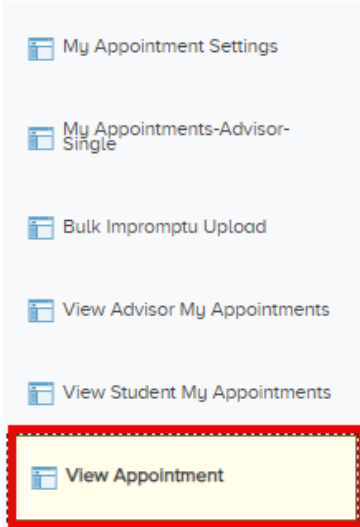


Viewing Group Advising Appointments

Advising/Tutoring Appointment System

1. After accessing into the Advising/Tutoring Appointment System in SIS, select the **View Appointment** tab in the left menu:



2. In the View Appointment search box, enter the Appointment ID into the first field **or** search by advisor by typing their first and last name into the last Name box field. If you know their EMPLID, enter it into the Academic Advisor field.

The image shows a search interface with a 'Recent Searches' section at the top containing a dropdown menu and an edit icon. Below this are several search criteria fields, each with a dropdown menu and a text input box. The 'Appointment ID' and 'Name' fields are highlighted with red boxes. The 'Appointment ID' dropdown is set to 'begins with'. The 'Name' dropdown is also set to 'begins with'. Below the search fields is a link that says 'Show fewer options' with an upward-pointing arrow, and a checkbox labeled 'Case Sensitive'. At the bottom are two buttons: 'Search' and 'Clear'.

- A date or date range can also be selected. If searching for a single date, keep the equal sign. If looking for appointments within a date range, select the pull-down menu located to the right of Appointment Date heading and then select *between*:

The screenshot shows a search interface with a 'Recent Searches' section at the top. Below it, there are several search criteria fields: 'Appointment ID:', 'ID:', 'Name:', 'Appointment Date:', 'Status:', 'Academic Advisor Name:', and 'Name:'. Each field has a dropdown menu for operators. The 'Appointment Date' dropdown is open, showing options: '=', 'not =', '<', '<=', '>', '>=', and 'between'. The 'between' option is highlighted in blue. A 'Clear' button is visible at the bottom right of the search area.

- After entering your criteria, select Search to view the list of appointment, which will populate below the search box:

The screenshot shows the search results page. At the top, it says 'Search Results' and '4 results Appointment Date "2024-06-18"'. Below this is a table with the following columns: Appointment ID, ID, Name, Appointment Date, Status, Reason, Academic Advisor, Name, Begin, End, Duration Time, and a right arrow. The table contains 4 rows of results, all with Appointment Date '06/18/2024' and Status 'Scheduled'. The Reason and Academic Advisor columns are redacted with a grey box. The Begin and End times are '13.30.00.000000' and '15.30.00.000000' respectively. The Duration Time is '(blank)'. There are navigation controls at the top right: 'View All | [P]', 'First', '1-4 of 4', and 'Last'.

Appointment ID	ID	Name	Appointment Date	Status	Reason	Academic Advisor	Name	Begin	End	Duration Time	
			06/18/2024	Scheduled				13.30.00.000000	15.30.00.000000	(blank)	>
			06/18/2024	Scheduled				13.30.00.000000	15.30.00.000000	(blank)	>
			06/18/2024	Scheduled				13.30.00.000000	15.30.00.000000	(blank)	>
			06/18/2024	Scheduled				13.30.00.000000	15.30.00.000000	(blank)	>

- You can highlight, copy, and paste this information directly into an excel spreadsheet if needing to sort student appointment data.

Case Sensitive

Search Results
 4 results Appointment Date "2024-06-18",

Appointment ID	ID	Name	Appointment Date	Status	Reason	Academic Advisor	Name
			06/18/2024	Scheduled			
			06/18/2024	Scheduled			
			06/18/2024	Scheduled			
			06/18/2024	Scheduled			

Context menu options:
 Copy (Ctrl+C)
 Copy link to highlight
 Print... (Ctrl+P)
 Translate selection to English
 Open in reading mode **NEW**
 Font Finder
 Inspect

	A	B	C	D	E	F	G	H	I	J	K
	Appointment ID	ID	Name	Appointment Date	Status	Reason	Academic Advisor	Name	Begin	End	Duration Time
1				6/18/2024	Scheduled				13.30.00.00000	15.30.00.00000	(blank)
2				6/18/2024	Scheduled				13.30.00.00000	15.30.00.00000	(blank)
3				6/18/2024	Scheduled				13.30.00.00000	15.30.00.00000	(blank)
4				6/18/2024	Scheduled				13.30.00.00000	15.30.00.00000	(blank)
5				6/18/2024	Scheduled				13.30.00.00000	15.30.00.00000	(blank)