

Appointment Report V2 Column Definitions

Date 2/25/2022

Appears in Reports	Column Name	Definition	Sample	Source of Information displayed	USED BY CSLA
Appointments V2	Student Name	Students Last Name, First Name	Dough, John	GET -> EAB Daily FEED	YES
Appointments V2	Student E-Mail	Student Campus Email Address	Jdough597@calstatela.edu	GET -> EAB Daily FEED	YES
Appointments V2	Student Alternate ID	Secondary form of Official Identification	<Not Used>	GET -> EAB Daily FEED	NO
Appointments V2	Categories	Campus defined taxonomy applied to the student based on information in GET.	Career: Undergraduate, EOP, Veteran, Freshman Fall 18 Cohort	GET -> EAB Daily FEED	YES
Appointments V2	Tag	EAB Staff User created categorization	<Not Used>	EAB User Created	NO
Appointments V2	Classification	Shows Class Level as well as the Last Term Attended in Parenthesis.	Sophomore (Fall Semester 2020)	GET -> EAB Daily FEED	YES
Appointments V2	Major	Shows all majors the student is enrolled	Sociology -SOC BA, Honors College Program -HCP		
Appointments V2	Cumulative GPA	Shows Total GPA as well as the Last Term Attended in Parenthesis.	3.567(Fall Semester 2019)		
Appointments V2	Assigned Staff	Shows Which staff the student is assigned to as well as the relationship type in parenthesis As of 19.2, Administrators can create Staff types that can be assigned students	Bobbie Galaz (Advisor) Mishirika Scott (Mentor)	EAB Administrator Defined	YES
Appointments V2	Had Appointment	Shows if the student has had an appointment during the search range Yes = Student has had an appointment No = Student has not had an appointment	Yes	Set by EAB	

Appointments V2	Care Unit	Shows Which Care Unit the Appointment was for	Learning Assistance	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Scheduled Services	Shows the Service the Appointment is for	Course-Based Writing Assistance	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Scheduled Course Name	Shows the Name of the Course that will be the topic of the service Requires Service to be set to "Course Specific"	PRINCIPLES OF FINNANCIAL ACCT	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Scheduled Course Number	Shows the Catalog Name and Course Number that will be the topic of the service Requires Service to be set to "Course Specific"	ACCT-2100	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Location	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	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Scheduled Meeting Type	Displays whether the meeting is in-person , or Scheduled Meeting Type	In-Person	Set by Meeting Facilitator Availability (Staff)	
Appointments V2	Appointment Type	Displays whether the meeting was by Appointment (Scheuduled), or Drop-In Special Check-in types such as Track Time or Record Visit will not appear in Appointment reports. Use the Check-In Report for those.	Scheduled	Set by Appointment Creator (Student/Staff) Or Unscheduled Kiosk Swipe-In for "Drop-In"	YES
Appointments V2	Scheduled Date	Shows the pre-arranged Date of the Appointment	3/25/2020	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Scheduled Start Time	Shows the pre-arranged Start Time of the Appointment	2:00pm	Set by Appointment Creator (Student/Staff)	YES

Appointments V2	Scheduled End Time	Shows the System Defined End time based off of Defined Service Duration. EAB Staff can alter the end time within the Appointment Center	2:30pm	Set by EAB Location Rule/ Can be altered by Staff	YES
Appointments V2	Scheduled Duration (in Min)	Calculated Field Based on Scheduled Start and End Times. Displays time in minutes	30	EAB Platform	YES
Appointments V2	Appointment Created At	Shows Date and time the appointment was created. Uses military time E.g. 14:00 = 2:00pm (cannot be altered)	2/5/2020 14:00	EAB Platform	YES
Appointments V2	Appointment Created By	Shows The name of the user creating the appointment Can be Student via Self-Service or Front Desk Staff/Advisor (cannot be altered)	Richard Valenzuela	EAB Platform	YES
Appointments V2	Appointment Comment	Short message by Staff regarding the appointment	Read your Degree Plan before the meeting. We will be going over that.	EAB Staff	YES
Appointments V2	Attendance Created At	Shows Date and time the appointment was created. Uses military time E.g. 14:00 = 2:00pm (cannot be altered) Appears to be identical to Appointment Created At	2/5/2020 14:00	EAB Platform	YES
Appointments V2	Associated With Campaign	Shows if the Appointment was part of a campaign Yes = was part of a campaign No = Not part of a campagin	YES	EAB Platform	YES
Appointments V2	Appointment Campaign Name	Shows the name of the campaign if the appointment was part of one	A&L (30+ units) Pre-COMM & Pre-TVF Students (non-cohorted)	EAB Platform Defined by Campaign Creator	YES



