General

• The ability for a user to add an appointment, delegate appointments, or edit office hours.

Navigation

• Make sure that the user is properly logged into the Skyfactor Mapworks platform.

• Select Schedule from the Navigation Bar

Create Office Hours

• Select “Add Office Hours” from the sub-navigation options
• Select whether you would like to create a recurring series of office hours or a one time block
• Enter the Date in the mm/dd/yyyy format or use the calendar pop up.
• Enter Time in the HH:MM (am/pm) format.
• Enter the appointment time slot length.
• Enter the Location of the meeting.
• You may choose to add a Repeat Pattern.
• You may choose to add a Range of Repetition.
• When complete click the “Add Office Hours Series” button to save changes.

After saving, a confirmation message will appear and the user is taken back to the Scheduling Page with the updates.
Book or Edit an Appointment

- Select “Book Appointment” from the sub-navigation menu

- Select a Reason for the appointment from the drop down.
- Enter the Date in the mm/dd/yyyy format or use the calendar pop up.
- Enter Time in the HH:MM (am/pm) format.
- Enter the location for the appointment.
- Enter an optional description of the appointment.
- To add attendees, begin to type the name, email, or ID of the attendee and a list will populate with matching records.
- Select the appropriate attendee and then click ADD
- The selected user will appear in the list on the right of the window.
- You may select multiple attendees for each appointment.
- Once completed, select the Book Appointment button on the bottom of the window.
• A confirmation message will appear notifying the requestor that an email will be sent to all attendees.
• If the user agrees, select “Book Appointment” again and a confirmation message will appear confirming the appointment has been saved and sent.
• The user will be returned to the Scheduling page where the appointment will now show up if it is within the selected timeframe.
- Users can book appointments directly from their schedule by selecting the Book icon from the associated available time slot.
- Users can edit existing hours or appointments from the schedule by selecting the Menu icon from the associated timeslot or appointment.
Manage Delegates

This section provides the user a quick guide on adding calendar delegates.

- Select “Manage Delegates” from the sub-navigation menu

- To add delegates, begin to type the name, email, or ID of the staff member and a list will populate with matching records.
- Select the appropriate user and then click ADD
- The selected user will appear in the list
- You may select multiple delegates to manage your schedules
- Once Completed Select “Save Changes” on the bottom of the window
- Upon Successful save a confirmation message will appear and the user will be taken back to the scheduling page.
Now the delegates can schedule appointments for you from their own account.