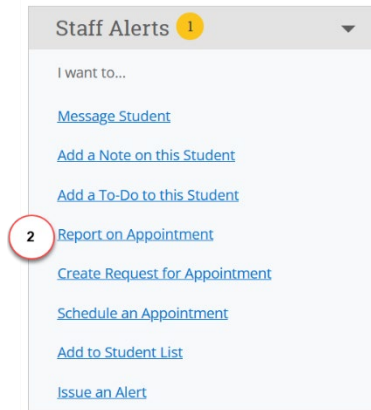# Document
Drop-ins without Signing-in

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: Since this is a drop-in, you must add the meeting start and end time.