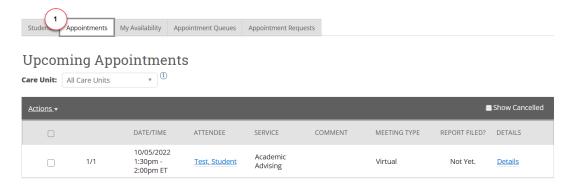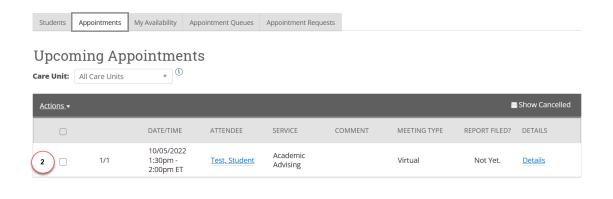# Document
Appointments without Signing-in

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

2. Click the checkbox to the left of the student

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.