

# Document

## Appointments without Signing-in

1. All upcoming appointments are available under the **Appointments** tab.

The screenshot shows the 'Appointments' tab selected in a navigation bar. Below the navigation bar, the page title is 'Upcoming Appointments'. A dropdown menu for 'Care Unit' is set to 'All Care Units'. Below this is a table with columns: Actions, DATE/TIME, ATTENDEE, SERVICE, COMMENT, MEETING TYPE, REPORT FILED?, and DETAILS. A single appointment is listed for 10/05/2022 from 1:30pm to 2:00pm ET, attended by 'Test\_Student' for 'Academic Advising'. The meeting type is 'Virtual' and the report status is 'Not Yet.'. A 'Details' link is provided for the appointment. A red circle with the number '1' highlights the 'Appointments' tab in the navigation bar.

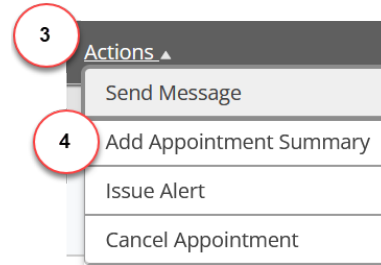
Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS
<input type="checkbox"/>	10/05/2022 1:30pm - 2:00pm ET	<a href="#">Test_Student</a>	Academic Advising		Virtual	Not Yet.	<a href="#">Details</a>

2. Click the checkbox to the left of the student

This screenshot is identical to the one above, but with a red circle and the number '2' highlighting the checkbox in the 'Actions' column of the appointment row.

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS
<input type="checkbox"/>	10/05/2022 1:30pm - 2:00pm ET	<a href="#">Test_Student</a>	Academic Advising		Virtual	Not Yet.	<a href="#">Details</a>

3. Click **Actions**
4. Select **Add Appointment Summary**



5. The **Appointment Report** window will open
  - a. Add any services that were discussed
  - b. Add details to the Appointment Summary
  - c. Attach any documents
  - d. Update the Meeting Start Time
  - e. Update the Meeting End Time
  - f. Click **Save this Report**

**Note:** The Meeting Start Time and Meeting End Time will be automatically filled in if the student has a scheduled appointment.