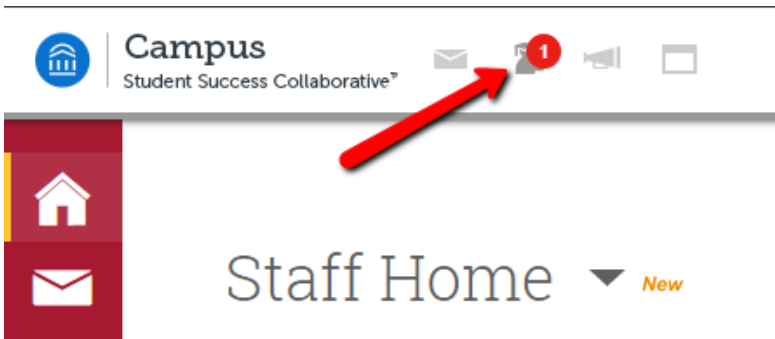
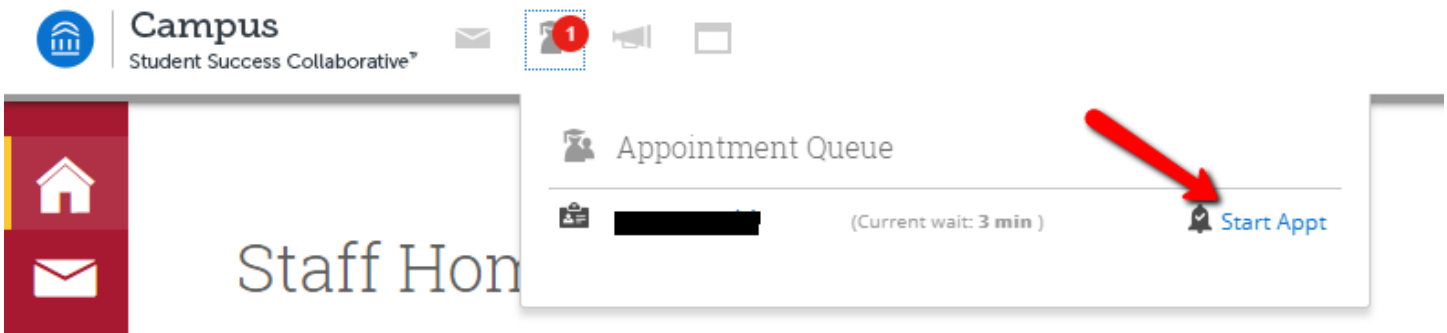


Adding Appointment Summaries for Students with an Appointment (For Offices using a Kiosk or the Appointment Center)

- (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

1- Campus Appointments

Location

ENG:Aerospace & Mechanical Engineering (2620 H...

Service

✖ 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 Email]

☒ Attended


Arrived 1:53pm

Departed

Appointment Summary

B **I** |     |   |

Attachments

 Attach File

Choose 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

1:53pm

Departed

2:06pm

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

Save this Report