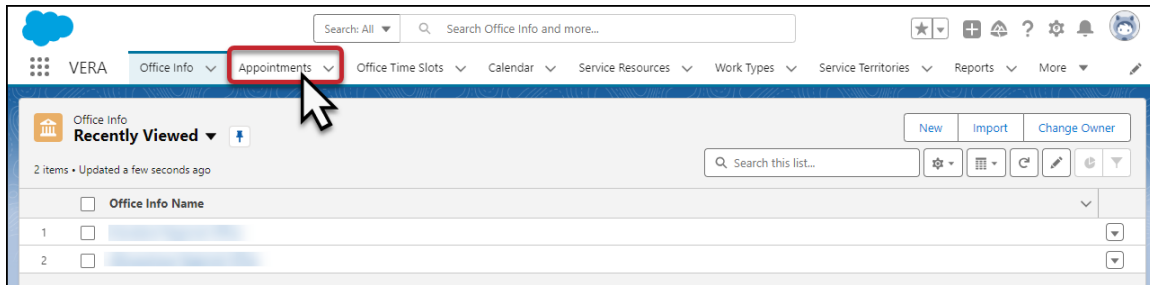
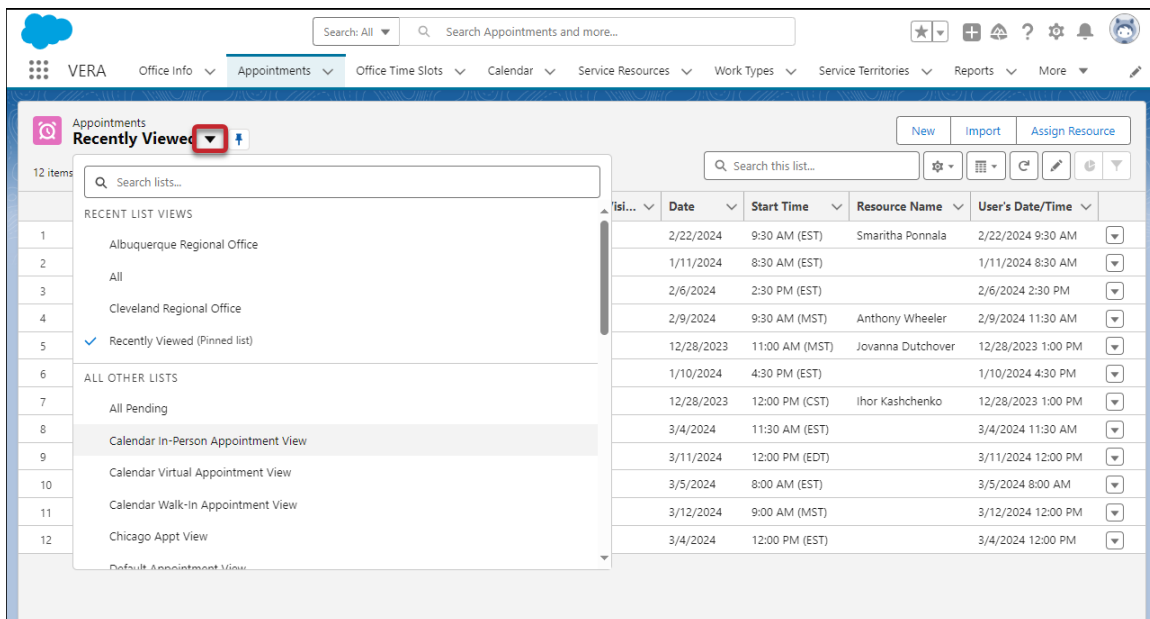


This document outlines the steps to access appointment details in the VERA Application.

Step 1. Open the Appointments Page by clicking the Appointments Tab on the VERA Application.



Step 2. The default view for the Appointments Page is to show Recently Viewed appointments. Click the down-arrow to display the available Appointment Lists.



Step 3. Select the appropriate Office/Service Territory by scrolling through the list or searching via the search bar.

Step 4. Locate the appointment by: (1) scrolling through the table or (2) using the search bar at the top of the screen (if you know the appointment number). Select the appropriate appointment by clicking the Appointment Number.

Search: All Search Appointments and more...

VERA Office Info Appointments Office Time Slots Calendar Service Resources Work Types Service Territories Reports More

Appointments Cleveland Regional Office New Import Printable View Assign Resource

50+ items • Sorted by Status • Filtered by All appointments - Office Name • Updated a minute ago

Search this list...

