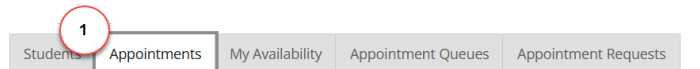


No-Show Documentation

Option 1 – Appointment time has passed

1. Go to the **Appointments** tab



2. Scroll down to **Reporting** under the **Recent Appointments** tab
3. Click the checkbox to the left of the student

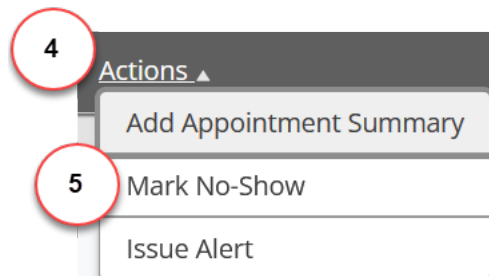
Reporting

Recent Appointments

Care Unit: All Care Units

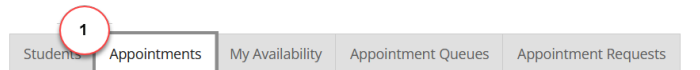
Actions	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	10/05/2022 1:30pm - 2:00pm ET	Academic Advising	N/A		Test, Student	30 min	Report Details	Details

4. Click **Actions**
5. Click **Mark No-Show**

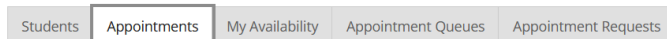


Option 2 – Appointment time has not passed

1. Go to the **Appointments** tab



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

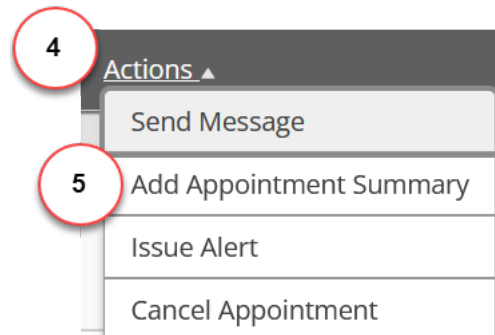


2 Upcoming Appointments

Care Unit: All Care Units ⓘ

Actions ▾ Show Cancelled							
<input type="checkbox"/>		DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED? DETAILS
<input checked="" type="checkbox"/>	1/1	10/05/2022 1:30pm - 2:00pm ET	Test, Student	Academic Advising		Virtual	Not Yet. Details

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



6. The **Appointment Report** window will open

- a. **Uncheck Attended** below the student's Name
- b. Click **Save this Report**

- X

APPOINTMENT REPORT FOR STUDENT TEST

Appointment Details

Academic Advising
10/05/2022 1:30pm - 2:00pm ET

Care Unit

Location

Service

Course

Meeting Type

Date of visit

Meeting Start Time Meeting End Time
 to

All times listed are in Eastern Time (US & Canada).

Attendees

Administration, Advisor, Location Administrator, Student, Super User

Attended

History, LiberalArts and Science Honors, Theatre

a Attended

Checkin Checkout
 to

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.

Date Time

Summary Details For Student Test

Appointment Summary

B I

Test documentation

Attachments
 No file selected.

Privacy
This report is hidden from student view.

Report Information
Created By: Abdula Newman on 10/05/2022 2:04pm ET

 b