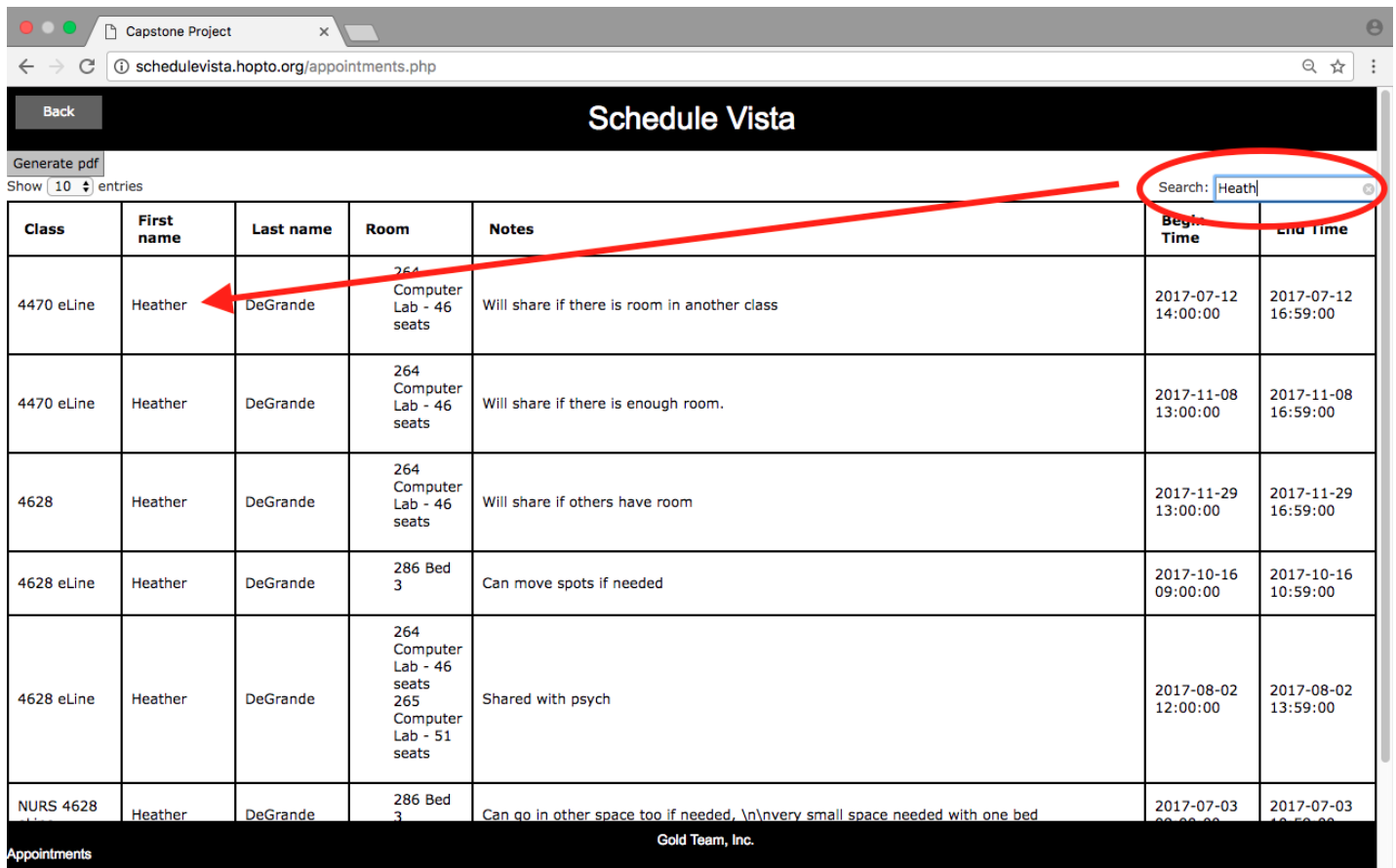


# Schedule Vista (Manual)

## Search Through View Appointments Listings

1. Locate at top right corner a search box.
2. Begin to type keywords for your search. (Ex; Searching for Professor Heather)
3. The table will adjust as you type and attempt to locate common items.



