

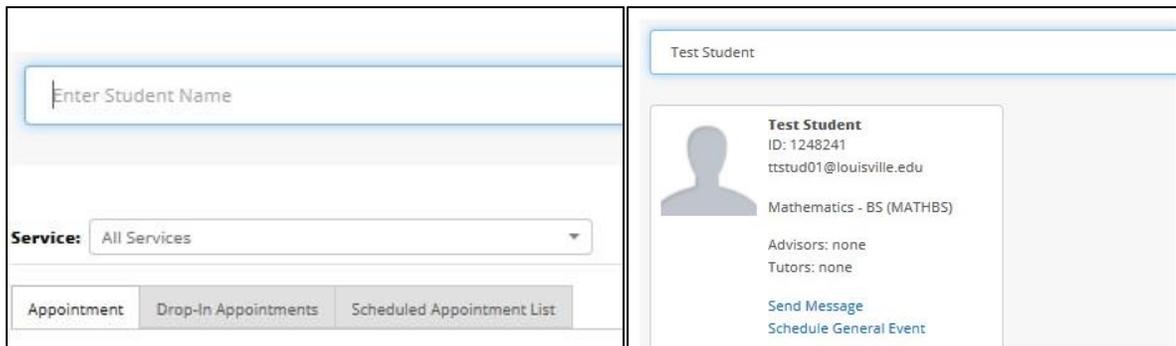
CardSmart Training

How to Create an Appointment from the Advising Center Mode

1. Select the **Advising Center** mode from the bottom right of your CardSmart home screen, and then select your Advising Center location.



2. Enter the student's ID number or and click the student's name from the drop down results.



3. The calendar will show the current day and the list of advisors with availability that day. You can select either **First Available** to the left or a particular day and time frame. Click **Reload** to update the view each time you change the date or other parameters.



- From this screen, you can see open appointment possibilities (times that aren't gray for that advisor or have other meetings shown) and can select an option that corresponds with the student's availability.

7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
Noon				General Event 1 / 0

- Click the desired advisor and time slot and the **Create an Advisor Appointment** dialog box will open. Confirm that the information is correct and select a **Service** for the appointment.

[Click here to learn the UoF best practice for services](#)

CREATE AN ADVISING APPOINTMENT

Service:

[Show All Services for this location](#)

Organizer: Khotso Libe

Student: Test Student

When: Thu Jul 27, 2017
10:00 AM - 10:30 AM

[Edit Details](#)

- Click **Edit Details** to add information to the appointment or change the date or time.

- As soon as you hit **Save Appointment**, the appointment will appear on the advisor’s calendar and the student will get an email. The student will also get an email reminder the evening before the appointment. A sample of the student email appears below:

