

Transfer Intake Settings

youcanbook.me

STEP 1

The screenshot displays a Google Calendar interface. At the top left is the GreenMail logo. A search bar is located at the top center. The calendar view shows the week of August 31 to September 6, 2014. A pop-up window for an event on Thursday, September 4, from 8:30am to 4:30pm is open. The event is titled "Video call" and has a "Join meeting: carloj" link. The "Edit event" link in the pop-up is circled in yellow. The calendar shows various appointments, including "Labor Day - Campus Clo" on Monday, September 1st, and several "Lunch" and "App" events.

- Open Google Calendar
- Beginning today, select any c appointments currently on your calendar
- Edit event

The screenshot shows the GreenMail interface for creating an event. At the top, there are buttons for navigation and actions: a back arrow, a red 'SAVE' button, 'Discard changes', 'Delete', and a 'More Actions' dropdown menu. Below this is a text input field containing 'c^', which is circled in yellow. Underneath are date and time pickers: '9/4/2014' at '8:30am' to '4:30pm' on '9/4/2014', with a 'Time zone' dropdown. A checkbox for 'All day' is present, and a 'Repeat' section is set to 'Weekly on Monday, Tuesday, Wednesday, Thursday, until Oct 30, 2014', with an 'Edit' link circled in yellow. Below the repeat settings are buttons for 'Event details' and 'Find a time'.

The main event details section includes: 'Where' (text input), 'Video call' (with a 'Join meeting: carloj' link and 'Change name | Remove' options), 'Calendar' (set to 'Julia Carlo'), and a 'Description' text area. There is an 'Attachment' section with an 'Add attachment' button, an 'Event color' selector (with a blue checkmark), and 'Reminders' (set to 'No reminders set' with an 'Add a reminder' button).

At the bottom, there are 'Show me as' options (Available, Busy) and 'Privacy' options (Default, Public, Private). A footer note states: 'By default this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. Learn more'.

A 'Repeat' dialog box is open on the right, showing: 'Repeats: Weekly', 'Repeat every: 1 weeks', 'Repeat on: S M T W T F S' (with M, T, W, T checked), 'Starts on: 8/25/2014', and 'Ends: On 10/30/2014' (circled in yellow). The summary is 'Weekly on Monday, Tuesday, Wednesday, Thursday, until Oct 30, 2014'. The dialog has 'Done' and 'Cancel' buttons.

- Add the ^ symbol after c in the event title [lower case c with ^ symbol (above the number 6)]
- Select Edit next to Repeat
- Set Ends: on 10/30/2014
- Hit “done” and save your event

4:30pm 9/4/2014 Time zone

Monday, Tuesday, Wednesday, Thursday, until Oct 30, 2014 [Edit](#)

Edit recurring event ✕

Would you like to change only this event, all events in the series, or this and all following events in the series?

<input type="button" value="Only this event"/>	All other events in the series will remain the same.
<input type="button" value="Following events"/>	This and all the following events will be changed. Any changes to future events will be lost.
<input type="button" value="All events"/>	All events in the series will be changed. Any changes made to other events will be kept.

- Select All Events
- Move to step 2

STEP 2

The screenshot shows a calendar interface with a modal dialog box for creating a new event. The dialog box is titled "Event | Appointment slots" and contains the following information:

- When:** Mon, November 3, 9:00am – 9:30am
- What:** A text input field containing "c^", which is circled in yellow.
- Calendar:** A dropdown menu set to "Julia Carlo".
- Buttons:** "Create event" and "Edit event »".

The background calendar shows a weekly view for November 2014, with the current date being November 2, 2014. The calendar displays various events, including a "9 – 9:30" slot on Monday, November 3, and a "9 – 10 Meeting with Mike Chanslor" on Friday, November 7. Other events include "11:30 – tr^", "12p – 1p Lunch", "1p – c^", "1:30p – tr^", "1:45p – 3:30 Crisis Comm - Leoser 240", "2p – c^", "2:30p – tr^", "3p – c^", "3:30p – tr^", and "4p – c^".

- Beginning Monday, November 3rd, create a new event

to [Time zone](#)

All day Repeat...