The screenshot shows a web browser window with the URL `schedulevista.hopto.org/appointments.php`. The page has a black header with a 'Back' button and the title 'Schedule Vista'. Below the header, there is a 'Generate pdf' button and a 'Show 10 entries' dropdown. A search bar at the top right contains the text 'Heath', which is circled in red. A red arrow points from the search bar to the first row of the table, where the 'First name' is 'Heather'. The table has columns: Class, First name, Last name, Room, Notes, Begin Time, and End Time. The table contains six rows of appointment data.

Class	First name	Last name	Room	Notes	Begin Time	End Time
4470 eLine	Heather	DeGrande	264 Computer Lab - 46 seats	Will share if there is room in another class	2017-07-12 14:00:00	2017-07-12 16:59:00
4470 eLine	Heather	DeGrande	264 Computer Lab - 46 seats	Will share if there is enough room.	2017-11-08 13:00:00	2017-11-08 16:59:00
4628	Heather	DeGrande	264 Computer Lab - 46 seats	Will share if others have room	2017-11-29 13:00:00	2017-11-29 16:59:00
4628 eLine	Heather	DeGrande	286 Bed 3	Can move spots if needed	2017-10-16 09:00:00	2017-10-16 10:59:00
4628 eLine	Heather	DeGrande	264 Computer Lab - 46 seats 265 Computer Lab - 51 seats	Shared with psych	2017-08-02 12:00:00	2017-08-02 13:59:00
NURS 4628	Heather	DeGrande	286 Bed 3	Can go in other space too if needed, \n\nvery small space needed with one bed	2017-07-03 09:00:00	2017-07-03 10:59:00

Appointments

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4. Locate at the bottom a search menu. This menu allows you to search through specific columns.
5. Begin typing for keywords to find your item. (See examples below).

Capstone Project x

schedulevista.hopto.org/appointments.php

			282 Breakout Room 265 Computer Lab - 51 seats 284 Skills Lab 281 OB Lab 283 Peds Lab			
Eline Funds Checkoff	Cathy	Harrel		Eline checkoff	2017-07-18 12:00:00	2017-07-18 17:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-05-30 12:15:00	2017-05-30 13:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-06-06 12:15:00	2017-06-06 13:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-06-13 12:15:00	2017-06-13 13:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-06-20 12:15:00	2017-06-20 13:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-06-27 12:15:00	2017-06-27 13:59:00

elin Search Fil Search La Search Roc Search Notes Search Be Search En

Showing 1 to 10 of 33 entries (filtered from 199 total entries)

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Appointments

Capstone Project x

schedulevista.hopto.org/appointments.php

			284 Skills Lab			
3614 Funds Skills Lab	Rosario	Garcia	264 Computer Lab - 46 seats 284 Skills Lab		2017-07-21 00:00:00	2017-07-21 17:59:00
4470 eLine	Heather	DeGrande	264 Computer Lab - 46 seats	Will share if there is room in another class	2017-07-12 14:00:00	2017-07-12 16:59:00
Community Health	Leigh	Shaver	264 Computer Lab - 46 seats 265 Computer Lab - 51 seats	This is for the Community Health Midterm.	2017-07-05 08:00:00	2017-07-05 09:29:00
Eline Funds Checkoff	Cathy	Harrel	282 Breakout Room 265 Computer Lab - 51 seats 284 Skills Lab 281 OB Lab 283 Peds Lab	Eline checkoff	2017-07-18 12:00:00	2017-07-18 17:59:00
Eline HA Fundamentals Lab	Cathy	Harrel	284 Skills Lab	Eline setup	2017-07-11 12:15:00	2017-07-11 13:59:00
Eline HA Funds Checkoff	Cathy	Harrel	282 Breakout Room 265 Computer Lab - 51 seats 284 Skills Lab 281 OB Lab 283 Peds Lab	Eline checkoff setup	2017-07-17 12:00:00	2017-07-17 17:59:00

Search Class Search First na Search Last na Search Room Search Notes 07 Search End Tin

Showing 1 to 10 of 51 entries (filtered from 199 total entries)

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Appointments