

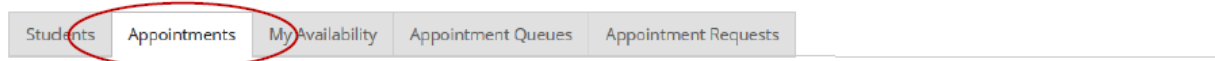
BoilerConnect – Appointment Campaigns

Documenting a Student Appointment – No Kiosk – 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 document.

Staff Home ▾



Upcoming Appointments

Care Unit: All care units ▾

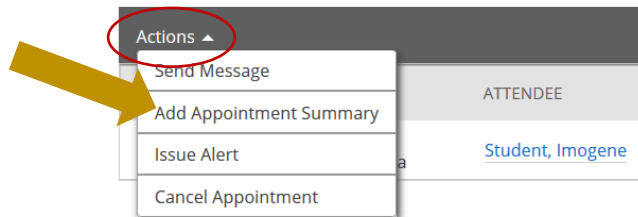
Actions ▾	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
<input type="checkbox"/>	08/13/2019 10:00a - 10:30a	Student, Imogene	10:00a-10:30a	Academic Concerns		Not Yet.	Details

Step 2:

Click “Actions” and choose “Add Appointment Summary”.

Upcoming Appointments

Care Unit: All care units ▾



Step 3:

Document the appointment.

APPOINTMENT REPORT FOR IMOGENE STUDENT

Appointment Details

Appointment: 08/13/2019 10:00a-10:30a - Academic Concerns ▾

Care Unit: Academic Advising ▾

Location: Aero & Astro Engineering (ARMS 2000) ▾

Service: Academic Concerns

Course: Start typing to search all courses ▾

Date of visit: 08/13/2019

Meeting Start Time: 10:00am to Meeting End Time: 10:30am

Appointment Summary

B I [List Icons] [Text Icons] [Link Icon] Paragraph

Fill in your notes here.

All appointment details are pre-populated from when the appointment was created.

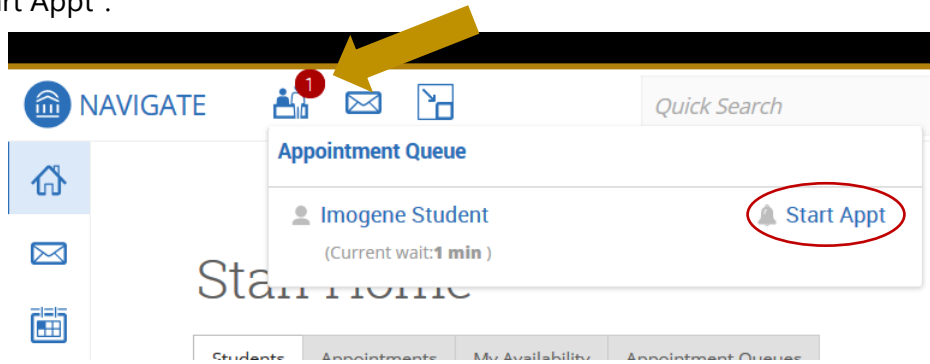
Fill in your notes here.

Documenting a Student Appointment – Kiosk – At the Time of the Appointment

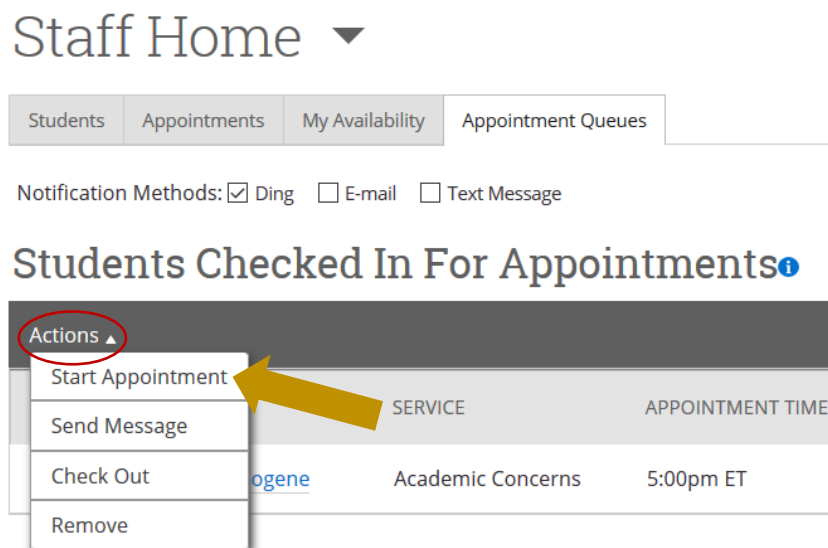
Step 1:

You have two options of pathways to start the appointment once a student has checked in using the kiosk.

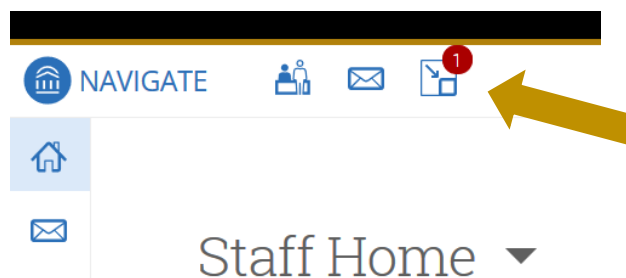
Option 1 – Click on the student icon with the notification near the top left of the screen. Then choose “Start Appt”.



Option 2 – Navigate to the “Appointment Queues” tab on the Staff Home page and click on the radial button next to the student you are meeting with. Click on “Actions” and choose “Start Appointment”.



Both options will open the Appointment Report Summary box for that student. You can then minimize the report and complete it after the appointment has ended by clicking on the document icon with the notification near the top left of the screen.



Step 3:
Document the appointment.

APPOINTMENT REPORT FOR IMOGENE STUDENT

All appointment details are pre-populated from when the appointment was created.

Appointment Details

Appointment
08/13/2019 10:00a-10:30a - Academic Concerns

Care Unit
Academic Advising

Location
Aero & Astro Engineering (ARMS 2000)

Service
x Academic Concerns

Course
Start typing to search all courses

Date of visit
08/13/2019

Meeting Start Time 10:00am **to** **Meeting End Time** 10:30am

Appointment Summary

B **I** Paragraph

P

Fill in your notes here.

Documenting a Student Appointment – Kiosk or No Kiosk – After Appointment has Ended

Step 1:

From the Staff Home page, click on the Appointments tab and scroll down to the “Recent Appointments” section. Check the box next to the name of the student you wish to document.

Reporting

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

Step 2:

Click “Actions” and choose “Add Appointment Summary”.

Recent Appointments

Care Unit: All care units

Actions

- Add Appointment Summary
- Mark No-Show
- Issue Alert

Step 3:

Document the appointment.

APPOINTMENT REPORT FOR IMOGENE STUDENT

Appointment Details

Appointment: 08/13/2019 10:00a-10:30a - Academic Concerns

Care Unit: Academic Advising

Location: Aero & Astro Engineering (ARMS 2000)

Service: Academic Concerns

Course: Start typing to search all courses

Date of visit: 08/13/2019

Meeting Start Time: 10:00am to Meeting End Time: 10:30am

Appointment Summary

Fill in your notes here.

All appointment details are pre-populated from when the appointment was created.