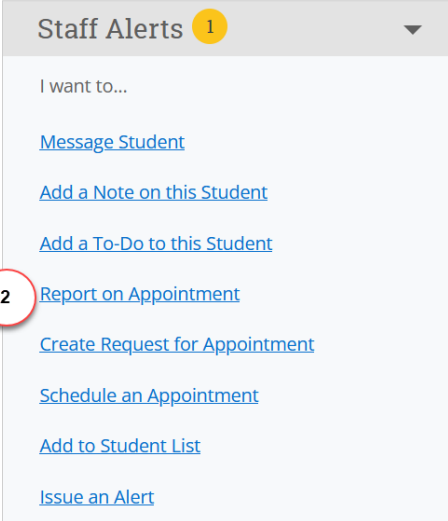


## Document A Call or Email

1. Search for the student
2. Click **Report on Appointment**



3. 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:** You will need to add the Meeting Start Time and the Meeting End Time.

