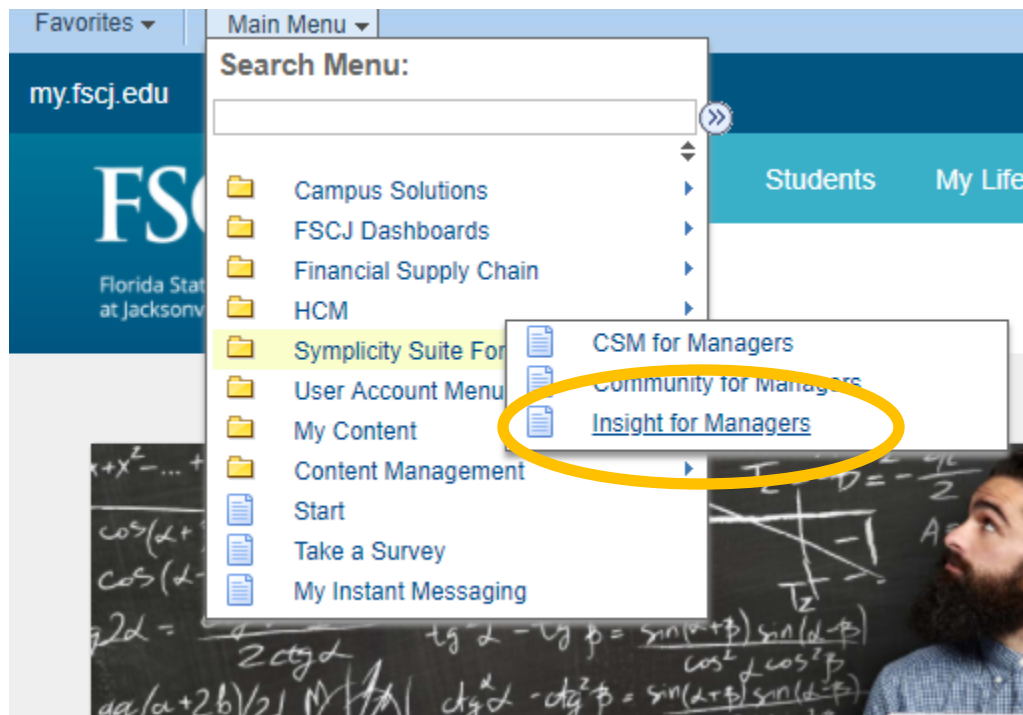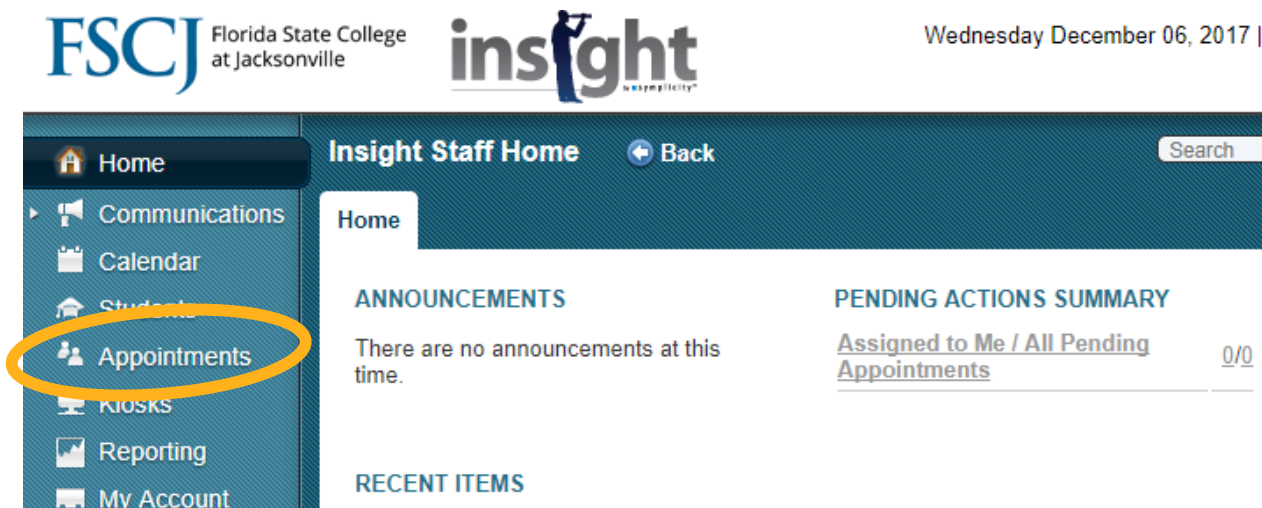**FSCJ** Florida State College
at Jacksonville

Insight

How to Set Up Staff Availability

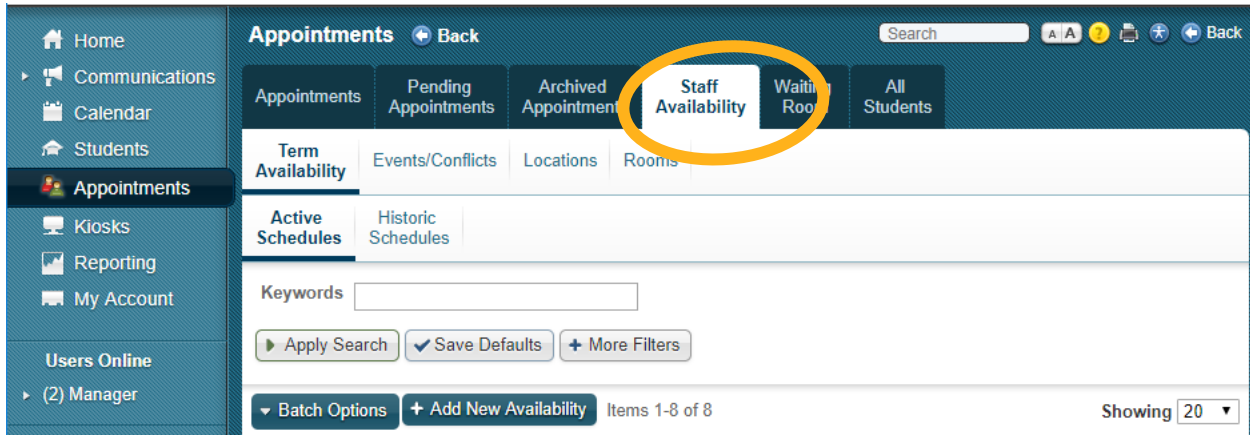# How to **Set Staff Availability for Appointments**

