

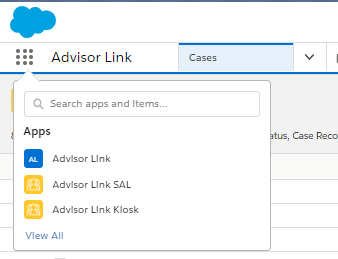
**Kiosk Management**

**Overview**

Queue Waiting Rooms help advisors and front-desk staff easily manage the flow of walk-ins. Advisees check themselves into a Queue Waiting Room using a tablet or Kiosk device which is set up for a location specifically for such check-ins. Checking in creates an Advising Queue Case record for the advisee that can be tracked through the queue.

**Entering the Kiosk**

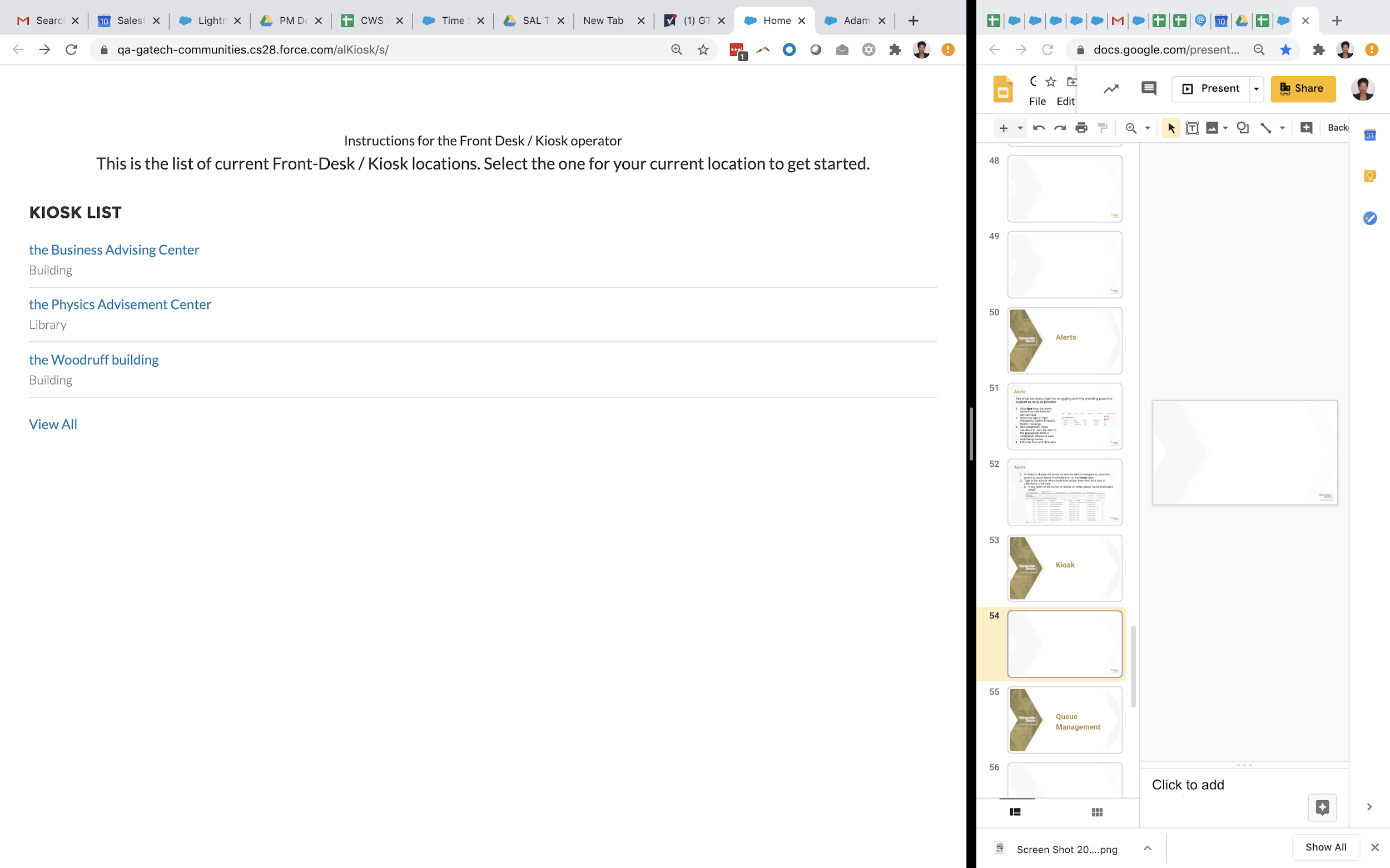
1. Select the **App Launcher**.



