

# Appointment Center - Managing Appointments



**What:** The Appointment Center lets staff manage appointments at an individual location.

**Where:** To open Appointment Center, click the app switcher and select **Appointment Center**. You can also open **Additional Modes** at the bottom right of the screen and select **Appointment Center**.

**Who:** This feature is primarily used by **staff**, especially **front-desk workers** or others who help to manage appointment scheduling at a specific location.

**Conditions:** Staff members will need to set up their **calendar sync** and **availability** to make Appointment Center's features useful. Users need the **View the Appointment Queue Tab on the Home Page** permission to check students out through Appointment Center.



## Feature Overview

The Appointment Center allows staff at an individual location to manage appointments for that location. For example, a front desk worker can manage appointments for a tutoring center using Appointment Center. Actions possible using Appointment Center include managing the scheduling grid, scheduling appointments, editing appointment details, and canceling appointments. Staff can also view a list of drop-in and scheduled appointments for the day or week. More information about the aspects of the Appointment Center are covered below.

[Location List](#)

[Scheduling Grid](#)

[Drop-In Appointment Screen](#)

[Scheduled Appointments](#)

1

Navigate to <https://csus.campus.eab.com/home>

2 Click "Additional Modes" located at the bottom right corner of your EAB Home Tab

The screenshot shows the EAB Home Tab interface. On the right side, there is a vertical menu with the following items: [Schedule a General Event](#), [Record Class Attendance](#), [Manage Assignments](#), [School Information](#), [Download Center for Reports](#), Campaigns..., [Appointment Campaigns](#), and [Travel Letters](#). Below this menu is a section titled "Upcoming Appointments" which contains the text "You have no upcoming appointments." At the bottom right, there is a blue "Support" button and a dropdown menu labeled "Additional Modes" which is highlighted with a green circle.

3 Click "Appointment Center"

This screenshot is identical to the one above, showing the EAB Home Tab interface. The "Additional Modes" dropdown menu is open, and the "Appointment Center Kiosk" option is highlighted with a green circle. The rest of the interface, including the menu items and the "Upcoming Appointments" section, remains the same.

## 4 Location List

Once you open Appointment Center, select a location from the list.

