

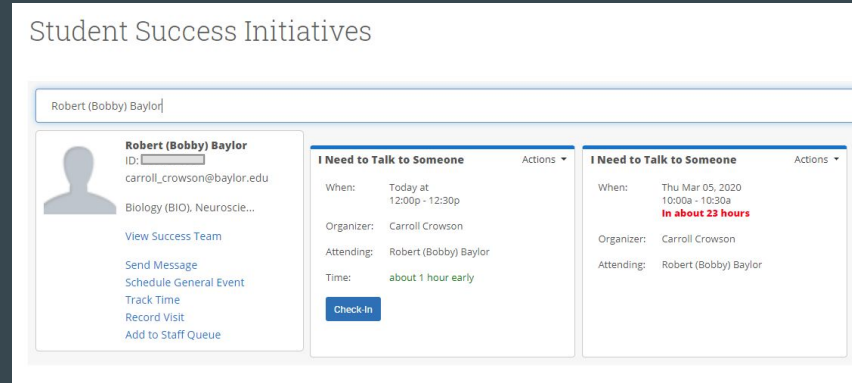
# Appointment Workflow



Student Checks in via Appointment Center

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1. Type in Student's Name:

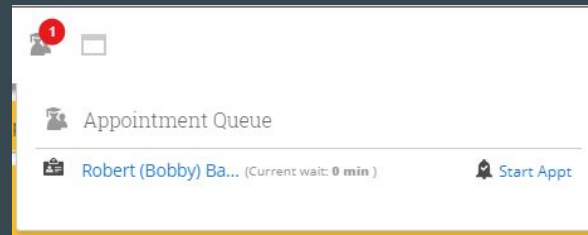


The screenshot shows the 'Student Success Initiatives' interface. At the top, a search bar contains the text 'Robert (Bobby) Baylor'. Below the search bar, there is a profile card for Robert (Bobby) Baylor with a placeholder for a photo, his ID, email address 'carroll\_crowson@baylor.edu', and a partial name 'Biology (BIO), Neuroscie...'. Below the profile card are several action links: 'View Success Team', 'Send Message', 'Schedule General Event', 'Track Time', 'Record Visit', and 'Add to Staff Queue'. To the right of the profile card are two appointment cards. Each card has a title 'I Need to Talk to Someone' and an 'Actions' dropdown menu. The first card shows an appointment for 'Today at 12:00p - 12:30p' with organizer 'Carroll Crowson' and attendee 'Robert (Bobby) Baylor'. The time is listed as 'about 1 hour early', and there is a blue 'Check-In' button. The second card shows an appointment for 'Thu Mar 05, 2020 10:00a - 10:30a' with organizer 'Carroll Crowson' and attendee 'Robert (Bobby) Baylor'. The time is listed as 'In about 23 hours'.

2. Student Worker clicks “Check-In”

3. You are notified.

4. Click “Start Appt”

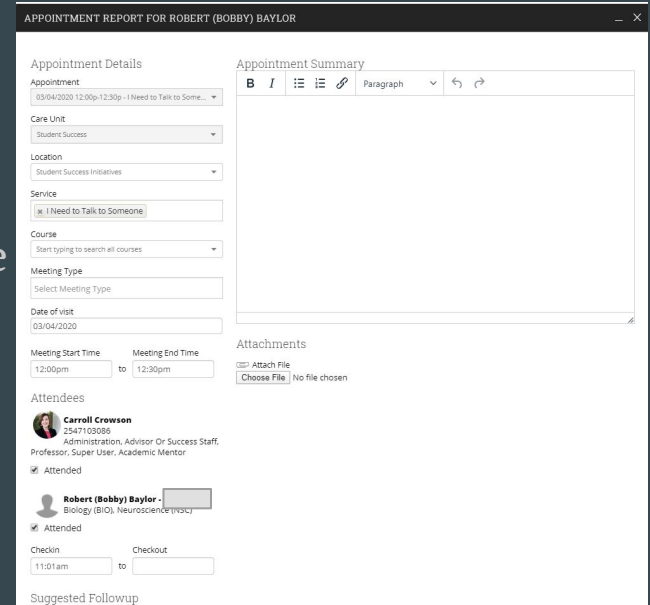
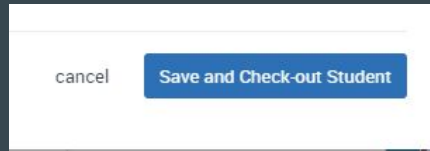


The screenshot shows the 'Appointment Queue' interface. At the top, there is a notification icon with a red circle containing the number '1'. Below the notification icon, the text 'Appointment Queue' is displayed. Underneath, there is a card for 'Robert (Bobby) Ba...' with a current wait time of '0 min'. To the right of the card is a blue 'Start Appt' button with a bell icon.

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5. After clicking “Start Appt”, the Appointment Summary box will appear and allow you to record any info you would like about the visit:

6. Once you click “Save and Check-out Student”, the student will be checked out of the appointment and the information you recorded will be saved.

A screenshot of a web application window titled "APPOINTMENT REPORT FOR ROBERT (BOBBY) BAYLOR". The window is divided into several sections. On the left, under "Appointment Details", there are dropdown menus for "Appointment" (03/04/2020 12:00p-12:30p - I Need to Talk to Some...), "Care Unit" (Student Success), "Location" (Student Success Initiatives), "Service" (I Need to Talk to Someone), "Course" (Start typing to search all courses), "Meeting Type" (Select Meeting Type), "Date of visit" (03/04/2020), "Meeting Start Time" (12:00pm), and "Meeting End Time" (12:30pm). On the right, under "Appointment Summary", there is a rich text editor with bold, italic, list, link, and paragraph icons, and a "Paragraph" dropdown. Below the summary is an "Attachments" section with an "Attach File" button and a "Choose File" button, with the text "No file chosen". Under "Attendees", there are two entries: "Carroll Crowson" (2547103096, Administration, Advisor Or Success Staff, Professor, Super User, Academic Mentor) and "Robert (Bobby) Baylor" (Bobby (B) Baylor - Neuroscience (PHD)), both with "Attended" checkboxes checked. At the bottom, there are "Checkin" (11:01am) and "Checkout" fields, and a "Suggested Followup" section.