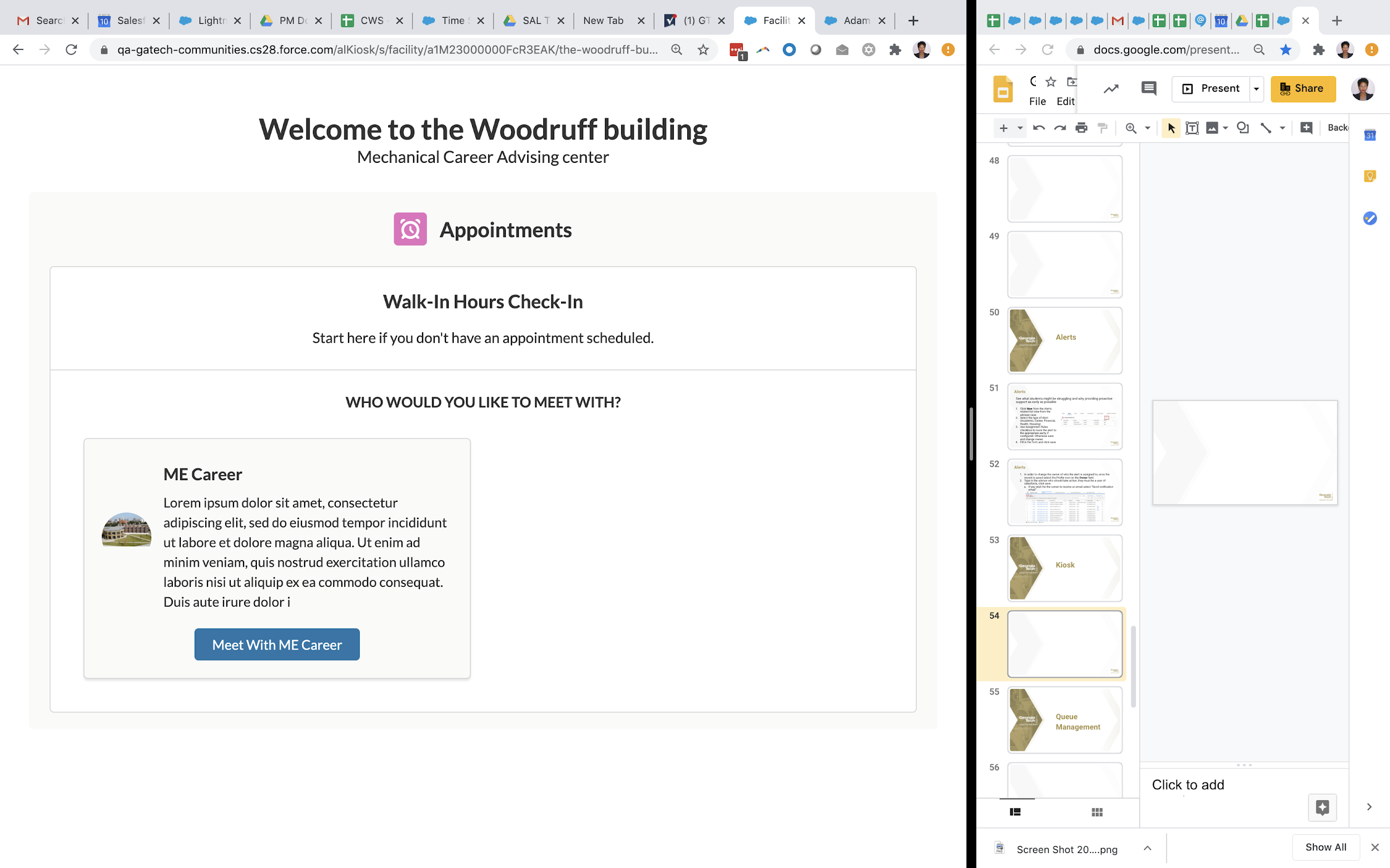
1. Select **Advisor Link Kiosk**.



