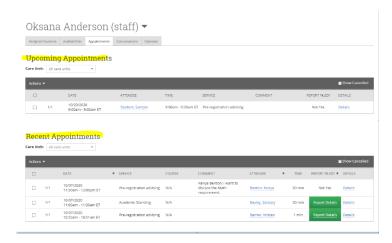
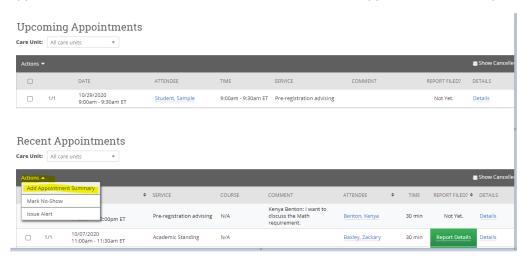
Creating Appointment Summary After a Scheduled Appointment

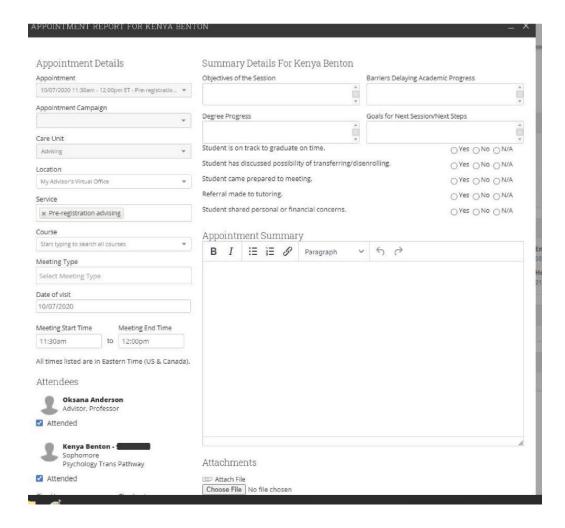
The Staff Home screen lists "Upcoming Appointments" and "Recent Appointments." These are appointments that have been scheduled using the app and need to have appointment summaries associated with them.



To create an appointment summary for a scheduled appointment, click the check box next to the appointment, and then click the "actions" arrow to add an appointment summary.



Click on "Add Appointment Summary" to report on the details of your advising session.



The appointment summary template is used as a data collection and recordkeeping tool, so it is important to complete one for each advising session.

For information on appointment summaries, adding availability, and requesting students schedule an appointment, you can view the video here:

https://eab.zoom.us/rec/share/pQiWa2ywc2mSEt6-7N1IX3u9UOUwPAOw6q7530Ht8QpK4Do9pM8PjZ4YkiNJ4c6t.nZ8sDB2E3f8WUFAq

Passcode: =kSgkr?8

Please feel free to contact Brandi Elliott if you have questions about adding appointment summaries.