



Edit Office Address, Locations and Letter Types

1. Click on the *Schedule* button from *Main Menu*.
2. Click on the *Edit Office* button from *Scheduling Menu*.

Appointment Locations	
Appointment Location	
<input checked="" type="radio"/> Career Central	

Letter Types	
Letter Type	Letter Description
<input checked="" type="radio"/> RSO_E_001	RSO English
<input type="radio"/> RES2_E_001	2nd Notice Appt Letter English
<input type="radio"/> RSO_TLO_001	Initial TLO Letter
<input type="radio"/> RES_S_001	Other Appt Letter Spanish
<input type="radio"/> UIR_E_005	UIR Union letter for PD

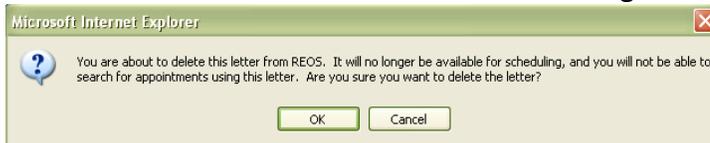
3. At this point you can do one of the following:
 - **To change the office address**, correct the data in the *Office Address* section of this screen and click on the *Update* button to save your changes.
 - **To add/edit/delete appointment locations** (i.e., Conference Room 3, 5th floor)
 - a. To add an appointment location, click on the button in the bottom left of the *Appointment Locations* section. Type the new location in the space provided next to the button and click on the *Add* button in the *Appointment Locations* section.
 - b. To edit an appointment location, click on the button next to the location you wish to change. Make the changes to the appointment location you have selected and click the *Edit* button in the *Appointment Locations* section to save your changes.
 - c. To delete an appointment location, click on the button next to the location you wish to remove and click the *Delete* button in the *Appointment Locations* section. The message box below will appear.





If you click on the *OK* button, the appointment location will be removed from the list and will no longer be available for scheduling or searching purposes. If you click on the *Cancel* button the appointment location will remain in the list and will be available for scheduling and searching purposes.

- **To add/edit/delete letter types** (i.e., RSO_E_001, RSO English)
 - a. To add a letter type, click the button in the bottom left of the *Letter Types* section. Type the name of the letter exactly as it appears in the letters folder on your server ([Click here to locate your server information.](#)) in the space provided for *Letter Types*. The letter type name should follow the naming convention of Purpose_Language_Version (i.e., RSO_E_001). Type a description of the letter you are adding in the space provided for *Letter Description* (the description will be what appears in the *Letter Type* drop down box when scheduling). Click on the *Add* button in the *Letter Types* section. **Please note:** The letter must be in the *Letters* folder on your server. If you do not follow this process you will not be able to print when using this letter.
 - b. To edit a letter type, click the button next to the letter type/description you wish to change. Type the changes into the letter type you have selected and click the *Edit* button in the *Letter Types* section to save your changes.
 - c. To delete a letter type, click the button next to the letter type/description you wish to remove and click the *Delete* button. The message box below will appear.



If you click on the *OK* button, the letter type will be removed from the list and will no longer be available for scheduling or searching purposes. If you click on the *Cancel* button the letter type will remain in the list and will be available for scheduling and searching purposes.