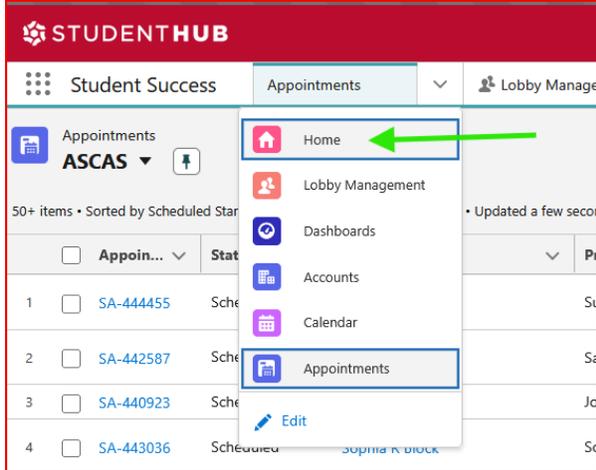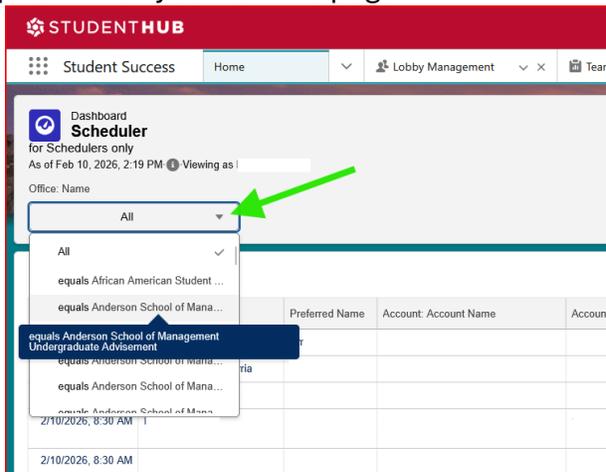# Support/Scheduler Viewing of Appointments Today:

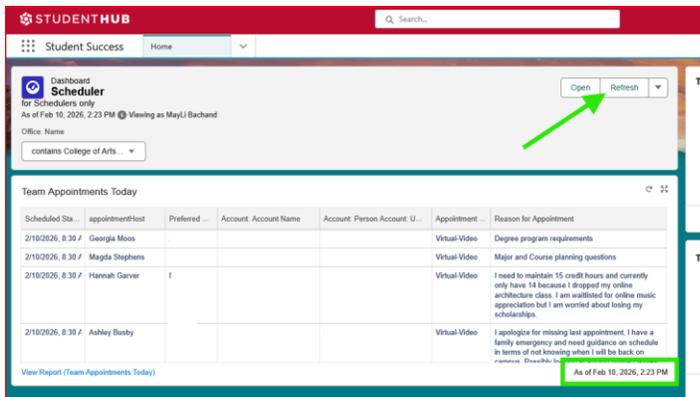Any user with a Support or Scheduler role can view appointments for their unit/office.

On your tab drop down, click on the first option Home:

The page may default to "All" so using the caret, select your office so it's always the first option when you visit this page.

On this page, we recommend that you hit Refresh to ensure the most up to date information is listed:

From this page you can view every appointment scheduled for your unit/office today. In this view, you can see the following:

- **Scheduled Start** – this has the date and time for the appointment. This will be listed in chronological order.
- **Appointment Host** – the advisor in your office who is meeting with the student
- **Preferred Name** – Students preferred name
- **Account: Account Name** – the legal name imported from Banner
- **Account: Person Account: UNM ID** – the students UNM ID number
- **Appointment Type** – the modality of the appointment (Virtual-Video, In Person, etc.)
- **Reason for Appointment** – the reason listed as to why the student set up the meeting

