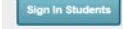



How to Use the Intake System in Accudemia

1. Enable the waiting line for your center by clicking on the center name in "Intake System"
2. Make sure "Prompt students for calling note" is unchecked
3. Student signs in after picking which advisor he/she would like to see (you can view this under "waiting for" by the student's name).

The screenshot shows the 'Students Waiting' section of the Intake System. At the top, there are buttons for 'Remove from Line', 'Change Waiting Line', and 'Disable Waiting Line'. Below these is a table with columns for 'Name', 'Waiting For', and 'Waiting'. A student's name is partially visible as '...Nora'. The 'Waiting For' column shows 'Casey', which is circled in red. The 'Waiting' column shows '0'. To the right, there is an 'Advisors In' section with an 'Export' button and a search field containing 'F, Boba'. Below the table, there is a 'calling note' field and an 'Other:' search field.

4. If the specified advisor is signed in and ready for the student, click  after highlighting the student's name and sign the student in for his/her chosen advisor

The screenshot shows the 'Sign In' dialog box. It has a 'Session Log Comments' text area and a 'Save Comments' button. Below this, there are two sections: 'Sign in using student selection:' and 'Sign in using your selection:'. Under 'Sign in using student selection:', the 'Advisor' is 'Casey' and the 'Sign In' button is circled in red. Under 'Sign in using your selection:', the 'Advisor' is 'No one selected' and there is also a 'Sign In' button. A 'Cancel' button is at the bottom.

5. If the student's chosen advisor is not available but a different advisor is, highlight both the student's and the advisor's names and click 
6. This time, click the sign in button "using your selection"

The screenshot shows the 'Sign In' dialog box. It has a 'Session Log Comments' text area and a 'Save Comments' button. Below this, there are two sections: 'Sign in using student selection:' and 'Sign in using your selection:'. Under 'Sign in using student selection:', the 'Advisor' is 'Casey' and there is a 'Sign In' button. Under 'Sign in using your selection:', the 'Advisor' is 'F, Boba' and the 'Sign In' button is circled in red. A 'Cancel' button is at the bottom.

7. The student should be moved from "students waiting" to "students in" with either his/her chosen advisor or an available advisor you have selected.