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NAVIGATE

Appointment Center Name

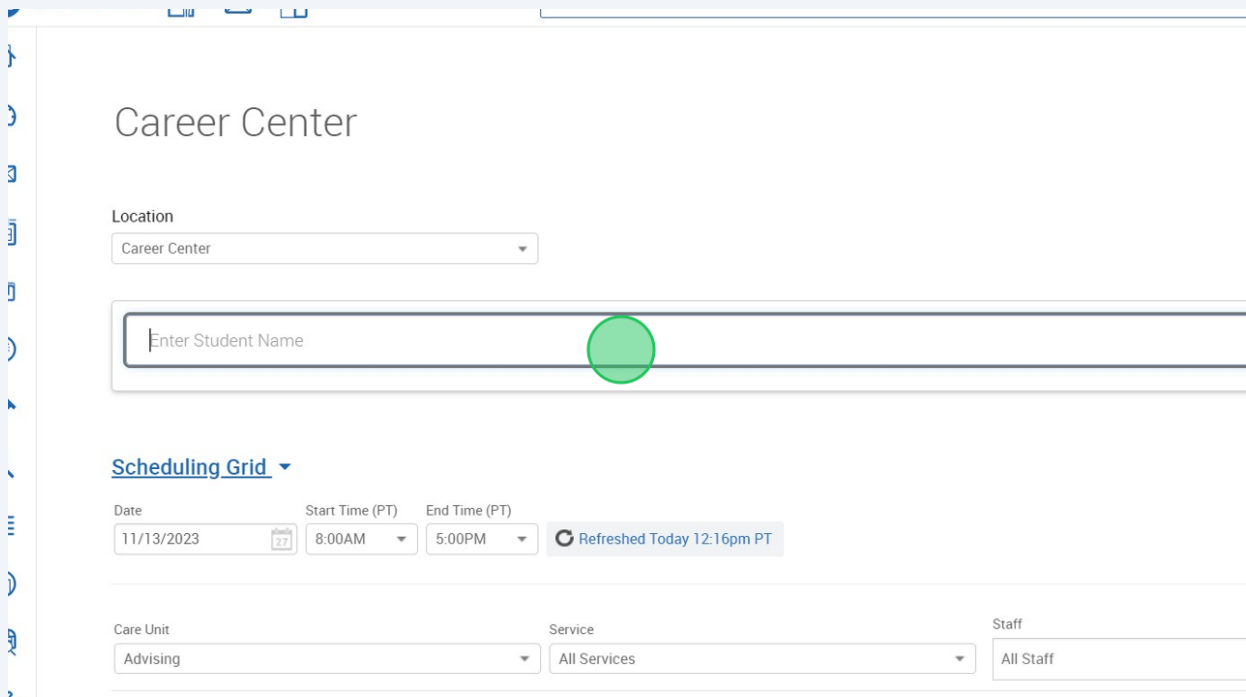
Available Locations

- Academic Advising Center
- APIDA Center
- Art Department - Faculty Office
- ASI Children's Center Student Parents
- ASI Hot Spot
- Biological Sciences Department
- CAMP
- Carlsen Center
- Center for Science and Math Success
- College of Business - Office of Student Engagement
- College of Health & Human Services Success Center
- Communications Department
- Crisis Assistance & Resource Education Support (CARES)
- Dean of Students Office
- Design Department - Chair Office
- Division of Criminal Justice Advising Center
- Economics Department
- Electrical & Electronic Engineering
- Engineering and Computer Science Internship and Career Services
- Engineering and Computer Science Tutoring
- Admissions & Outreach
- Art Department - Chair Office
- Art Department - Studio
- ASI Children's Center Students Check-in/out
- Asian Studies Program
- Bursar's Office
- Career Center
- CCE Academic Advising
- Civil Engineering
- College of Education Student Success Center
- College of SSIS Student Success Center
- Computer Engineering Program
- CSUS Writing Center
- DEGREES Project
- Design Department - Faculty Office
- Dreamer Resource Center
- Educational Opportunity Program
- Engineering and Computer Science Advising Office
- Engineering and Computer Science MESA Program
- English Department

### Location Switcher and Scheduling Grid

Choosing a location opens the Scheduling Grid for that location. This grid can be narrowed down by **Care Unit, Service, Course, Staff Member, Meeting Type, and Date/Time**. While you cannot change the default hours from 8 am to 5 pm, but you can adjust the scheduling grid hours by changing the Start Time and End Time in the filters.

5 Click the "Enter Student Name" field.



Career Center

Location  
Career Center

Enter Student Name

[Scheduling Grid](#)

Date: 11/13/2023 Start Time (PT): 8:00AM End Time (PT): 5:00PM Refreshed Today 12:16pm PT

