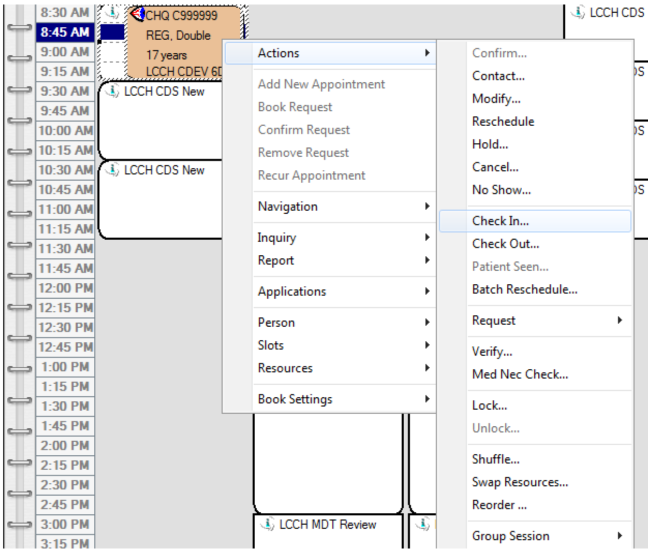
Check In An Appointment

Quick Reference Guide

Checking in a client

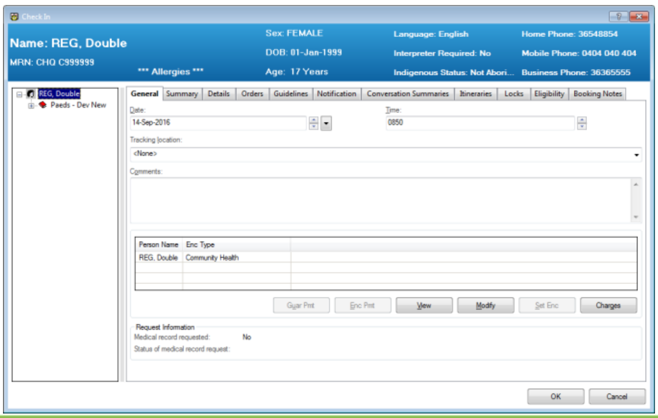
1. Select the appropriate Appointment Scheduling Book from the Bookshelf.
2. Locate the correct client appointment



3. To Check In your client for the appointment
   - Right mouse click on the appointment
   - Select Actions
   - Select Check In

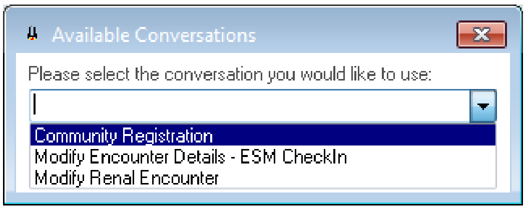
The Check In window will open.

4. If required, you can modify the check in time by clicking in the Time field or using the up and down arrows and click OK once finished



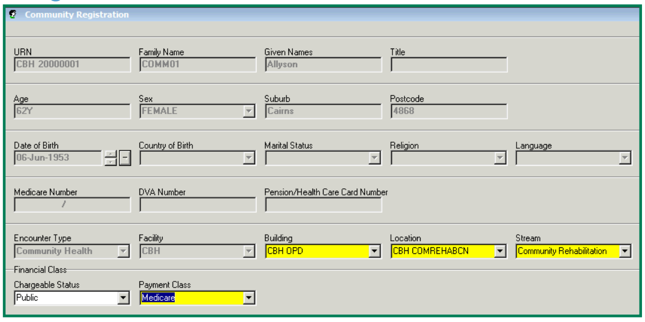
The Available Conversations window will open.

5. Select Community Registration.



6. Click OK

Ensure all mandatory fields (fields shaded in yellow) are completed in the Community Registration window.



7. Click OK.

The appointments Checked In status now displays in green.
Your patient is Checked In.