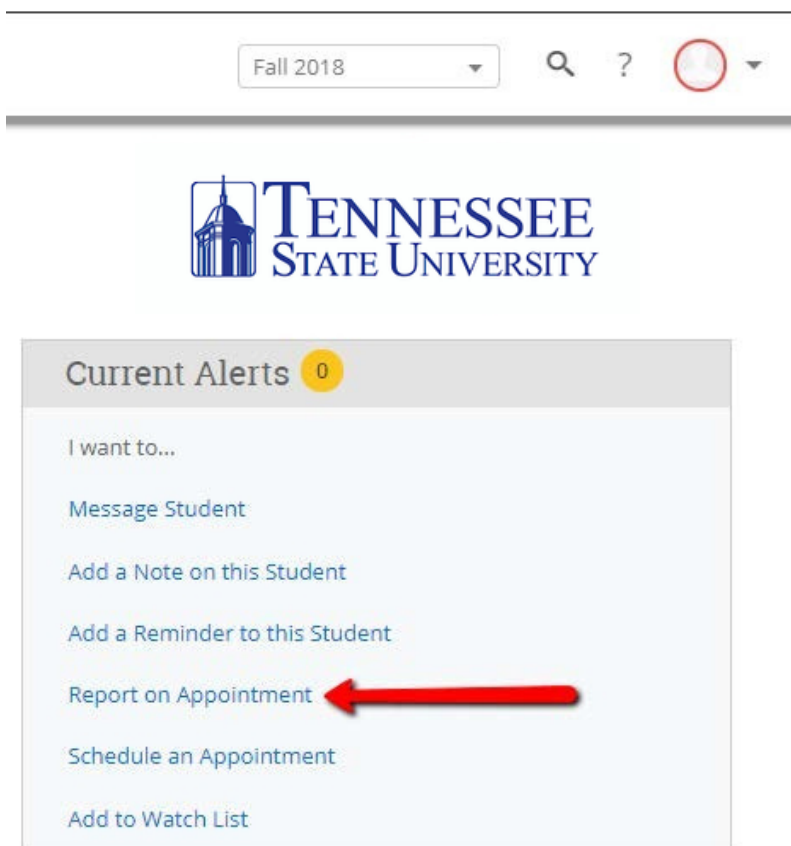


Adding Appointment Summaries for Students without an Appointment

(1) To add an Appointment Summary for a student without an appointment, first search for the student using name or ISU ID number by clicking on the magnifying glass in the top right corner of your screen



(2) Once you have the student's information/screen up, click on "Report on Appointment" under the I want to... area on right side of your screen.



(3) When adding a Report on Appointment this way, you must fill out the Care Unit, Location, Service and Meeting type along with your Appointment Summary/Notes.

You must first choose a Care Unit before adding any additional data in this form.

Appointment Details

Care Unit
Select Care Unit

Location
Select Location

Service
Select Service

Course
Start typing to search all courses

Meeting Type
Select Meeting Type

Date of visit
11/09/2018

Attendees

Appointment Summary

Type appointment notes here

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)

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