OPEN AN APPOINTMENT SUMMARY FROM THE STUDENT’S PROFILE

Search bar on the top right allows us to search any student, either by giving their First Name, Last Name or Z#ID.

Once we give the input in search field and click on enter, following dashboard appears which displays the student summary.

To open an appointment summary from student’s profile - Click on Report on Appointment from the menu of Staff Alerts, which is available towards the right of the page.
Following screen pops up for appointment summary. Please make sure to fill in the following mandatory fields by clicking on the arrow across each field which gives the list of available options.

**Care Unit (Eg: Advising Unit), Location, Service, Course, Meeting Type and Meeting Start Time** and other fields can be left optional.

**Appointment Summary** can be added in the provided space, if there is any information to be conveyed to the student.