

# Cranium Cafe and SARS Anywhere Integration Walkthrough

## Adding DROP-INS from My Cafe

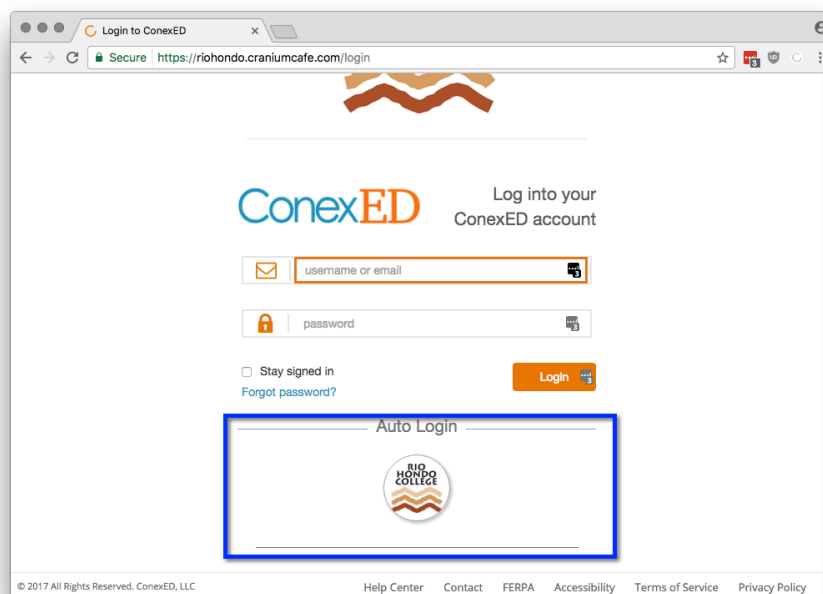
An online counselor can have Express appointments (aka DROP-INS) that are during scheduled hours. DROP-IN appointments will be recorded to SARS Anywhere in the DROP-INS tab. Counselors can add Reason Codes and notes directly from their My Cafe.

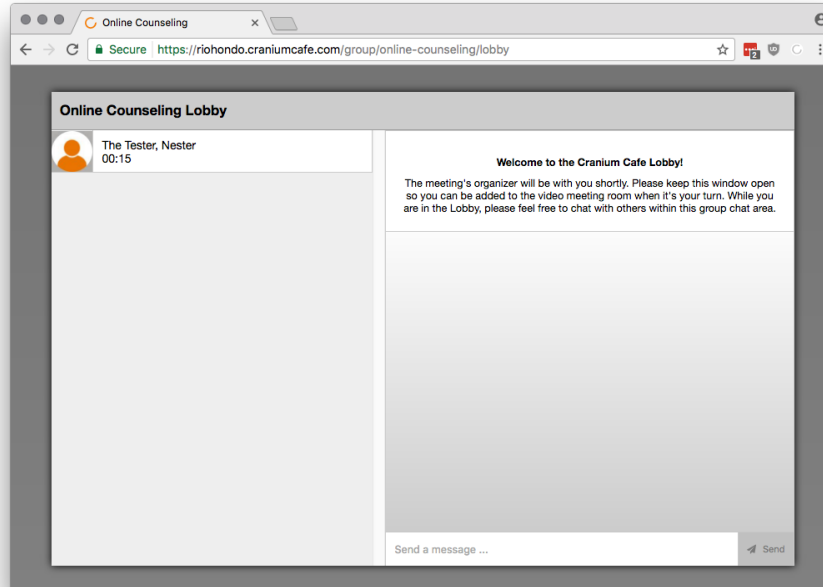
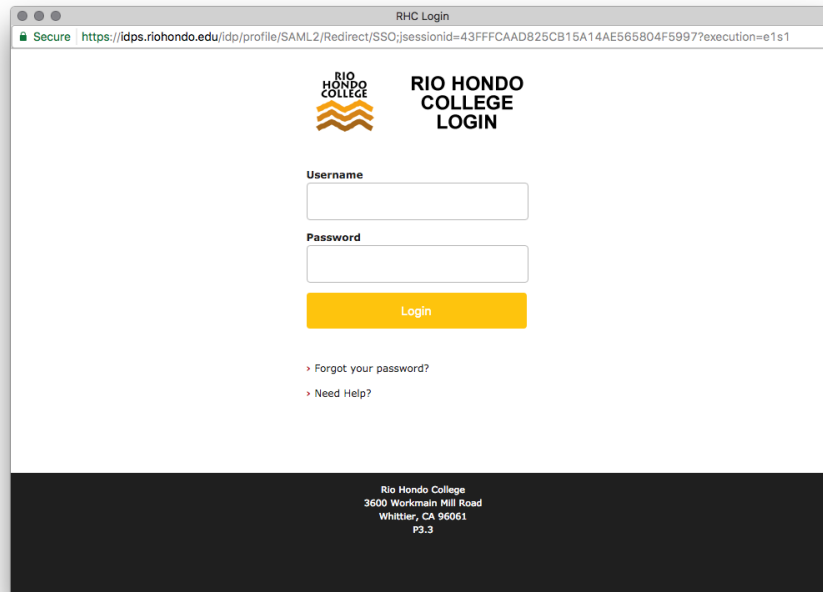
Counselors must login to their Cafe by going to the Rio Hondo Cranium Cafe URL and then selecting Enter My Cafe.

<https://riohondo.craniumcafe.com/>

Students who would like an Express appointment will need to visit the Online Counseling lobby URL and sign-in using the Auto Login button.

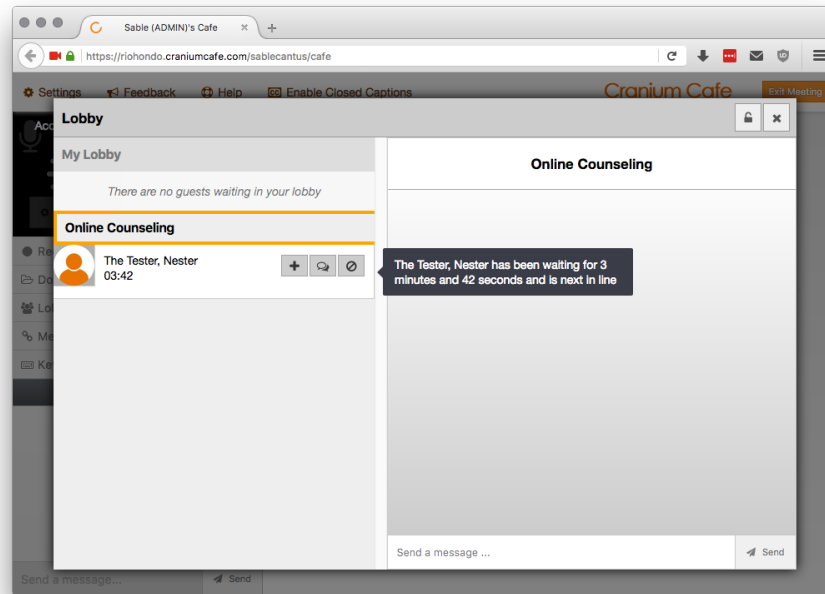
<https://riohondo.craniumcafe.com/group/online-counseling/lobby>





Faculty will hear a doorbell chime and they will see students waiting in the

Online Counseling lobby.



Students will see a message in Red text if there are no counselors available

