

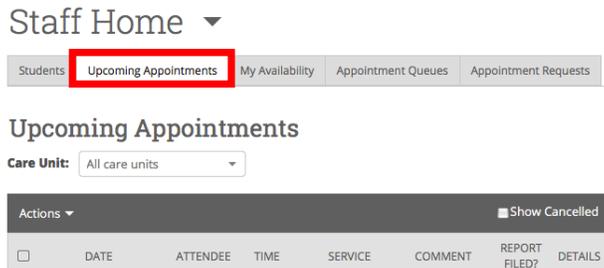
## EAB Navigate - Advisor Platform

### How to Mark a No Show in an Appointment Summary Report

October 2020

Navigate URL: <http://uvm.campus.eab.com>

1. From the Staff Home, click in to the Upcoming Appointment tab.

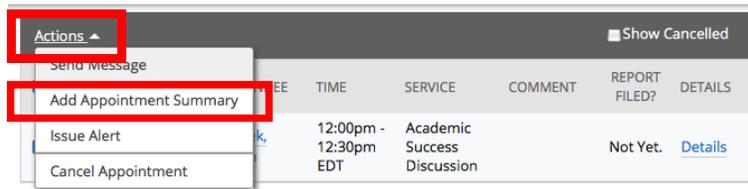


2. Scroll down the page to see the Recent Appointments heading and select the checkbox next to the appointment for which the student was a No Show.

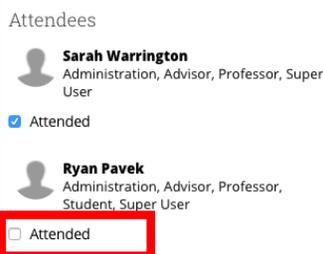
The screenshot shows a table of appointments. The first row is highlighted with a red box, indicating the selected appointment. The table has columns: DATE, ATTENDEE, TIME, SERVICE, COMMENT, REPORT FILED?, and DETAILS.

	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
<input checked="" type="checkbox"/>	05/28/2020 12:00pm - 12:30pm EDT	Pavek, Ryan	12:00pm - 12:30pm EDT	Academic Success Discussion		Not Yet.	<a href="#">Details</a>

3. Then, click the triangle to the right of the Actions menu and select Add Appointment Summary.



4. In the Summary Report, scroll to see the Attendees (left hand side of window), and uncheck the box beneath the student's name where it says, "Attended."



5. Save the Report by clicking the blue button at the bottom of the screen.
6. Then, the appointment details should show up as pictured below back on your Upcoming Appointments tab. Students marked as No Shows will also be displayed as such in the Appointment Campaigns Dashboard.

The screenshot shows the appointment table after the report is saved. The 'REPORT FILED?' column for the selected appointment now displays 'NO SHOW' in a green box. The table has columns: DATE, ATTENDEE, TIME, SERVICE, COMMENT, REPORT FILED?, and DETAILS.

	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
<input type="checkbox"/>	05/28/2020 12:00pm - 12:30pm EDT	Pavek, Ryan	12:00pm - 12:30pm EDT	Academic Success Discussion		<b>NO SHOW</b>	<a href="#">Details</a>