Appointments V2	Staff Organizer Name	Shows the name of the Staff Member conducting the meeting. Does not refer to the Staff member arranging the meeting	Chicas Evelyn	Set by Appointment Creator (Student/Staff)	YES
Appointments V2	Staff Organizer ID	Shows the Employee Identification Number of the Staff Member conducting the meeting	123456789	GET -> EAB Daily FEED Determined by staff selected by Appointment creator	YES
Appointments V2	Staff Organizer Email	Shows the email address of the Staff Member conducting the meeting	echicas@calstatela.edu	GET -> EAB Daily FEED Determined by staff selected by Appointment creator	YES
Appointments V2	Check In Date	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	EAB Platform	YES
Appointments V2	Check In Time	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	EAB Platform	YES



Appointments V2	Check Out Date	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	EAB Platform	YES
Appointments V2	Check Out Time	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	EAB Platform	YES
Appointments V2	Group Appointment?	Displays if the Appointment is part of a group meeting Yes = The appointment is part of a group meeting No = The appointment is not part of a group meeting	NO	Set by EAB Staff Availabilities	YES
Appointments V2	Time Slots in Appointment	Display the number of Students that could have signed up for the same appointment time as the student this report row is for. Displays 1 for non-group appointments.	1	Set by EAB Staff Availabilities	YES
Appointments V2	Time Slots Remaining In Appointment	Display how many more Seats were available for this appointment time.	0	EAB Platform	YES



Appointments V2	Cancelled?	Shows if the appointment was cancelled Yes = The Appointment was Canceled No = The Appointment was not Canceled	NO	Set by person cancelling	YES
Appointments V2	Cancellation Reason	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	Set by person cancelling Choice list Set by EAB Administrator	YES
Appointments V2	Cancellation Comment	Free Form Text box Both Students and Staff can use this	I apologize for the late cancellation, Could not attend. <this is a real cancellation comment made by a student in PRD>	Set by person cancelling	YES
Appointments V2	Cancelled By	Then name of the Person Cancelling the Appointment Can be The Student or a EAB Staff	Ramirez, Jesus	Set by person cancelling	YES
Appointments V2	Late Cancel No Show?			EAB Platform	YES
Appointments V2	Appointment Summary No Show	Shows is the cancellation is being considered a No Show Yes = The Cancellation is being counted as a No Show No = The Cancellation is not being counted as a No Show To trigger a yes, a student or Staff would have to cancel the appoint within the “not allowable” time frame specified. Standard of 2 hours before the meeting start is used for all Centers	NO	EAB Location Settings: Number of Hours in Advance Students are Allowed to Cancel an Appointment before it starts	YES



Appointments V2	Summary Report Filed?	Shows if a Report Summary was filed Does not show if a blank summary was filed. Meeting Facilitators use the Appointment Summary as a way to mark a student as a no show. In these instances a blank summary may be found.	YES	EAB Platform Triggered by EAB staff submitting a Summary Report	YES
Appointments V2	Date Summary Report Submitted	Shows the date the summary was filed.	3/30/2020	EAB Platform Triggered by EAB staff submitting a Summary Report	YES