Log in through GoldLink or at <https://etsu.campus.eab.com/>; use your ETSU user name and password.

**For best results open Navigate in Chrome, Safari, or Firefox.**

**NAVIGATE-ing Advising Summaries\***

\* Now called Reports on Appointments

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| **Entering a report on appointment**   1. Find the student you need: Click the search icon in the top right corner of your advising home screen in Navigate; enter the student’s E-number or last name.      1. When the student’s screen appears, choose **Report on Appointment** in the right-hand navigation. 2. When the dialog box opens, choose the appropriate items in the dropdown menus.    * Care Unit: [Ordinarily, Advising, unless you’re working on a re-enrollment campaign.]    * Location: Your office or area of responsibility    * Service: [advising, academic alert, campaign, etc.]    * Course: If you're advising a student about an academic alert or ESPR grade.    * Meeting Type: [email/in person/phone/group] 3. Write a note in the textbox and save.   DONE! |

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| **View reports on appointments for a group of students**   1. In the left navigation choose the **Reports** icon: 2. On the reports page, choose **Appointment Summaries** (under **Appointment/Visit Reports**). When the report screen appears . . . 3. Define the period in which you’re interested by setting the **Begin Date** and **End Date**. 4. Use the filters (e.g., **Enrollment History**, **Area of Study**, **Assigned To**) to select the students whose appointment summaries you want to see. (Want help choosing filters? Contact Bill Kirkwood.)   CLICK SEARCH. THAT’S IT! |

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| **Super-User Tip**  This report has a lot of columns. Use **Show/hide columns** (in the **Actions** menu) to show only the ones you want. |