

## Creating & Managing Appointment Summaries Nanook Navigator (EAB Navigate)

Appointment Summaries provide and with the ability to record interactions with students pertaining to a specific appointment or communication.

These instructions are for students who created appointments through an appointment campaign. To reduce errors in data and duplication of appointments please use one of the following methods for creating an appointment summary.

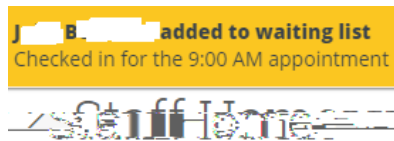
5. Required to be able to save: Care Unit, Location, at least one service provided, date of Visit and start time.
6. Not required but highly encouraged: summary details (quick boxes) and appointment summary text.
7. # o

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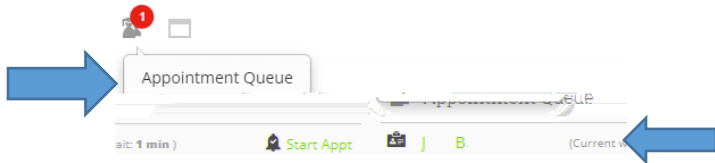
You can associate the appointment04.45 60 1 416.21 4292.404



1. If your office is using the Kiosk feature at the office front desk, then students can be checked in at the time of their appointment. When a student has been checked in the advisor receives a message on their staff home page.



2. Then you will see a notification in your appointment queue.
3. Click on the notification icon and then you can click on summary report for.



1. Click on the notification icon
2. Click on appointments tab
3. Scroll to towards the bottom of the page
4. Click on the appointment #
5. Click on Edit (top right), edit and save the Report
6. Or Click delete

