CalJOBS^{SM} Appointment Feature

USER GUIDE

Employment Development Department
Workforce Services Branch
2021

SETTING UP VISIT REASON

Manage Visitors ▸

Office Check-Ins List
Office Assisting List
Office Visitors List
Office Check-Ins History
Visitor Kiosk
System Configuration ▸   Visit Reasons
Visitor Waiting List   Office Dashboard

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21 Geographic Solutions, Inc.

One-Stop Office Info

ℹ

• LWIA/Region: Sacramento Employment and Training Agency ▾
• Office Location: 80000 Miscellaneous EDD Staff (WSB) ▾
• Visit Reason Type: None Selected ▾

[Filter | Reset Filters | Office Instructions List | Visitor Kiosk ☑]

Visit Reasons

ℹ

[Add New Reason]

Use the following path to create an appointment visit reason:
Manage Visitors → System Configuration → Add New Reason.

Visit Reason Details

Visit Reason Type: ☐ VOSGreeter® ☐ VOScan ☐ VOSGreeter® and VOScan ☑ Appointment

Description (English): TESTING APPOINTMENT FEATURE

Description (Spanish): Función de cita de prueba

Average Assisting Time: 30 Mins

Display Status: Display 24/7

Program Affiliation: General

Visitor Instructions (English): Testing

Visitor Instructions (Spanish): Testing

Save   Cancel

For the Visit Reason Type, select the **Appointment check box.**

Complete the remaining items, and then select **Save** when done.

SETTING UP VISIT REASON

• LWIA/Region:	Sacramento Employment and Training Agency ▾
• Office Location:	80000 Miscellaneous EDD Staff (WSB) ▾
• Visit Reason Type:	Appointment ▾
Reason Description:	[_____] ⦿ Starts With ◯ Contains
Reasons:	☐ Default Only
Status:	⦿ Active ◯ Inactive

[Filter | Reset Filters]

Visit Reasons

To sort on any column, click a column title.

Description	Action
Request an appointment with an employer representative 🛈	Edit
Request an appointment with my assigned case manager 🛈	Edit
TESTING APPOINTMENT FEATURE	Edit
⏮ ◀ Page [1 ▾] of 1 ▶ ⏭ Rows [100 ▾]	

3 Records Found

[Add New Reason]

You can now filter and see all **Visit Reasons,** including the Appointment visit reasons.