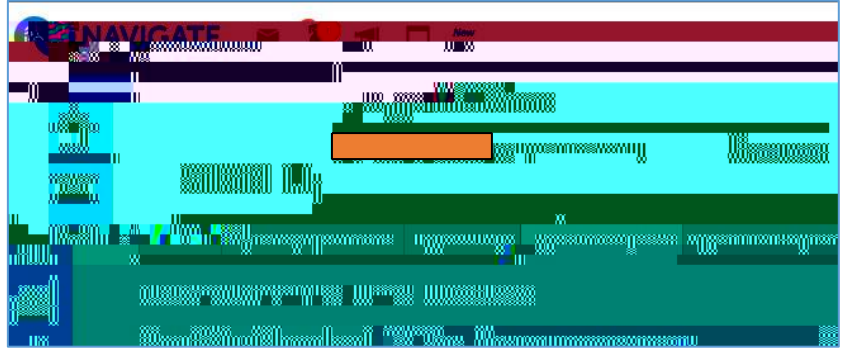a popup window and clear the student from the queue.

Regardless of how you opened it, closing out of the Appointment Report without saving it will put the student back in the queue.

For support centers that might have longer queues, _____ especially as these queues can get quite long and may not refresh quickly enough.

From the Upcoming Appointments Tab

For those seeing students with scheduled appointments outside of a support center or without a check-in front desk or kiosk, there is a slightly different way to access the Appointment Summary.

In this case, from your Upcoming Appointments tab found on your Staff home page you should see a list of students who have upcoming appointments with you. However, as soon as the appointment time starts, this appointment entry will move down the page to the Reporting   Recent Appointments section.

From either the Upcoming or Recent sections, select the checkbox to the left of the student's name, then from the Actions drop-down menu in the dark grey bar, select Add Appointment Summary to open the Appointment Summary popup window.