

Scheduling an Appointment

In Maxient

Select **Find Case**
from left toolbar

Type in Client's last
name or PUID

Do not hit enter
immediately after
entering Client's
information, it will tell
you "Invalid File ID"

Wait until a list of
names appears
under the box

Select Client's name

Make sure it says
Student Legal
Services next to the
name

Select **Retrieve Case**

Select **Update** under
Client's bolded name

Select **Incident** from
the options under
Update Existing Case

The other options
are: University
Residences Memo,
University
Residences Student
Conduct, Student
Conduct, Student of
Concern

Check what type of issue it
is: criminal (crim),
landlord/tenant (ll/t),
roommate conflict, power of
attorney, relationship
conflict. Notary, traffic, or
other

Select **Demographics**
from the options under
Update Existing Case

This indicates the
Client's year at
Purdue

Locate
"Classification"

In Outlook

Select the time
period for the
appointment on the
Calendar

Enter Client Name
into Subject Line

Change the start and
end times to be an
hour long

Ask Client for good
phone number, enter
that into space for
email content

Enter the issue type
into the "Location"
box

Select **Save
Appointment**

If GR (Graduate
Student), right click
on appointment

Select **Categorize**

Select **GRAD
STUDENT**