## Navigating the Waiting Room in Tutortrac

1. Click on the TracMan Icon in the Trac Navigation and select "Log listing" and the "Log Visits Listing" window will open.

Main Menu		Log Student:	Log Resource:
< Log listing Schedule	٩	Log Student: Q	Log Resource: Q
Reports			

2. If a student user has logged into the kiosk without a scheduled appointment, you will want to look up which tutor is available to meet with the student to assign them to a tutor.

		Log Visits Listing			
Student Name 🔻	•	1 Log Visits found	1 Log Visits found		
ID	Time	In Center / Reason / Subj	Consultant		
	₽ <b> </b>	Writing Consultation - One-or	n-one Grist Available		
Check resource in/out	to	ę			

3. Once you have determined who the student user should meet with, click on "First Available" in the "Log Visits Listing," assign the appointment, and notify the tutor.