1. Select a location form the Kiosk List (i.e. Woodruff Building).



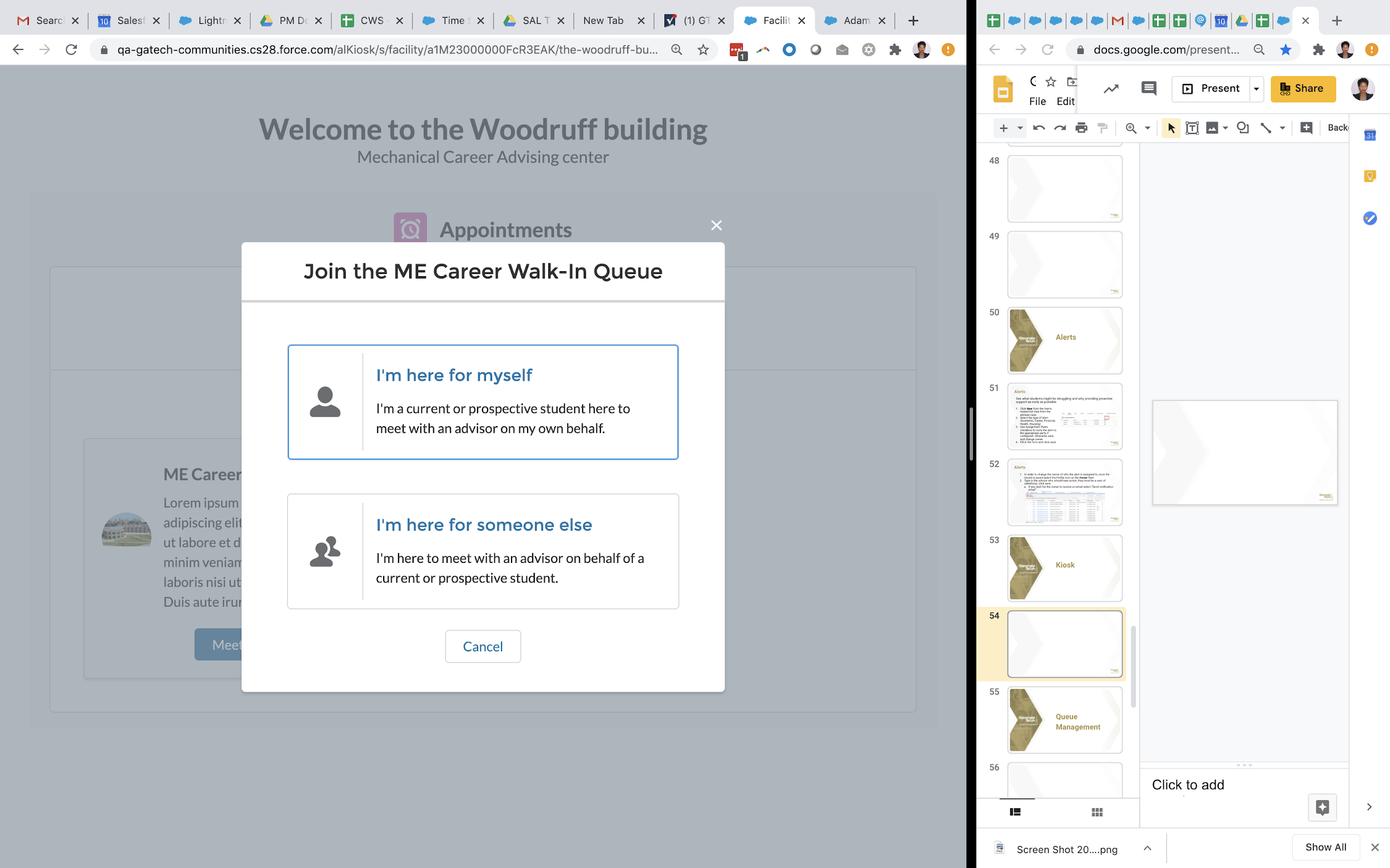
1. Select an available queue (i.e. ME Career).



