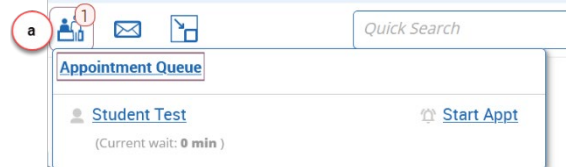


Document Appointments

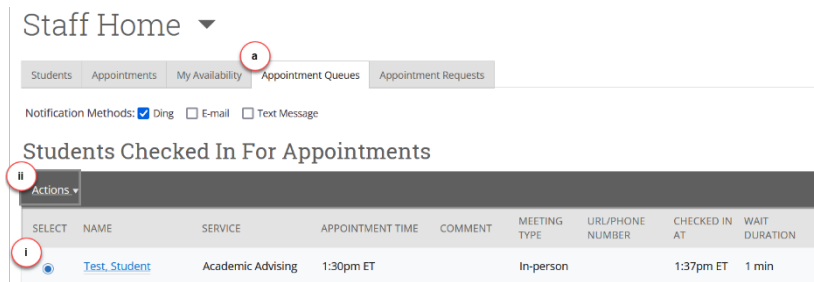
1. If the student signs in at a kiosk
 - a. Click on the Appointment Queue Notification

- i. The Appointment Queue notification at the top will display if anyone is waiting for you or for the first available person.
- ii. A sound will chime if a student with an appointment owho has an appointment signs in
- iii. You can also Start Appointment from this view

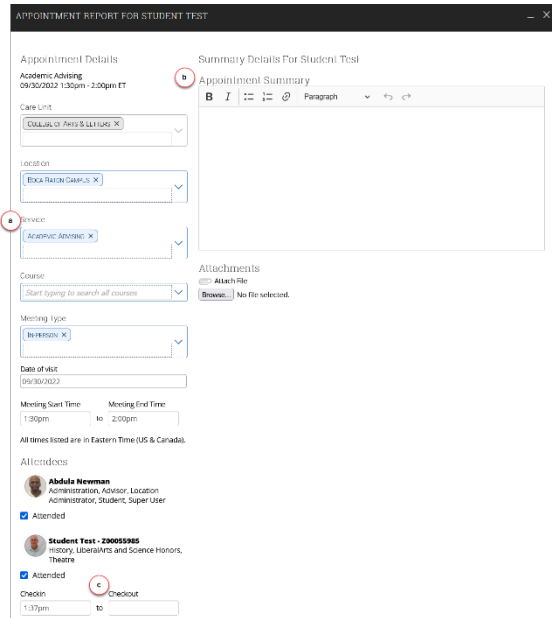


2. If a student does not use a kiosk (or if they do)

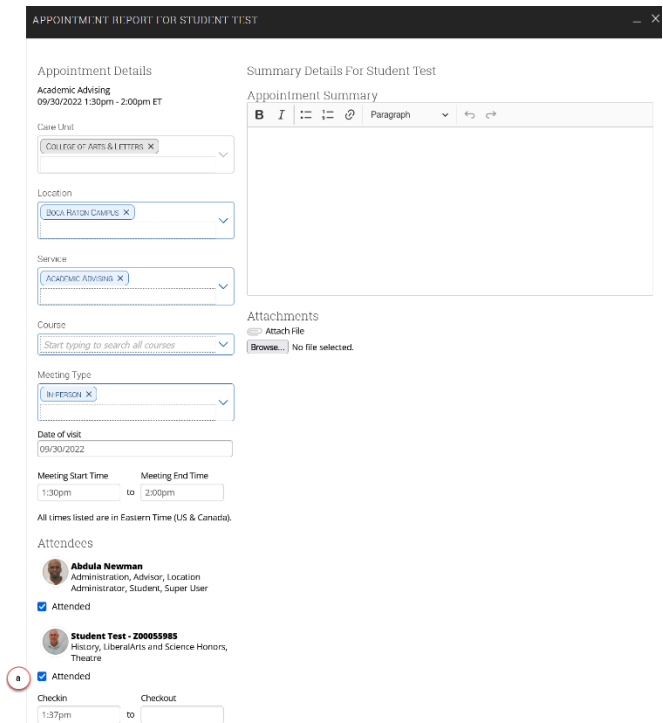
- a. Click on the Appointment Queues to see your list of students
 - i. Select the student
 - ii. Click Actions
 - iii. Select Start Appointment



3. On your Appointment Report:
 - a. Select any additional services that were discussed
 - b. Complete your Appointment Summary
 - c. Add the Checkout time
 - d. Click Save



4. If a student doesn't show for their appointment:
 - a. Uncheck attended
 - b. Save the appointment



5. If your computer crashes or you aren't able to document an appointment:

- a. Click on Appointment Queues
- b. Scroll down to View all In-Progress Visits

- i. Select the student appointment that you would like to document
 - ii. Click Actions
 - iii. Click Add Appointment Summary

In-Progress Visits

Actions ▾						
SELECT	ATTENDEE NAME: STUDENT ID	START TIME	APPT TIME	CHECK IN TIME	SERVICE	COURSE
<input type="radio"/>	Student Test: Z00055985	09/26/2022 1:48pm ET	09/26/2022 1:46pm ET	1:46pm ET	Academic Advising	N/A
<input type="radio"/>	Student Test: Z00055985	09/30/2022 1:39pm ET	09/30/2022 1:30pm ET	1:37pm ET	Academic Advising	N/A