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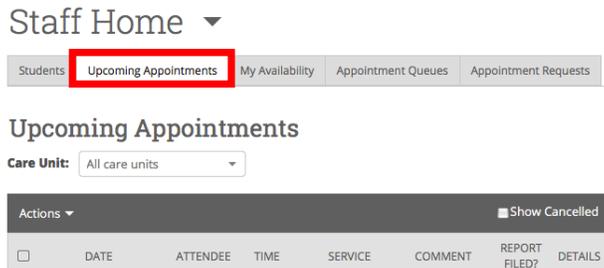
2. Scroll down the page to see the Recent Appointments heading and select the checkbox next to the appointment for which the student was a No Show.

3. Then, click the triangle to the right of the Actions menu and select Add Appointment Summary.
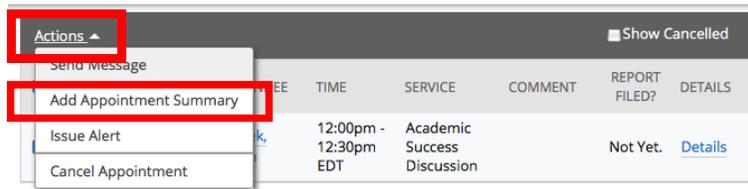
4. In the Summary Report, scroll to see the Attendees (left hand side of window), and uncheck the box beneath the student's name where it says, "Attended."
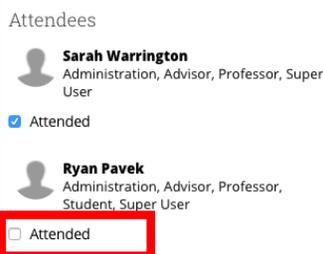
5. Save the Report by clicking the blue button at the bottom of the screen.

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.