Appointment Workflow

Student Checks in via Appointment Center

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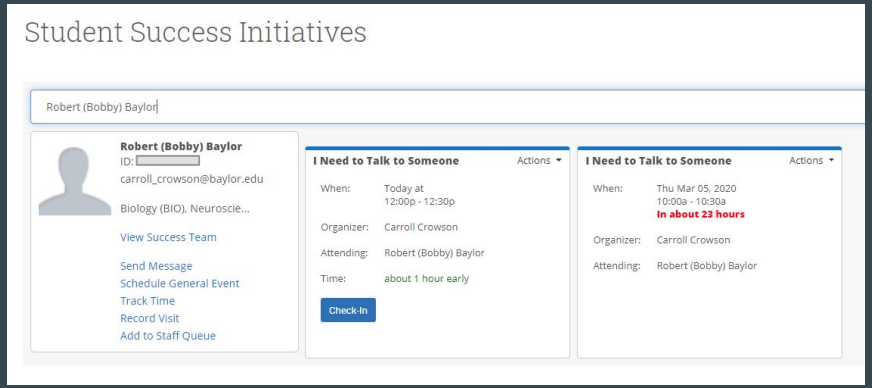
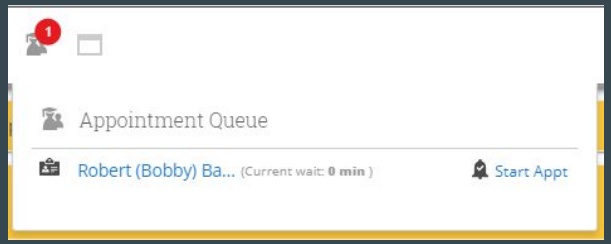
1. Type in Student's Name:



2. Student Worker clicks "Check-In"
3. You are notified.
4. Click "Start Appt"



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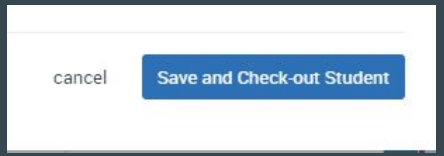
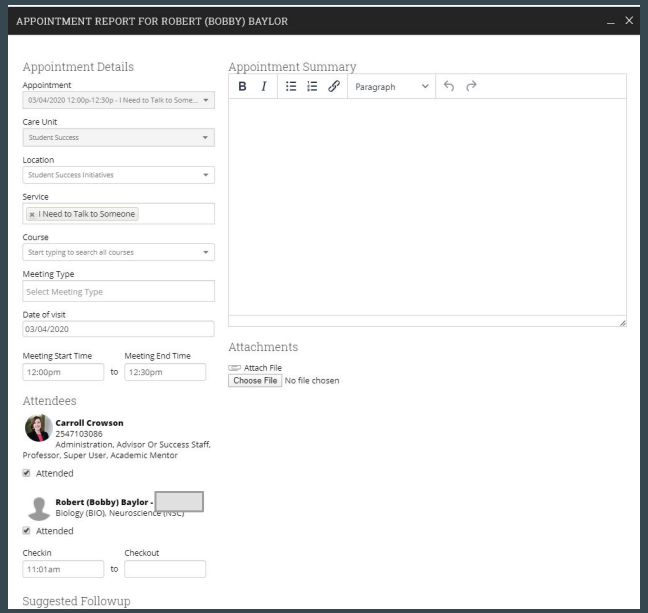
5. After clicking “Start Appt”, the Appointment Summary box will appear and allow you to record any info you would like about the visit:

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.