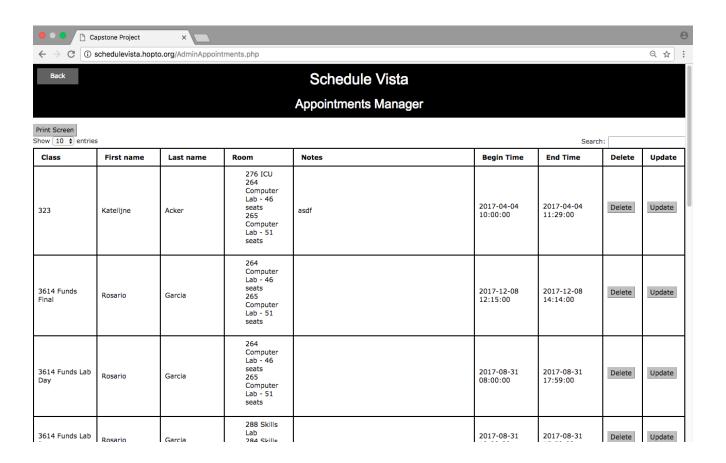
Schedule Vista (Manual)

View Appointments

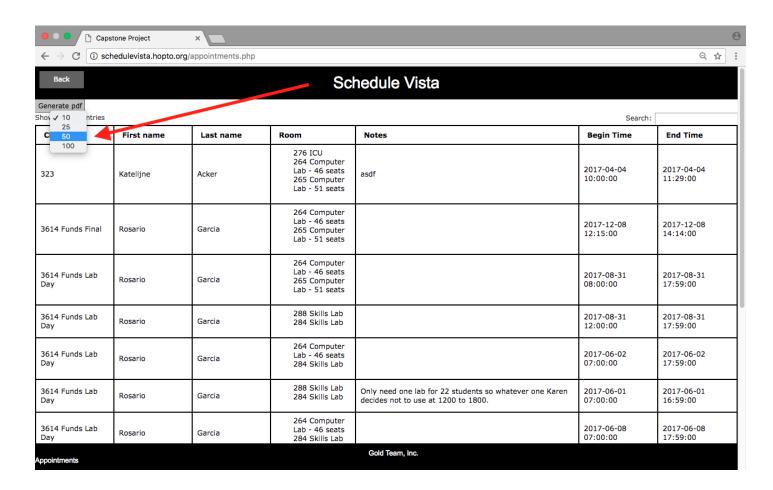
View Appointments menu is organized in a table format as show. The columns are separated by "Class", "First Name" (instructor), "Last Name" (instructor), "Room", "Notes", "Begin Time", and "End Time". In the admin account there will be additional columns for deleting and updating appointments.



Change Number of listings

1. Locate at top left corner a drop down menu to manipulate the number of listing on the current page.

2. Choose a different number. (It will seem as nothing has happened, However scroll down the page and you will notice that more listings have been added to the bottom of the list)



3. Additionally, at the bottom of the page are tabs. Click on the right arrow or desired number to move through pages of appointments

