

## Appointments Report Field Descriptions

Date: 4/2/21

OVERVIEW
<p>The <b>Appointments Report</b> is one of eighteen Reports available on EAB Navigate LA. In particular, the Appointments Report allows advanced capability to view appointments and students without appointments. This report is a good benefit to support proactive caseload initiatives.</p> <p>The Appointments Report is found in EAB Navigate LA on the side toolbar within the Reporting tab.</p> <p>Questions? Visit Navigate LA website to submit your request: <a href="https://www.calstatela.edu/navigatela">https://www.calstatela.edu/navigatela</a></p>

Column Name	Descriptions	Example
<b>Student Name</b>	Students last and first name	Dough, John
<b>Student E-Mail</b>	Student campus e-mail address	Jdough597@calstatela.edu
<b>Student ID</b>	Cal State LA student ID number	##### 9-digit number
<b>Student AlternateID</b>	<blank – not used by Cal State LA>	<blank – not used by Cal State LA>
<b>Categories</b>	Categories that are applied to student(s) based on information in GET	Career: Undergraduate (UGRD)
<b>Tag</b>	<blank – not used by Cal State LA>	<blank – not used by Cal State LA>
<b>Classification</b>	Shows Class Level as well as the Last Term Attended in parenthesis	Sophomore (Fall Semester 2020)
<b>Major</b>	Shows all Majors the student is enrolled in	Sociology-SOC BA, Honors College Program-HCP
<b>Cumulative GPA</b>	Shows total GPA and the Last Term Attended in parenthesis	3.567 (Fall Semester 2019)
<b>Assigned Staff</b>	Shows which staff the student is Assigned To and the Relationship Type in parenthesis	Andrea Villegas (Advisor) Arelly Acuña (EOP)
<b>Had Appointment?</b>	Shows whether a student booked an appointment	(Yes, No)
<b>Care Unit</b>	Shows the Care Unit the Appointment belongs to	Undergraduate Advising
<b>Scheduled Services</b>	Shows the Service the Appointment is for	Explore or Declare Major/Minor
<b>Scheduled Course Name</b>	Shows the Name of the Course associated with the Service  Requires Service to be set to “Course Specific”	Principles of Financial Accounting
<b>Scheduled Course Number</b>	Shows the Catalog Name and Course Number associated with the Service  Requires Service to be set to “Course Specific”	ACCT-2100
<b>Location</b>	Shows the location or Center hosting the appointment  Does not refer to location where the meeting will take place	College of Arts and Letters Advising Center



Column Name	Descriptions	Example
<b>Appointment Type</b>	Displays whether the meeting was by Appointment (Scheduled) or Drop-In  Special Check-in types such as <b>Track Time</b> or <b>Record Visit</b> will not appear in Appointment Reports. Use the Check-In Report for those.	Scheduled
<b>Scheduled Date</b>	Shows the pre-arranged Date of the Appointment	3/25/2020
<b>Scheduled Start Time</b>	Shows the pre-arranged Start Time of the Appointment	2:00pm
<b>Scheduled End Time</b>	Shows the system-defined End Time based on Defined Service Duration  EAB Staff can alter the End Time within the Appointment Center	2:30pm
<b>Scheduled Duration (in Min)</b>	Calculated field based on Scheduled Start and End Times; displays time in minutes	30
<b>Appointment Created At</b>	Shows Date and Time the appointment was created	2/5/2020 2:00 pm
<b>Appointment Created By</b>	Shows the name of the user creating the appointment; can be Student via Self-Service or Front Desk Staff/Advisor	Andrea Villegas
<b>Appointment Comment</b>	Short message by Staff regarding the appointment	Please read your Degree Plan before our meeting. We will be going over that.
<b>Attendance Created At</b>	Shows Date and Time the attendance was created (differs from Appointment Created At)	2/5/2020 2:00
<b>Attendance Created By</b>	Shows who initiated the meeting (could be Staff or Student). This may differ from who the Student met with	Villegas, Andrea
<b>Associated With Campaign</b>	Shows if the Appointment was part of a Campaign  Yes = was part of a campaign No = not part of a campaign	YES
<b>Appointment Campaign Name</b>	Shows the name of the Campaign (if the appointment was part of a campaign)	UAAC, SP 21, Take 30, Villegas A.
<b>Staff Organizer Name</b>	Shows the name of the Staff Member conducting the meeting  Does not refer to the Staff member who scheduled the meeting	Villegas, Andrea
<b>Staff Organizer ID</b>	Shows the Employee Identification Number of the Staff Member conducting the meeting	123456789
<b>Staff Organizer Email</b>	Shows the email address of the Staff Member conducting the meeting	Email@calstatela.edu
<b>Check In Date</b>	Shows the date when the Student was checked-in for their appointment at the Location  Kiosk or Front Desk Check in  Blanks could denote virtual meetings through ZOOM	3/27/2020



Column Name	Descriptions	Example
<b>Check In Time</b>	Shows the Time when the Student was checked-in for their appointment at the Location  Kiosk or Front Desk Check in  Blanks could denote virtual meetings through ZOOM	12:39PM
<b>Check Out Date</b>	Shows the Date when the Student was checked-out from their appointment at the Location  Kiosk or Front Desk Check in.  Blanks could denote virtual meetings through ZOOM	3/27/2020
<b>Check Out Time</b>	Shows the Time when the Student was checked-out from their appointment at the Location  Kiosk or Front Desk Check in  Blanks could denote virtual meetings through ZOOM	1:00PM
<b>Group Appointment?</b>	Displays if the Appointment is part of a group meeting  Yes = appointment is part of a group meeting No = appointment is not part of a group meeting	No
<b>Time Slots in Appointment</b>	Displays the max number of participants for the selected appointment time slot  Displays 1 for non-group appointments	1
<b>Time Slots Remaining In Appointment</b>	Display how many more slots were available for a specified appointment time	0
<b>Cancelled?</b>	Shows if the appointment was cancelled  Yes = The Appointment was Canceled No = The Appointment was not Canceled	No
<b>Cancellation Reason</b>	Shows the Cancellation reason selected  Reasons are based on a pre-defined list both the student and staff can choose from	Appointment No Longer Needed
<b>Cancellation Comment</b>	Free Form Text box  Both Students and Staff can use this	I apologize for the late cancellation, couldnot attend.  <this is an actual cancellation comment made by a student>
<b>Cancelled By</b>	The name of the Person Cancelling the Appointment  Can be the Student or a Staff	Villegas, Andrea



Column Name	Descriptions	Example
<b>Late Cancel No Show?</b>	Shows if the no-show was the result of a cancellation that occurred too close to the start of the scheduled appointment  For Academic Advising locations: When the cancellation occurs <b>2-hours before</b> the scheduled appointment, Late Cancel Show = No  Otherwise, the field will show "Yes"	Yes
<b>Appointment Summary No Show</b>	Shows if the student did not attend the scheduled appointment <b>and</b> a Cancellation was not recorded	No
<b>Summary Report Filed?</b>	Shows if a Report Summary was filed  A "blank summary report" can be triggered when a meeting facilitator uses the Appointment Summary to mark a student as a No Show	Yes
<b>Date Summary Report Submitted</b>	Shows the date the appointment summary was filed	3/30/2020