

Schedule Appointment

Look-Up and Schedule Appointment

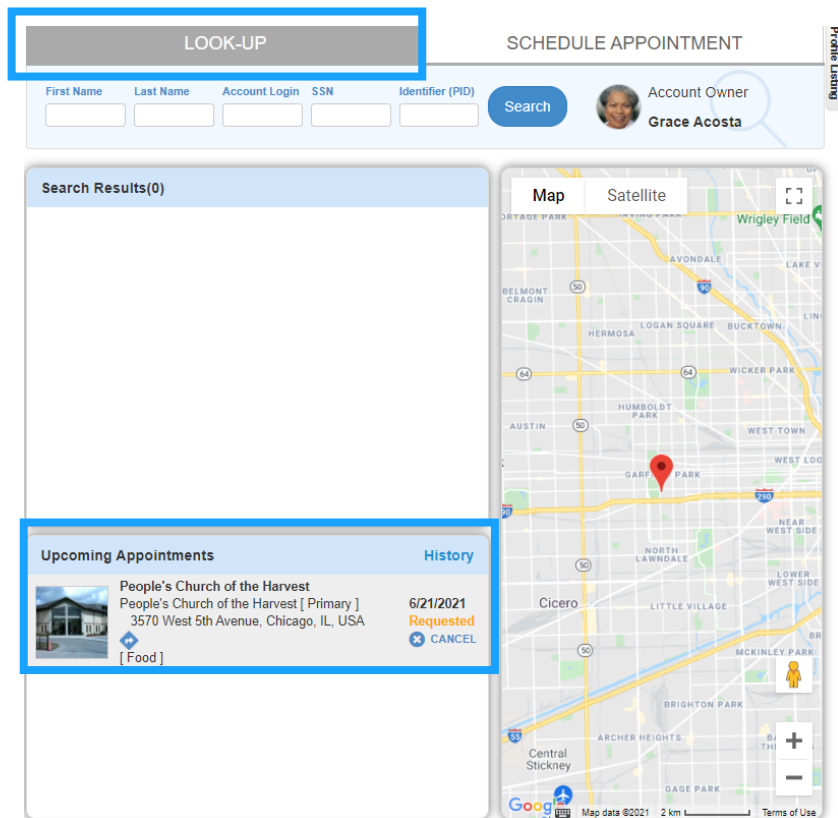
Summary

Use the Schedule Appointment page, within Registration Assistance to view and schedule existing client appointments that have been created through the Portal or to schedule new appointments. If the Client has scheduled an appointment using the Portal, the information will be available as well as all appointment history. Search for a client in fields at top of page or use the Profile Listing Quick Access menu.




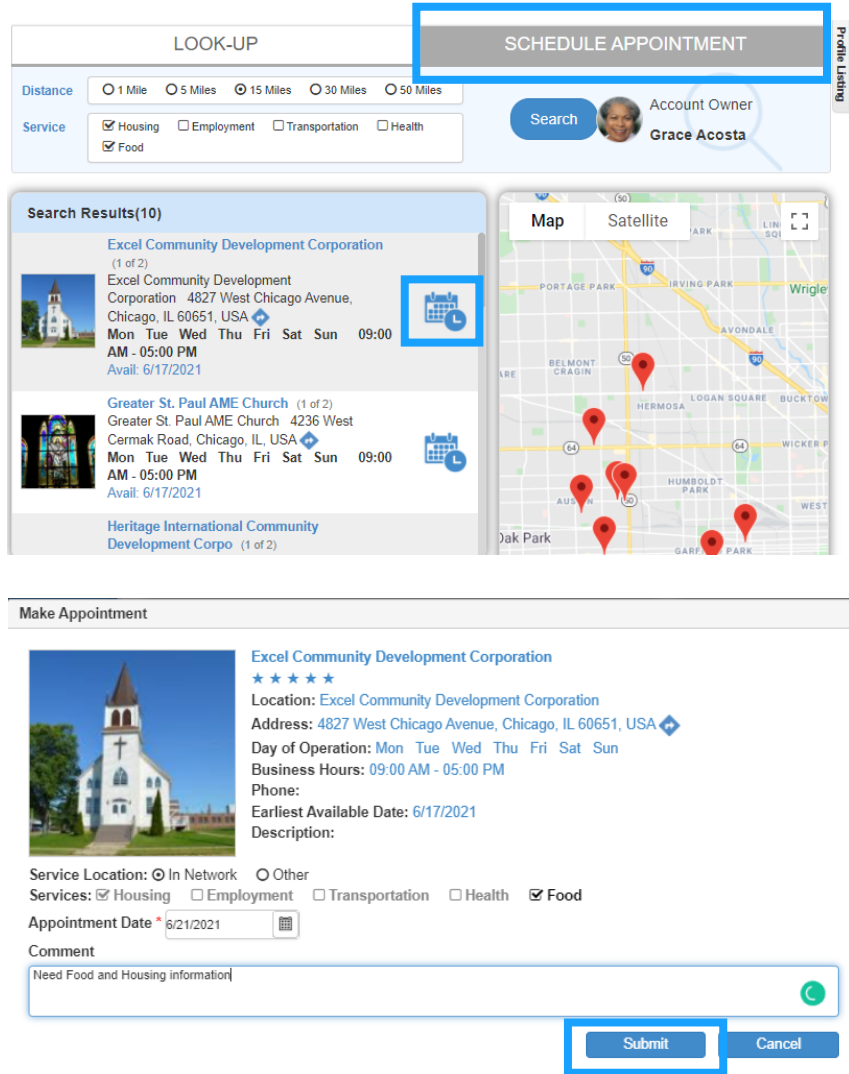
Look-Up Appointment: On Schedule Appointment page

