

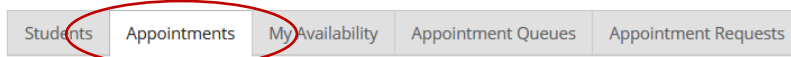
BoilerConnect – Appointment Check-in Process

Checking in a Student – No Kiosk or Virtual Appointment – Before Appointment Begins

Step 1:

From the Staff Home page, click on the "Appointments" tab. Check the box next to the name of the student you wish to check in.

Staff Home ▾



Upcoming Appointments

Care Unit: All care units ▾

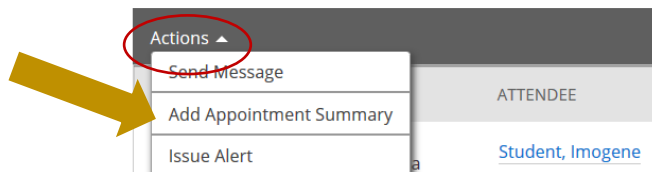
Actions ▾ Show Cancelled							
<input type="checkbox"/>	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1 08/13/2019 10:00a - 10:30a	Student, Imogene	10:00a-10:30a	Academic Concerns		Not Yet.	Details

Step 2:

Click "Actions" and choose "Add Appointment Summary". This automatically checks the student in for the appointment and opens the appointment summary box.

Upcoming Appointments

Care Unit: All care units ▾



Checking in a Student – No Kiosk or Virtual Appointment – At the Time of/After Appointment Begins

Step 1:

From the Staff Home page, click on the “Appointments” tab. Scroll down to the section labeled “Recent Appointments”. Check the box next to the name of the student you wish to check in.

Reporting

Students Appointments My Availability Appointment Queues Appointment Requests

Recent Appointments

Care Unit: All care units

Actions		SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input checked="" type="checkbox"/>	08/13/2019 10:00a - 10:30a	Academic Concerns	N/A		Student, Imogene	30 min	Not Yet.	Details

Step 2:

Click “Actions” and choose “Add Appointment Summary”. This automatically checks the student in for the appointment and opens the appointment summary box.

Recent Appointments

Care Unit: All care units

Actions	SERVICE
<input checked="" type="checkbox"/>	Academic Concerns