Creating & Managing Appointment Summaries Nanook Navigator (EAB Navigate)

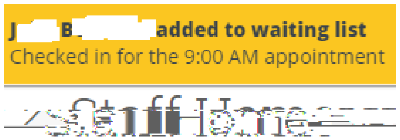
Appointment Summaries provide and with the ability to record interactions with students pertaining to a specific appointment or communication.

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.

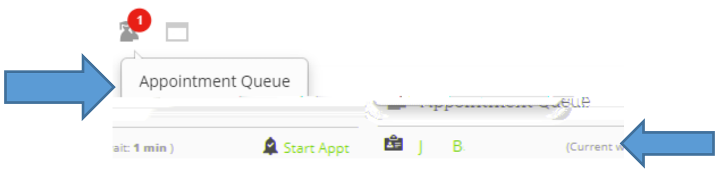
5. Required to be able to save: Care Unit, Location, at least one service provided, date of Visit and start time.
6. Not required but highly encouraged: summary details (quick boxes) and appointment summary text.
7. /fŀŎ꜀ ά{ŀ·ǾŜ ΰKλă ǊŜLJƨǊΰέ ŀ·ΰ ΰKŜ ōƨΰΰƨY ǊλƎKΰφ

- You can associate the appointment04.45 60 1 416.21 429̣22.404

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 ά{ůŀ ŀǈǈűέ Ŧ2 ůKŜ ăůǳŘŜyű è2ǳ ǿλăK ů2 ǑŜŀůŜ ŀ summary report for.



1. D2 ů2 è2ǳ ά{ůŀŦŦ I2ΥŜέ 2ťŜ
2. Click on appointments tab
3. Scroll to towards the bottom ů2 άwŜǑŜyű wŜǈ2ǚűă ¸2ǳ /ŜŀůŜŘέ 2 άwŜǑŜyű !ǈǈ2λyűΥŜyűăέ
4. /ťǑ ůKŜ ǿ2Ř ά5Ŝůŀλťăέ
5. /ťǑ άEdit wŜǈ2ǚűέ όō2űű2m right), edit and save the Report
6. Or Click delete