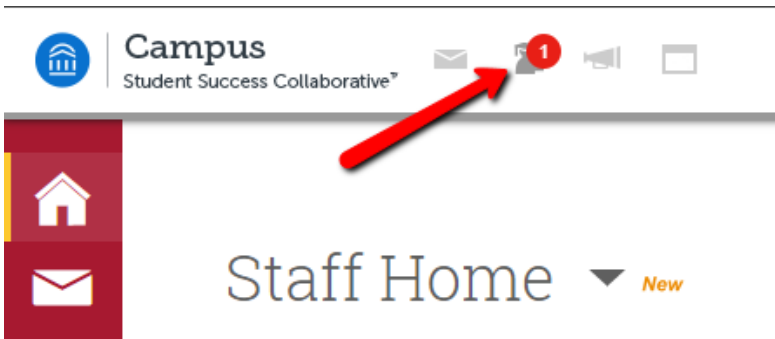
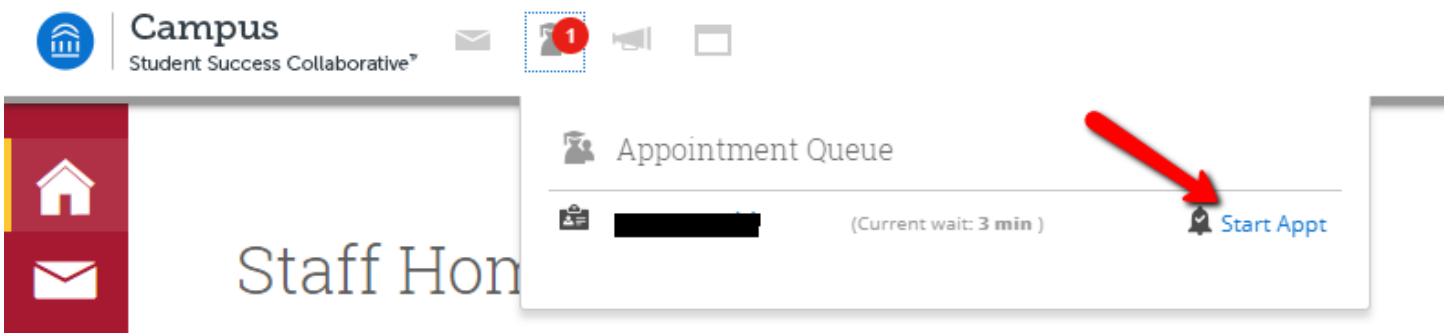


Adding Appointment Summaries for Students with an Appointment (For Offices using a Kiosk or the Appointment Center)

- (1) To add an Appointment Summary for a student who has checked in via the Kiosk or your front desk, click on the icon with the red circle/white number in the top left of your screen.



- (2) Click on Start Appt for the student you wish to check in/add an Appointment Summary.



- (3) Once you select "Start Appt", the Appointment Report for the student opens. Fill out the Meeting Type by clicking on the selection in the drop down. Fill out the Appointment Summary area with notes from your appointment.

Note. If the student did not choose the correct "service" you can change that here. If you need to add an attachment, you can add that here.

Note. BEST PRACTICE: If adding an attachment, please put Attached: (what the document is) as your first line in the appointment summary and then begin your notes on Line 2. This makes it easier to find later. (e.g., Attached: Plan of Study)

Appointment Details ?

Appointment

10/23/2018 1:40p-2:00p - 01-Registration for Next ...

Care Unit

Location

Service

x 01-Registration for Next Term

Course

Start typing to search all courses



Meeting Type

Select Meeting Type

Date of visit

10/23/2018

Attendees

[Redacted Name]
[Redacted Name]

Attended

Arrived

Departed

Appointment Summary

B *I* | | |

Attachments

Attach File

No file chosen

- (4) Appointment Arrived and Department times are auto filled with the time you open the Report on Appointment and the time you save the Report on Appointment. If you need to alter them, please alter both your and the student's times.

Arrived

Departed

- (5) When you are done, click the "Save this Report" button.