



Higher Education Online Appointment Scheduling

pickAtime's online appointment scheduling program simplifies the entire process of Online Appointment Scheduling.

Any College or University that takes appointments can benefit from pickAtime's online scheduling service.

Save time with our simple system and eliminate pen and paper scheduling

Schedule appointments for:

- Campus Tours & Visits
- Admissions Interviews
- Financial Aid Appointments
- Placement Testing Exam Registration
- Freshman Major Selection Counseling
- Fitness Center Orientation
- Counseling Appointments
- Mentoring Appointments
- Office Hour Appointments
- Resume & Cover Letter Reviews
- Room Scheduling

Benefits of an Online Appointment Scheduling System

- Reduces the time involved in scheduling events
- Eliminates the need for pen and paper scheduling
- Reduces back and forth phone call/email messaging
- Provides the ability to monitor appointment registration in real-time and make immediate changes to the schedule
- Sends email reminders prior to the scheduled appointment
- Provides appointment calendar notification for both students and faculty

HOW IT WORKS

ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime's online manager set up schedules
- Direct customers to the online scheduling page

YOUR STUDENTS/PROSPECTIVE STUDENTS

- Login at their convenience to view available time slots and sign-up in minutes

pickAtime

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Higher Education Online Appointment Scheduling

FULL FEATURE LIST

Front End

- Customizable Login Page, with the ability to add custom text, custom logos, and links to consent forms, etc.
- The scheduling site can be used as a stand-alone or as a link from the client's website
- Available slots can be displayed in a table or text format
- Provides prospective students with printable appointment schedules
- Allows prospective students to receive Outlook or Google calendar invitations they can add to their online calendar
- Allows prospective students to cancel and reschedule appointments
- Allows prospective students to edit their contact information and change their password
- 24/7 access to the online scheduler
- Will not display other scheduled appointments to students
- Provides ability to collect student and/or appointment specific information upon registration or appointment scheduling

Account Setup

- Printable Online Manager guide
- 24/7 email support
- Ability to control when the scheduler is open and closed to students
- Ability to control how far in advance students can book appointments
- Ability to control how much time prior to an appointment an appointment can be cancelled
- Total number of appointments per student can be limited
- Total number of appointments by appointment type can be limited
- Frequency of appointment scheduling by student can be limited
- Supports multiple time zones
- Supports 24 hour clock
- Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

- Slot length can be variable
- Ability to allow single or multiple appointments per time slot
- Supports both one time and periodic appointment scheduling
- Appointment schedule can be displayed before or after login
- Ability to search appointments by student or by date
- Microsoft Outlook calendar appointments can be made
- Supports a range of service and appointment types



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FULL FEATURE LIST (continued)

Email

- Confirmation emails
- Cancellation emails
- Reminder emails can be set by student and/or set by administrator
- Multiple reminders at specified length of times prior to the appointment can be set
- Email template for all emails can be customized to include links to supporting documents, college resources, campus maps, images, etc.

Reporting

- Provides access to real-time reports
- Excel export option available on reports
- Ability to set up scheduled report delivery by email
- Reports can be run for a specific date range
- Reports can be generated by provider, by location, by event
- Slot report available displaying all available time slots – can be used to schedule walk-in appointments
- Summary reports on % slots filled per location
- Optional email notification when % of slots exceeds an administrator specified number

Customer Management

- Provides online searchable client database
- User defined student information can be collected
- Maintains student appointment history, including appointments scheduled and cancelled
- Maintains student log including record of all emails sent

Administrative Management

- Multiple user access levels available
- Limited access can be set for specific email addresses
- Report viewing only access is available
- Appointment making access only is available

SECURITY

PickAtime is hosted on dedicated servers in a locked and secure data center. All access to the servers and data is restricted to the few that maintain the system. Secure Socket Layer (SSL) technology is used to encrypt the data for transmission. All information collected by pickAtime is made available only to the client that the customer is making an appointment with.

SUPPORTED BROWSERS

- Internet Explorer 6.0+, on Windows 7, Vista, XP, 2000, 98, NT or 95
- Google Chrome, Opera, Mozilla Firefox version 3.0 or higher, Safari 2.0+, Internet Explorer 8+

HOSTED SOLUTION

- PickAtime hosts your scheduling solution
- No software to purchase, install or maintain
- No licensing or setup fees