Care Unit: Advising Service: All Services Staff: All Staff



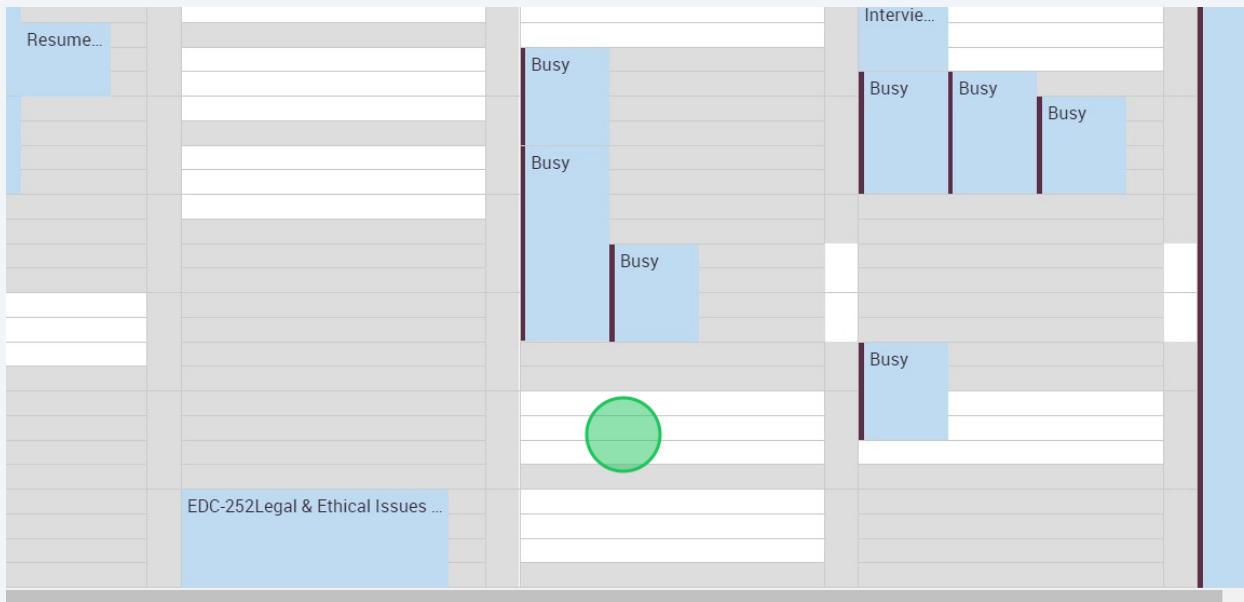
**Appointment Center also has a Location Switcher. When users need to change their Appointment Center location, they use the filter at the top of the main page and select a new Location from the dropdown. Once selected, Appointment Center reloads as the new Location.**

6 Type Student Name

## 7 Example: "Herky Hornet (\*0747) (advisor)"

The screenshot shows a web interface for scheduling. On the left is a vertical sidebar with icons for mail, calendar, document, refresh, location pin, magnifying glass, menu, and a circular icon. The main content area has a 'Location' dropdown menu set to 'Career Center'. Below it is a search bar containing the text 'herky'. A dropdown list below the search bar shows 'Herky Hornet (\*0747) (advisor)' highlighted in blue, with a green circle overlaid on the text. Below the search bar is a 'Scheduling Grid' section with a dropdown arrow. Underneath are fields for 'Date' (11/13/2023 with a calendar icon), 'Start Time (PT)' (8:00AM with a dropdown arrow), and 'End Time (PT)' (5:00PM with a dropdown arrow). To the right of these fields is a refresh button with a circular arrow icon and the text 'Refreshed Today 12:16pm PT'.

## 8 Select available time



9 Click "Please select a service"

The screenshot shows a 'CREATE AN APPOINTMENT' modal window. The 'Service' field is a dropdown menu with the text 'Please select a service' and a green circle highlighting it. To the right of the dropdown is a blue link that says 'Show All Services for this location'. Other fields include 'Organizer' (a greyed-out input), 'Meeting Type' (a dropdown with 'Please select a meeting type'), 'Student' (filled with 'Herky Hornet'), 'When' (with date '11/13/2023', time '3:15pm', and duration '30 min'), 'Comments' (a text area with 'Enter comments'), and 'Options' (checkboxes for 'Student has checked in for appointment' and 'Send E-mail Reminder to the organizer attendee', with the latter checked).

10 Select Service

This screenshot shows the same 'CREATE AN APPOINTMENT' modal window, but the 'Please select a service' dropdown menu is open. The dropdown list contains the following items: 'Please select a service', 'Career Exploration' (highlighted with a green circle), 'Cover Letter Review', 'Graduate School Exploration', 'Internship/Job Search Assistance', and a scroll bar. The rest of the form fields are the same as in the previous screenshot.

## 11 Once complete, click Create Appointment

Comments

Enter comments

Options

- Student has checked in for appointment
- Send E-mail Reminder to the organizer attendee
- Send E-mail Reminder to non organizer attendees
- Send Text Reminder to the organizer attendee
- Send Text Reminder to non organizer attendees

Cancel **Create Appointment**

