

# Setting up Appointment Constraints

From the Advising Home page, click on the **My Availability** tab.

## Appointment Constraints

To define parameters that control your availability with appointments, first click the **Edit Appointment Constraints** option.

### Advisor Home



### Times Available

Actions ▾					
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
⊙	Mon, Tue, Wed, Thu, Fri	8:00a-4:00p	Fall 2015	Bryant-Denny Athletic Center	New Advising Service For Appointments <a href="#">Edit</a>

When clicked, these options are available for you to define:

The screenshot shows a dialog box titled 'Student Appointment Constraints:'. It contains the following fields and options:

- 'Hours in advance:?' with a text input field containing the number '4'.
- 'Default Appointment Length:?' with a dropdown menu showing '30 min'.
- A checked checkbox labeled 'Require available times for students?'.
- A blue button labeled 'Update Constraints'.
- A link labeled 'Hide Constraints' at the bottom.

1. *Hours in Advance* refers to how many hours, from the current time, a student must wait before they can schedule an appointment. For instance in the example above, if the current time is 10:00am, the earliest a student would be able to schedule an appointment with you would be 2:00pm. This setting only applies to students making appointments.

2. *Default Appointment Length* is the default length of this specific advisor's appointment. This can be overridden by users with the appointment create permission, except by students, during appointment creation.

3. *Require available times for students* means that advisors must have defined **Times Available** (see section below) before a student can create an appointment with them. If this box is not checked, students are able to schedule with that advisor at any time and day. This box is checked by default. GradesFirst highly recommends that advisors use this default during setup.

Click the **Update Constraints** button to save your changes. Then, to hide the Student Appointment Constraints settings box you can simply click on the Hide Constraints link.