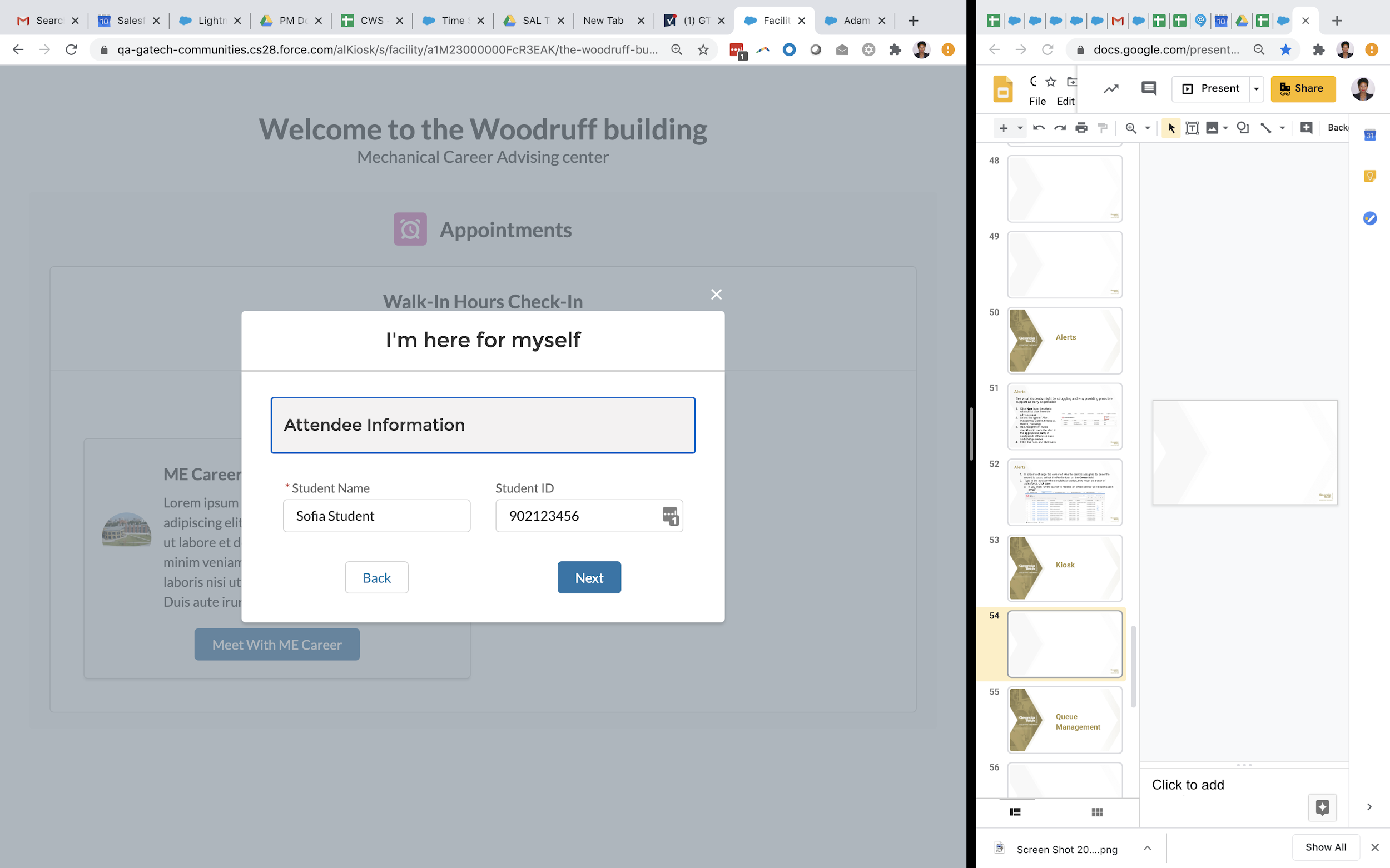


**Checking in For A Walk-In Appointment**

1. Choose a Walk-In Option.
   * I’m here for myself
   * I’m here for someone else