- Click on **LOOK-UP** tab to view upcoming appointments
 - Upcoming Appointments will be listed with:
 - Location information
 - Time and Date
 - Appointment Status
 - Directions
 - Cancellation option
 - Click on the Service being requested
 - In the Detail Popup window, more Location and Appointment Details is displayed
 - Click on **HISTORY** to view all appointment history
 - Click **CLOSE**
 - Map preference may be adjusted:
 - Map – Terrain
 - Satellite – Labels
 - Zoom in & out
 - Tilt Map
 - Pegman street view
 - Toggle full screen view



Schedule Appointment: On Schedule Appointment page

- Click on **SCHEDULE APPOINTMENT** tab to schedule an Appointment
 - Select the preferred location distance
 - Select the Services needed
 - Click **SEARCH**
 - All matching Location information is listed under the Search Results
 - Click on the **MAKE APPOINTMENT** icon  to make an appointment
 - In the Make Appointment popup window:
 - Select Services
 - Set Appointment Date
 - Enter Comment
 - Click **SUBMIT**



The screenshot shows the 'SCHEDULE APPOINTMENT' interface. At the top, there are two tabs: 'LOOK-UP' and 'SCHEDULE APPOINTMENT'. The 'SCHEDULE APPOINTMENT' tab is active. Below the tabs, there are search filters for 'Distance' (1 Mile, 5 Miles, 15 Miles, 30 Miles, 50 Miles) and 'Service' (Housing, Employment, Transportation, Health, Food). A 'Search' button and the user's profile 'Account Owner Grace Acosta' are also visible.

The 'Search Results(10)' section displays three results:

- Excel Community Development Corporation** (1 of 2): 4827 West Chicago Avenue, Chicago, IL 60651, USA. Hours: Mon Tue Wed Thu Fri Sat Sun 09:00 AM - 05:00 PM. Avail: 6/17/2021. A 'Make Appointment' icon is highlighted with a blue box.
- Greater St. Paul AME Church** (1 of 2): 4236 West Cermak Road, Chicago, IL, USA. Hours: Mon Tue Wed Thu Fri Sat Sun 09:00 AM - 05:00 PM. Avail: 6/17/2021. A 'Make Appointment' icon is highlighted with a blue box.
- Heritage International Community Development Corpo** (1 of 2)

To the right of the search results is a map showing the locations of the search results with red pins.

The 'Make Appointment' popup window is shown below, with the following details for the selected location:

- Excel Community Development Corporation** (★★★★★)
- Location:** Excel Community Development Corporation
- Address:** 4827 West Chicago Avenue, Chicago, IL 60651, USA
- Day of Operation:** Mon Tue Wed Thu Fri Sat Sun
- Business Hours:** 09:00 AM - 05:00 PM
- Phone:**
- Earliest Available Date:** 6/17/2021
- Description:**

Below the details, there are options for 'Service Location' (In Network, Other) and 'Services' (Housing, Employment, Transportation, Health, Food). The 'Appointment Date' is set to 6/21/2021. A 'Comment' field contains the text 'Need Food and Housing information'. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a blue box.