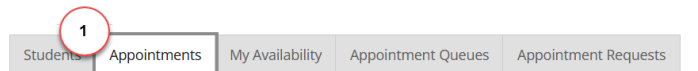


# Document

## Appointment Report Was Not Completed

1. Go to the **Appointments** tab



2. Scroll down to **Reporting**
3. Click the checkbox to the left of the student

### Reporting

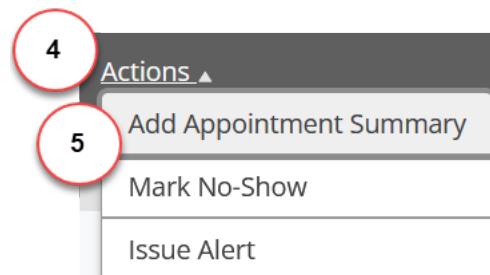
Recent Appointments    Recent Reports You Created

### Recent Appointments

Care Unit: All Care Units

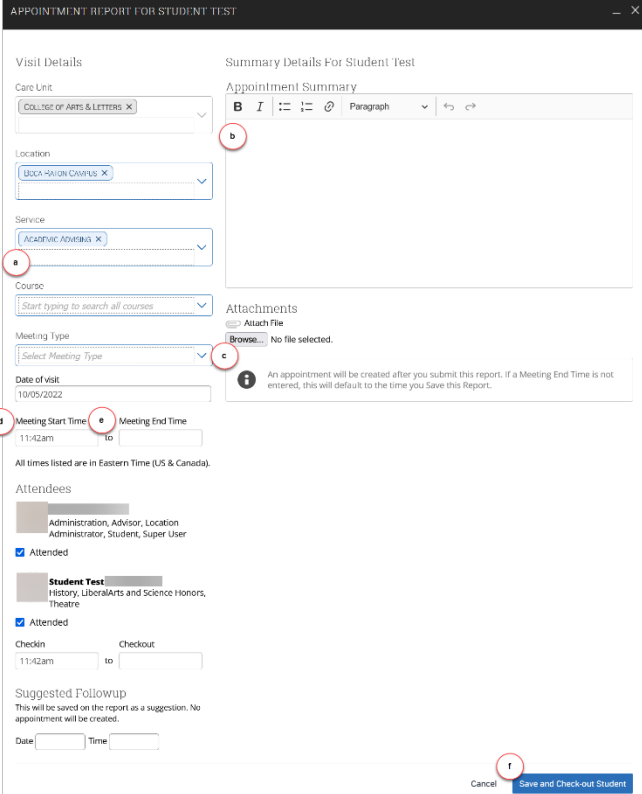
Actions ▾										Show Cancelled
		DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS	
<input type="checkbox"/>	1/1	10/05/2022 1:30pm - 2:00pm ET	Academic Advising	N/A		<a href="#">Test, Student</a>	30 min	Not Yet.	<a href="#">Details</a>	

4. Click **Actions**
5. Click **Add Appointment Summary**



6. 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 and Check-out Student**

**Note:** The Meeting Start Time and Meeting End Time will be automatically filled in if the student has a scheduled appointment. If the meeting is a drop-in, you must add the meeting start and end time. Check-in time should be auto-filled if the student signed in via the Kiosk or Application. The checkout time will be automatically added once you click "Save and Check-out Student."



The screenshot shows the 'APPOINTMENT REPORT FOR STUDENT TEST' window. It is divided into two main sections: 'Visit Details' on the left and 'Summary Details For Student Test' on the right.

- Visit Details:**
  - Care Unit:** COLLEGE OF ARTS & LETTERS X
  - Location:** LIBRA-HIGH CENTER X
  - Service:** ACADEMIC ADVISING X (circled with 'a')
  - Course:** Start typing to search all courses
  - Meeting Type:** Select Meeting Type (circled with 'c')
  - Date of Visit:** 10/05/2022
  - Meeting Start Time:** 11:42am (circled with 'd')
  - Meeting End Time:** (circled with 'e')
- Summary Details For Student Test:**
  - Appointment Summary:** A rich text editor with a toolbar (B, I, bold, italic, bullet, link, unlink, Paragraph, undo, redo). A red circle 'b' is around the text area.
  - Attachments:** Attach File, Browse (No file selected), and a warning icon with text: "An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report."
- Attendees:**
  - Administration, Advisor, Location Administrator, Student, Super User (checked "Attended")
  - Student Test (History, LiberalArts and Science Honors, Theatre) (checked "Attended")
- Checkin/Checkout:** Checkin: 11:42am, Checkout: (empty)
- Suggested Followup:** This will be saved on the report as a suggestion. No appointment will be created. Date: (empty), Time: (empty)
- Buttons:** Cancel and Save and Check-out Student (circled with 'f')