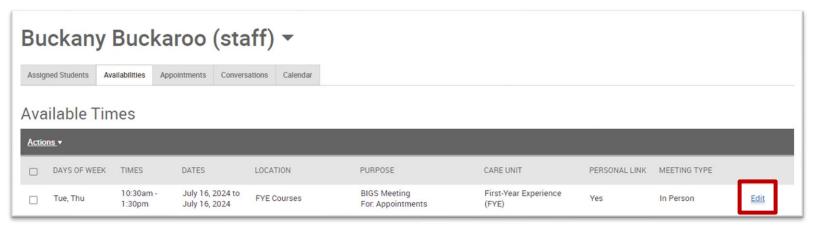
Navigate360: Editing Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments. Staff can copy an availability and make modifications without making new availability.

- 1. Use the Edit function to edit existing availabilities
 - Click the Edit link to the right of an availability.



- Edit the desired information. If editing the *Care Unit* or *Location*, the *Services* will need to be input again.
 - Examples of additional availabilities: Create Tuesday/Thursday availability. Create availabilities
 for the final exam period. Create availabilities for specific Campaigns. Create availabilities in
 which only virtual or phone Meeting Types are available.