

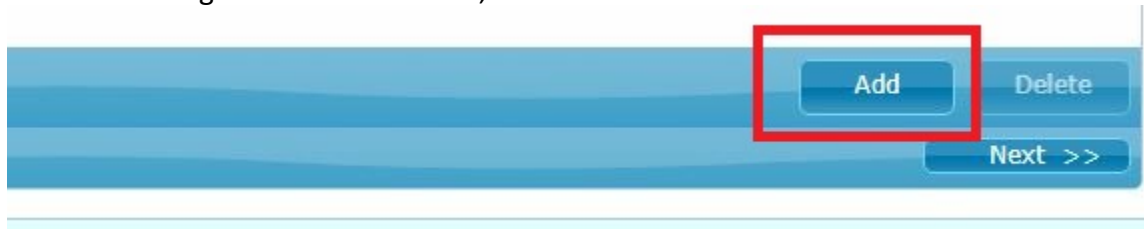
## SARS Anywhere How to enter drop-ins

Log in to SARS Anywhere

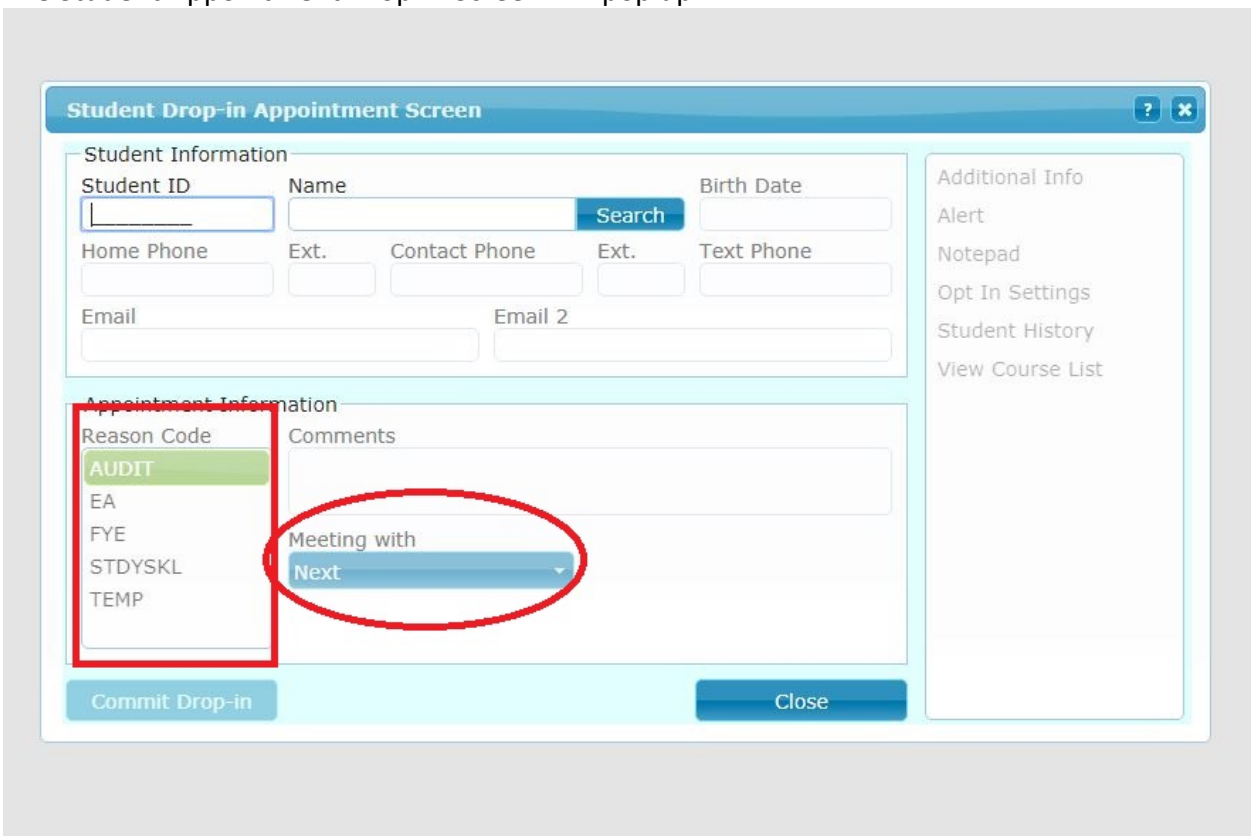
- Click on the Drop-in tab



- On the lower right side of the screen, click the Add button



- The Student Appointment Drop-in Screen will pop up

A screenshot of the 'Student Drop-in Appointment Screen'. The screen is divided into several sections. The 'Student Information' section contains fields for Student ID, Name, Birth Date, Home Phone, Ext., Contact Phone, Ext., Text Phone, Email, and Email 2. The 'Appointment Information' section contains a 'Reason Code' dropdown menu, a 'Comments' text area, and a 'Meeting with' dropdown menu. The 'Reason Code' dropdown menu is highlighted with a red rectangular box, and the 'Meeting with' dropdown menu is also highlighted with a red oval. The 'Reason Code' dropdown menu has the following options: AUDIT, EA, FYE, STDYSKL, and TEMP. The 'Meeting with' dropdown menu has the following options: Meeting with and Next. At the bottom of the screen, there are two buttons: 'Commit Drop-in' and 'Close'.

- You or the tutee needs to enter the Student ID #, select the course (which will be on a pop up screen in front of the drop-in screen, example below), click Commit Drop-in. This student will now appear on the screen.

Course Selection
?
✕

Course	Section	Instructor
MATH 265	1364	Zahedani Heydar

Select

- Multiple students can be added to the drop-in screen. They will show in the order in which ID#'s were entered.
- As you begin your drop-in session with the student, double click the name of the student on the drop-in list.

THE GRID
Drop-in 1
Alerts
Master Schedules
Quick Day Change
Reports

Student Name	Meeting With	Check-in Time	Comments
Student Name here	Next Available	12:51:33 PM	

- Be sure the course is selected as the reason code for the visit, select your name from the “Meeting with” drop-down menu, and click OK. If you do not see the course appear in the Reason Code menu, click on View Course List on the far right.

**Student Drop-in Appointment Screen**

**Student Information**

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Text Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email 2: \_\_\_\_\_

**Appointment Information**

Reason Code: **AUDIT**  
EA  
FYE  
STDYSKL  
TEMP

Meeting with: **Next**

**Additional Info**

Alert  
Notepad  
Opt In Settings  
Student History  
View Course List

**Commit Drop-in** **Close**

- For data purposes, the two most important things are:  
**Select the course you are helping with as the Reason Code**  
**Select your name from the drop down list under Meeting with**