Log into your Insight account through your myFSCJ account. Staff with accounts in the Insight system can access Insight through the Symplicity Suite folder in the main menu drop down box.
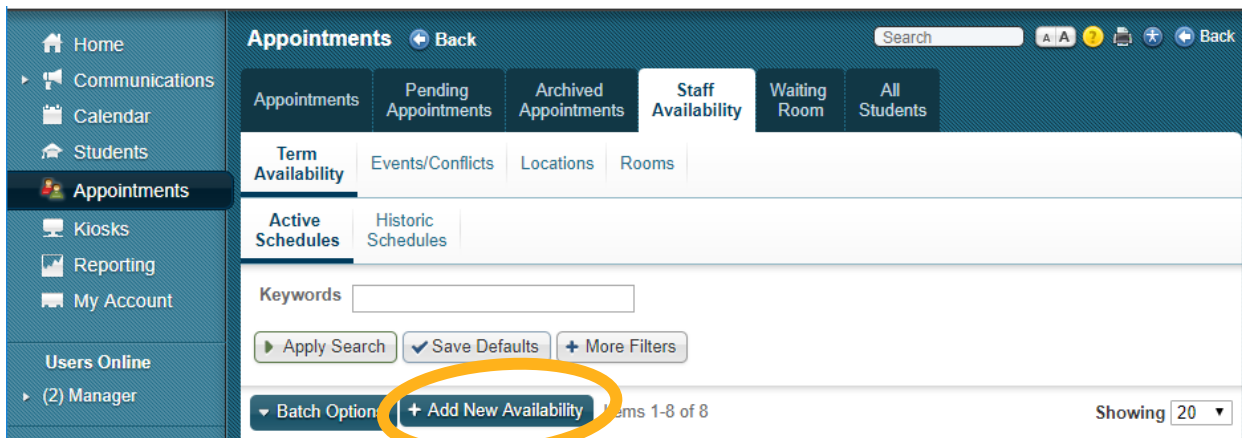

Click on **Appointments** on the left column

Click on the **Staff Availability** tab on the top of the page

Click **+ Add New Availability**

This will set availability for the term

Term Availability Events/Conflicts Locations Rooms

▶ Submit ✔ Save ✘ Cancel

* indicates a required field

Availability Label*

> **Availability Label** First Name Last Name - Term Year (ex: Aimee Bishop - Spring 2017)

Staff Member* [Test User ▼]

> **Staff Member**: drop down, select the name of the staff member for which you are creating the schedule.

Schedule to Copy Search for a schedule by staff or label

[🔍 ⊗]

> **Schedule to Copy**: you can reuse previous schedules such as Fall to Spring

[Copy Schedule]

Location* [▼]

> **Location**: select your campus location from the drop down menu

Start Date* [ ] 📅 🚫

End Date* [ ] 📅 🔄

> **Start Date** and **End Date** should be the beginning and end of the term for which you are setting availability

Meeting Start Options (per hour) Select possible appointment start times. If none are selected, the start time will be the start time selected in the timespan windows.

[[select] ▼] [Clear]

[ ]

> **Meeting Start Options** (per hour): Please select the start time options for your appointments. In general, a good choice would be to select 00, 15, 30, 45

Type(s)* These types determine which counseling type the counselor is available for. If none selected, counselor will be available for all types.

Appointment lengths per type has been turned on in system settings, which means lengths have been assigned in the Appointment Type Picklist. If you have questions, please speak to the super user who is in charge of altering the picklists.

Overlapping availabilities has been turned on in system settings. If you have questions, please speak to the super user who is in charge of altering the system settings.

[[select]]

> **Types**: The types of appointments you select are **based on your user group rights**. Please select the team you are assigned to. Example: Career Development team, select Career Development Appointments.

Allow Walk-ins? ○ yes ○ no

> **Allow Walk-Ins?** Select yes or no
>
> If yes, select if you want walk-in availability only

Determine the weekly schedule by selecting the times a staff member is available for appointments and walk-ins for each day of the week

Helpful Hints: To select a range of appointment availability times, click on the earliest appointment time and press and hold SHIFT and the mouse key to select a range. The CTRL key allows you to add (or delete) additional time slots, providing you an opportunity to schedule a lunch break.

Click on the start time (ex: 8:30AM), keep your finger on the mouse key and press and hold SHIFT to select a range of times (ex: 4:30PM is your last availability of the day).

To add a lunch break, press and hold CTRL and click on the time slot (or slots) you would like to remove from your availability.

- Events/Conflicts can be scheduled for all office staff, for example: Thursday morning staff meetings
- Or, events/conflicts can be individual, for example: scheduled annual leave, conference, etc.

Auto Approve Appointments? ● yes ○ no

Select Auto Approve

▶ Submit   ✔ Save   ✖ Cancel

You're done! If you have questions or need additional training please contact insight@fscj.edu.