the appointment by one of three ways:
  - a. **For past impromptu appointments,** select *My Appointment-Advisor-Single* from the left menu of the Advising/Tutoring Appointments page and then *View Appointments History*. Enter the date range for the appointment(s) and then Refresh History.
  - b. **For current day or future impromptu appointments,** select *My Appointment-Advisor-Single* from the left menu of the Advising/Tutoring Appointment page. The appointment will appear under the Today's Appointments or Future Appointments Heading.
  - c. **For all appointments,** select *View Appointment* from the left menu of the Advising/Tutoring Appointments page. Enter the date or date range and then Appointment ID, student ID number, or Academic Advisor ID or name to locate the appointment(s).

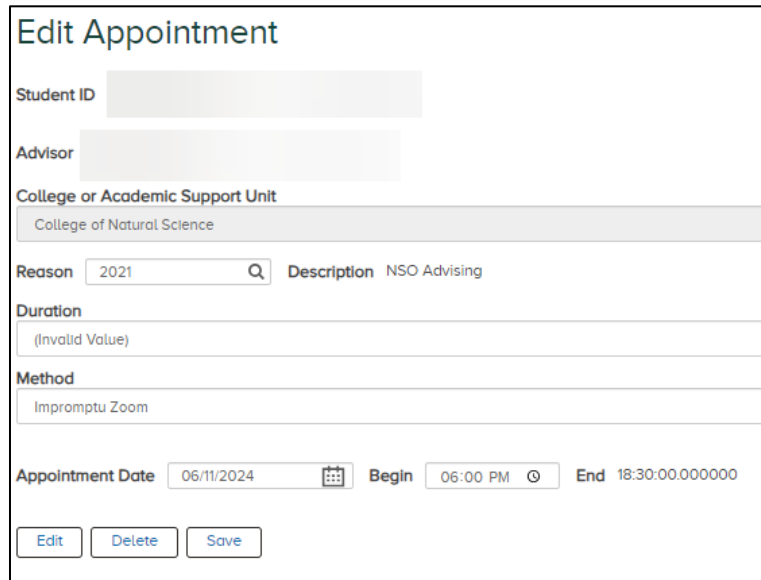


2. **Existing Appointment Page:** After selecting the impromptu appointment you wish to edit or delete, an Existing Appointment page will load with an Edit, Delete, and Save button at the bottom of the screen.



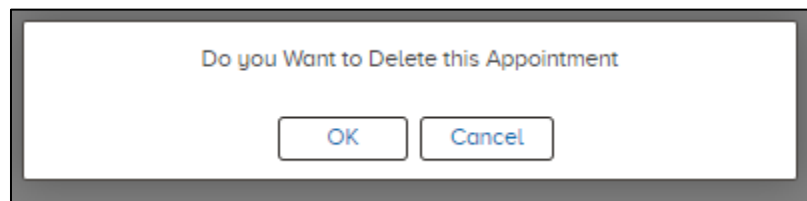
A screenshot of the 'Existing Appointment' page. The page title is 'Existing Appointment'. Below the title are several input fields: 'Student ID' (with a greyed-out value), 'Advisor' (with a greyed-out value), 'Duration' (with the text '(Invalid Value)'), and 'Method' (with the text 'Impromptu Zoom'). Below these fields, the 'Appointment Date' is shown as '06/11/2024', with 'Begin' and 'End' times listed as '18:00:00.000000' and '18:30:00.000000' respectively. At the bottom of the page, there are three buttons: 'Edit', 'Delete', and 'Save', which are highlighted with a red rectangular box.

3. **Editing an Impromptu Appointment:** Select the Edit button to adjust an appointment's reason code, duration, method (Zoom, Phone, In-Person, or Email), date, and/or begin time. The Student ID, Advisor ID, and College/Academic Support Unit cannot be changed. After making changes to the appointment, select Save.



The screenshot shows a web form titled "Edit Appointment". It contains several fields: "Student ID" and "Advisor" are text boxes with greyed-out content. "College or Academic Support Unit" is a dropdown menu showing "College of Natural Science". "Reason" is a dropdown menu with "2021" selected and a search icon. "Description" is a text box with "NSO Advising". "Duration" is a text box with "(Invalid Value)". "Method" is a dropdown menu with "Impromptu Zoom". "Appointment Date" is a date picker showing "06/11/2024". "Begin" is a time picker showing "06:00 PM" with a clock icon. "End" is a time picker showing "18:30:00.000000". At the bottom are three buttons: "Edit", "Delete", and "Save".

4. **Deleting an Impromptu Appointment:** To delete an impromptu appointment, select the Delete button. A confirmation box will appear to proceed with deleting the appointment. Select OK to continue.



The screenshot shows a confirmation dialog box with a grey border. The text inside reads "Do you Want to Delete this Appointment". Below the text are two buttons: "OK" and "Cancel".