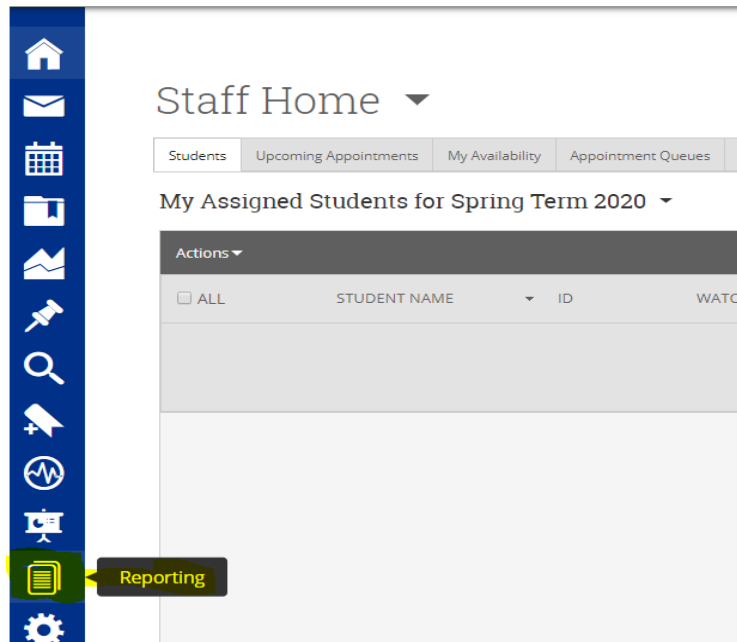


Go to reporting tab



Click on View Legacy Reports

Reports

Appointment/Visit Reports

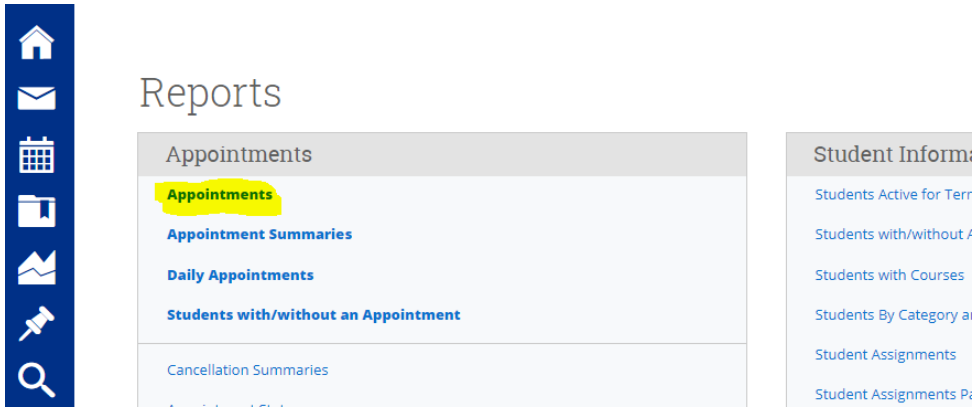
- [Appointments](#)
- [Appointment Summaries](#)
- [Appointment Requests](#)
- [Check-Ins](#)

Intervention Reports

- [Alerts](#)
- [Cases](#)

You are viewing **V2 Reports** [View Legacy Reports](#)

Under Appointments select appointments



Select the begin and end date for the appointments you are searching for

Then select the advisor whom the students are scheduled with and click Search



Select the check all box to send out to every student. (Note if some already have Phone/Email advising appointment you can just uncheck those students)



Appointments

This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. |

Standard User Type: Include Inactive Users x

Search

Modify Search

Actions ▾

STUDENT EMAIL CARE UNIT APPOINTMENT BEGIN DATE/TIME APPOINTMENT END DATE/TIME LOCATION

1.	<input checked="" type="checkbox"/>	zjarrett@memphis.edu	Academic Advising	03/13/2020 09:30 AM	03/13/2020 10:00 AM	School of Health Studies
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Under the action tab select send message



Appointments

This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. Users will

Standard User Type: Include Inactive Users x

Search

Modify Search

Actions ▾

Send a Message

Add Note

View Appointment Details

Show/Hide Columns

Export Results

CARE UNIT APPOINTMENT BEGIN DATE/TIME APPOINTMENT END DATE/TIME LOCATION MEETING

Here you have the option to either send email or send text message to the selected students (Note you are sending an email if there is a subject line

memphis.campus.eab.com/reports/appointments?legacy=true#

NAVIGATE 53

SEND A MESSAGE TO 47 PEOPLE

Send E-mail Send Text

To: 47 recipients (Show all)

Message:

The ABC Department is switching your scheduled advising appointment to Phone or Email Advising. Please respond with which one you prefer

You have 24 characters remaining of 160 characters.

Cancel Send Message

Appointments

This report gives you information about appointments and related data, including summary and

Standard User Type: Include Inactive Users x

Search Modify Search

Actions

<input checked="" type="checkbox"/>	STUDENT EMAIL	CARE UNIT	APPOINTMENT BEGIN DATE/TIME	APPOINTMENT END DATE/TIME	LOCATION	MEETING START TIME	MEETING END TIME
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i.