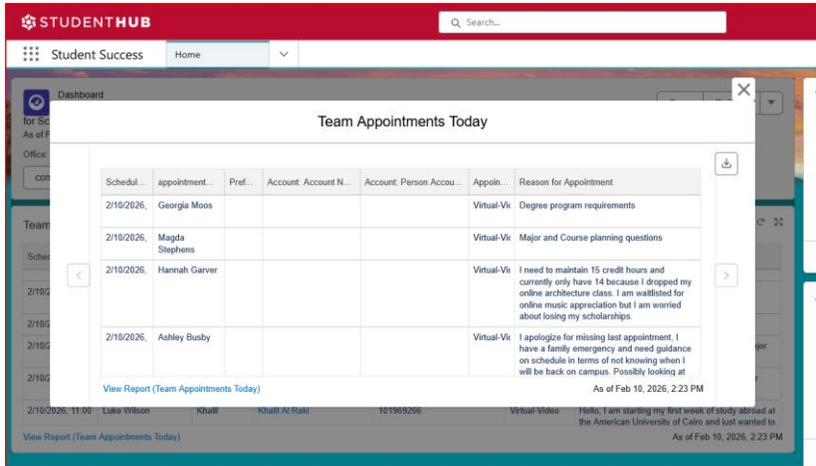You can use the scroll function to move down the list:

If you want to make it a pop-up, click the arrows out icon on the upper right of the section:
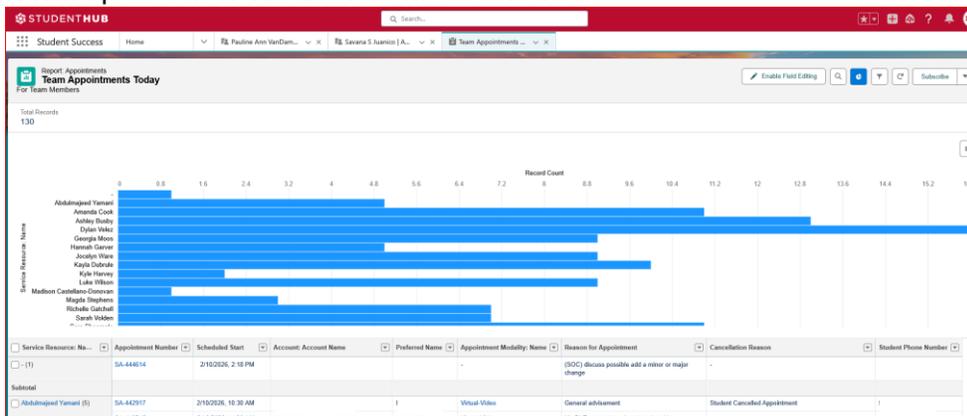
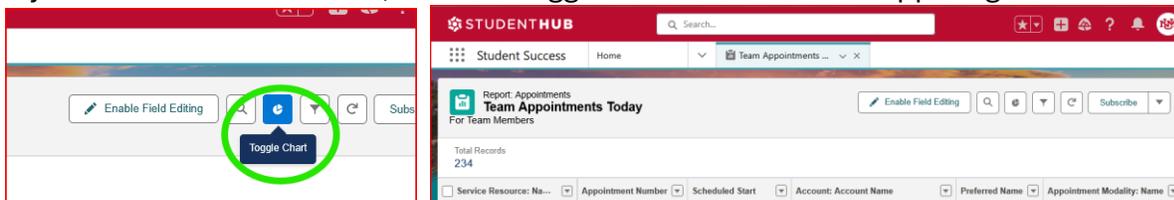It will generate a pop-up window that looks like below and it will allow you to scroll.

If you want to view the full day, at the bottom left you will see a hyperlink that reads, "View Report (Team Appointments Today):

It will open a new tab that looks as follows:

If you want to hide the chart, click the toggle chart button on the upper right:

How this view differs:
- It bundles each section to be advisor specific:

- It lists the Appointment Number so you can click directly into that appointment for details.

- It has a column for Cancellation Reason so you can see why an appointment was canceled.

We hope this helps! If you have any questions, please email shconnect@unm.edu.