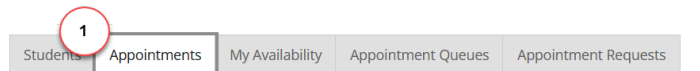


Documentation

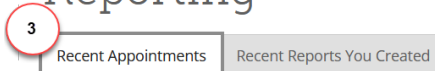
Edit an Appointment Report

1. Go to the **Appointments** tab



2. Scroll down to **Reporting**
3. If the report is on the **Recent Appointments** tab
 - a. Click **Report Details**

Reporting



Recent Appointments

Care Unit: All Care Units

Actions ▾										Show Cancelled
<input type="checkbox"/>	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		Test_Student	30 min	<input checked="" type="checkbox"/>	Report Details	Details	

4. If the report is under the **Recent Reports You Created** tab
 - a. Click **Details**

Reporting





DATE	STUDENT NAME	SUMMARY	FOLLOW-UP?	DETAILS	
10/05/2022	Test_Student	Test documentation	No	Details	Delete

5. The **Appointment Report** window will open
- Click **Edit Report**
 - Make edits
 - 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. If the meeting is a drop-in, you must add the meeting start and end time. Check-in time should be auto-filled. The checkout time will be automatically added once you click “Save and Check-out Student.”

APPOINTMENT REPORT FOR STUDENT TEST ✕

<p>Appointment Details</p> <p>Academic Advising 10/05/2022 1:30pm - 2:00pm ET</p> <p>Care Unit COLLEGE OF ARTS & LETTERS ✕</p> <p>Location BOCA RATON CAMPUS ✕</p> <p>Service ACADEMIC ADVISING ✕</p> <p>Course Start typing to search all courses</p> <p>Meeting Type VIRTUAL ✕</p> <p>Date of visit 10/05/2022</p> <p>Meeting Start Time 1:30pm</p> <p>Meeting End Time 2:00pm</p> <p>All times listed are in Eastern Time (US & Canada).</p> <p>Attendees</p> <p> Abdula Newman Administration, Advisor, Location Administrator, Student, Super User <input checked="" type="checkbox"/> Attended</p> <p> Student Test - Z00055985 History, LiberalArts and Science Honors, Theatre <input checked="" type="checkbox"/> Attended</p> <p>Checkin _____ Checkout _____ to _____</p> <p>Suggested Followup This will be saved on the report as a suggestion. No appointment will be created.</p> <p>Date _____ Time _____</p>	<p>Summary Details For Student Test</p> <p>Appointment Summary</p> <p>B I : : Paragraph ↩ ↪</p> <p>Test documentation</p> <hr/> <p>Attachments</p> <p>Attach File Browse... No file selected.</p> <p>Privacy This report is hidden from student view.</p> <p>Report Information Created By: Abdula Newman on 10/05/2022 2:04pm ET</p>
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Edit Report
Cancel