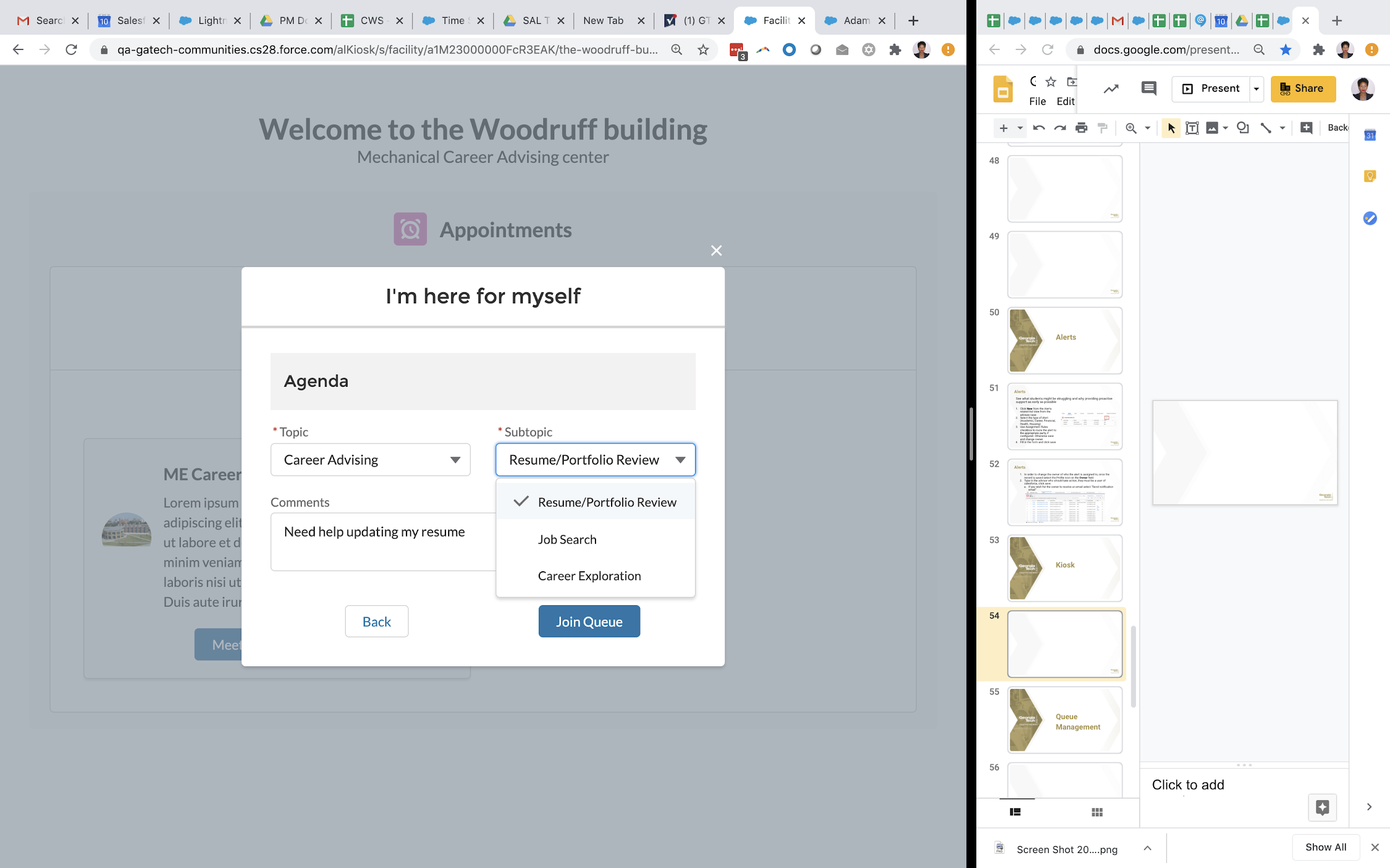


1. Enter **Student Name** and **Student ID**.





1. Select a **Topic** & **Subtopic.**



1. An **Advising Queue Case** record is created, and the status is **Queued**