	Appointment Number	Appointment Services	Office Name	Resource Name	Status
1	A-574786	General Consult	Cleveland Regional Office	Smaritha Ponnala	Completed
2	A-574840	Super Special	Cleveland Regional Office	Smaritha Ponnala	Completed
3	A-574735	Super Special	Cleveland Regional Office	Kevin Powers	Started
4	A-574737	Super Special	Cleveland Regional Office	Ihor Kashchenko	Started
5	A-574693	Super Special	Cleveland Regional Office		Scheduled
6	A-574696	Super Special	Cleveland Regional Office		Scheduled
7	A-574699	Super Special	Cleveland Regional Office		Scheduled
8	A-574702	Super Special	Cleveland Regional Office	Ihor Kashchenko	Scheduled
9	A-574703	Super Special	Cleveland Regional Office		Scheduled
10	A-574707	Super Special	Cleveland Regional Office		Scheduled
11	A-574715	Super Special	Cleveland Regional Office		Scheduled
12	A-574713	Benefits Review	Cleveland Regional Office		Scheduled
13	A-574714	General Consult	Cleveland Regional Office		Scheduled
14	A-574722	Benefits Review	Cleveland Regional Office		Scheduled
15	A-574733	General Consult	Cleveland Regional Office		Scheduled

The Appointment **Details** tab will be displayed.

VERA Office Info Appointments Office Time Slots Calendar Service Resources Work Types Cleveland Regional Office

Appointments Smaritha Ponnala New Note

Office Info Cleveland Regional Office Start Time 9:30 AM (EST) Appointment Number A-574786

No show Canceled Scheduled Started **Completed** Mark Status as Complete

Details Related

Information

- Status: Completed
- Appointment Number: A-574786
- Office Time Slot: 075-991825
- Visitor: V-575084
- Appointment Services: General Consult
- Resource: Smaritha Ponnala
- Date: 2/22/2024
- Resource Name: Smaritha Ponnala
- Start Time: 9:30 AM (EST)
- Office Name: Cleveland Regional Office
- Notification: In-Person
- Conversion Reason: [None]

Visitor Information

- Interaction Type: Walk-In
- Schedule Type: I am the Veteran
- Visitor Name: Smaritha Ponnala
- VSO Organization: VSO Organization
- Visitor Phone Number: [None]
- Visitor Email Address: [None]

Appointment Special Requests

Special Requests: [None]

Appointment Duration Information

- Actual Start Time: 2/22/2024 9:35 AM
- Appointment Duration Time: 6 Seconds
- Actual End Time: 2/22/2024 9:35 AM

System Information

- Created By: VA VERA Site Guest User, 2/22/2024 9:16 AM
- Last Modified By: Smaritha Ponnala, 2/22/2024 9:35 AM

Appointment History (3)

Date	Field	User	Original Value	New Value
2/22/2024 9:35 AM	Actual End Time	Smaritha Ponnala		2/22/2024, 09:35 AM
2/22/2024 9:35 AM	Actual Start Time	Smaritha Ponnala		2/22/2024, 09:35 AM
2/22/2024 9:35 AM	Resource	Smaritha Ponnala		Smaritha Ponnala

Current Appointment Details

Status: Completed
Date: February 22, 2024
Time: 9:30 AM (EST)

Office: Cleveland Regional Office
Appointment Type: In-Person
Interaction Type: Walk-In
Service: General Consult
Name: Smaritha Ponnala
Phone: [None]
Email: [None]
Scheduler Type: I am the Veteran

Special Notes/Requests: [None]

Activity

Filters: All time • All activities • All types

Upcoming & Overview

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

Further information can be found on the **Related** tab.

Appointment: **Smartha Ponnala**

Office Info: Cleveland Regional Office | Start Time: 9:30 AM (EST) | Appointment Number: A-574766

Status: **Completed** (Mark Status as Complete)

Details: **Related**

Notes (1):
3/6/2024 2:45 PM by Jeff Rogers
Text Note

Appointment Services (0)

VERA Survey (0)

Appointment History (3)

Date	Field	User	Original Value	New Value
2/22/2024 9:35 AM	Actual End Time	Smartha Ponnala		2/22/2024, 09:35 AM
2/22/2024 9:35 AM	Actual Start Time	Smartha Ponnala		2/22/2024, 09:35 AM
2/22/2024 9:35 AM	Resource	Smartha Ponnala		Smartha Ponnala

Current Appointment Details

Status: **Completed**
Date: **February 22, 2024**
Time: **9:30 AM (EST)**

Office: **Cleveland Regional Office**
Appointment Type: **In-Person**
Interaction Type: **Walk-In**
Service: **General Consult**

Name: **Smartha Ponnala**
Phone:
Email:
Scheduler Type: **I am the Veteran**
Special Notes/Requests:

Activity

Upcoming & Overdue

You have accessed Appointment Details.