Where

Video call Join meeting: carloj
[Change name](#) | [Remove](#)

Calendar ▼

Description

Attachment [Add attachment](#)

Event color |

Reminders No reminders set
[Add a reminder](#)

Show me as Available Busy

Privacy Default Public Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

- **For Continuing Appointments:** Type c^ in the event title [lower case c with ^ symbol (above the number 6)]
- Set your 30 minute time slot (AA's-1st half of each hour; UA's-2nd half of each hour)
- Select "Available"

← SAVE Discard

c^

11/3/2014 9:00am to 9:30am 11/3/2014 Time zone

All day Repeat...

Event details Find a time

Where Enter a location

Video call Join meeting: carloj
Change name | Remove

Calendar Julia Carlo

Description

Attachment Add attachment

Event color |

Reminders No reminders set
Add a reminder

Show me as Available Busy

Privacy Default Public Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who

Repeat

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: S M T W T F S

Starts on: 11/3/2014

Ends: Never
 After occurrences
 On 1/8/2015

Summary: Weekly on Monday, Tuesday, Wednesday, Thursday, until Jan 8, 2015

Done Cancel

- Select Repeat
- Repeat on: M,T,W,Th (only days you take appointments)
- Ends: **January 8, 2015**
- Select Done and Save your event
- Repeat this process for each 30 minute Continuing (c^) time slot (i.e. 9:00, 10:00, etc.)

STEP 3

The screenshot displays a calendar application interface. At the top, it shows the date range 'Nov 2 - 8, 2014'. A 'CREATE' button is visible in the top left. On the left side, there is a sidebar with a monthly calendar for November 2014 and a list of 'My calendars' including 'Julia Carlo', 'Appointments', and 'Tasks'. The main area is a weekly calendar grid. A modal dialog box titled 'Event | Appointment slots' is open, showing the event details: 'When: Mon, November 3, 9:30am - 10:00am', 'What: tr^', and 'Calendar: Julia Carlo'. The 'What' field is highlighted with a yellow circle. Below the dialog, the calendar grid shows various events, including '9:30 - 10' on Monday, '11:30 - tr^' on Tuesday, and '12p - 1p Lunch' on Wednesday and Thursday.

- **For Transfer Appointments:** select the second part of each hour (AA's - 2nd half of each hour; UA's - 1st half of each hour), create a new event.
- Using **tr^** as your event title, follow the same directions as outlined for c^ events
- Repeat this process for each Transfer (tr^) time slot

STEP 4

customer bookings
straight into
your calendar

Get a FREE account

Or log in if you already have one

Here's how we can help you
save time and make more
money.
(1 min video)

Have a play!
Check out how easy it
is for your customers

you can book me

Sign up for free Login





menu

Thursday, September 4, 2014

8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM








https://gb.youcanbook.me/login/index.jsp;jsessionid=89A62DAF9CB96D2E313E1F6A6384AC97

- Log in to youcanbook.me

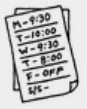
entry	start time	duration	service	team
Appointment: Courtney Helm	9/4/14 10:30 AM	30 minutes		 details  rebook
Appointment: susanna hogshooter noo154484	9/4/14 1:30 PM	30 minutes		 details  rebook

NSU Academic Advising - College of Liberal Arts


carloj.youcanbook.me

 edit  view  share  bookings  go offline  copy  delete

- Select “manage”
- Select “edit”



You set the grid to show the days you are normally available, including start and end time, lunch hours and whatever is your usual schedule. ([read more](#))

 hide help

mon: 8:00 AM to 5:00 PM copy-to-all

tues: 8:00 AM to 5:00 PM

wed: 8:00 AM to 5:00 PM

thurs: 8:00 AM to 5:00 PM


fri: 8:00 AM to 5:00 PM


sat:


sun:

unchecked days:

display: minute slots

minimum booking: minutes 


default booking: minutes 

maximum booking: minutes 

display: week(s) per page

starting:

lunch starts: lunch ends:

on duty events: 

- Select "times"
- Change "on duty events" to read c^
- Save and exit

Transfer Intake Settings

youcanbook.me

- Check **your** youcanbook.me site for Nov 3 to view **continuing** appointment slots; make adjustments to your calendar as needed.
- **AA's:** Check the site below to view **transfer** appointment slots; make adjustments to your calendar as needed.

TAH AA's:

nsuappointments.youcanbook.me

BA AA's:

nsuappointmentsba.youcanbook.me

JUMP TO DATE

Mon 11/3/14	Tue 11/4/14	Wed 11/5/14	Thu 11/6/14	Fri 11/7/14
8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30 PM