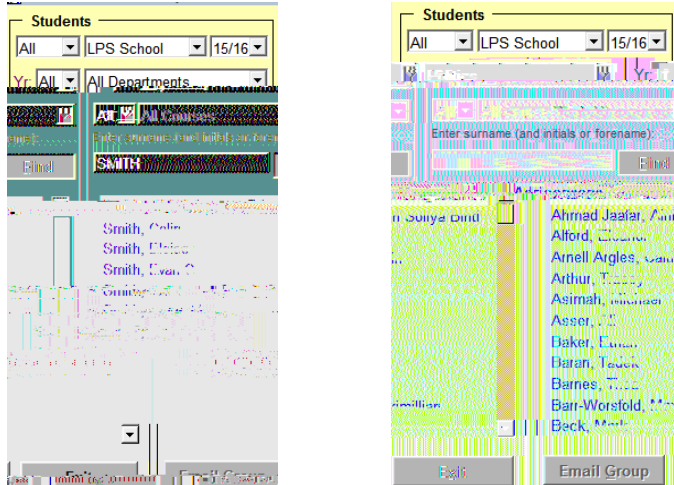
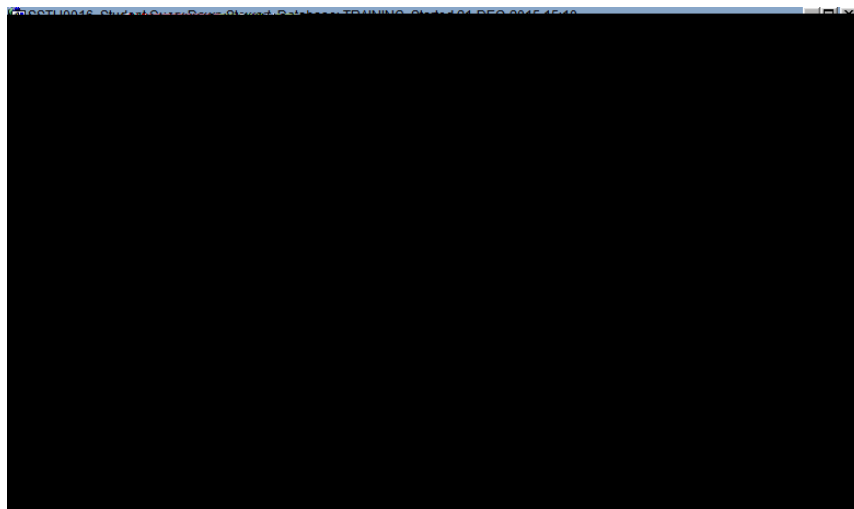




SSTU0120/ SSTU0122 - Student Advisor Contact Screens

 Two screenshots of the 'Students' screen. The left screenshot shows the search filters: 'All' for cohort, 'LPS School' for department, and '15/16' for year. Below these are 'All Departments' and 'All Yrs' dropdowns. A search box contains 'SMITH' and a 'Find' button is visible. The right screenshot shows the search results as a list of student names: Ahmed, Alford, Arnell, Arthur, Asim, Assou, Baker, Baron, Barnes, Bar-Worfold, Beck.	<h3>Finding a Student Record</h3> <ul style="list-style-type: none">• From the main menu open the 'Student Query' screen• Search either by student cohort (select the search criteria)• Or enter the name of a student• Click Find button to search• Click on a student's name to show details on the right of the screen.
 A large black rectangular area representing a redacted or obscured screen.	<p>Click on the Advise (Y/N) button</p> <ul style="list-style-type: none">• If the button is labelled Advise (Y) the student already had advice records• If the button is labelled Advise (N) the student has no advice records

Date: 12-MAY-2011 Sub Categories(1): Sub Categories(2):

Presenting Issues: Finance External Finance Fees

Referred To: Health Centre

Contact: []

Comments: General comments go here

Action: Referral

Save

ed by	Action	Referred to	Date	Presenting	Adv Contact	Initiat

Back Add Record Click on a date to view full record details

Updating Student Advisor Contact Information

- When you have found your student record click on the **Advice** button under the 'Courses' tab
- In the 'Contacts' tab click the **Add Record** button
- Enter a value for **Presenting Issues**
- Enter a **Sub-Category** for the presenting issue
- If necessary enter another **Presenting Issue** and **Sub-Category**
- Enter a **Contact Type**
- Enter who the contact was **Initiated By**
- Enter a value for **Action**
- Enter who the matter has been **Referred To**
- Click on **Save** button

The **Contact** should default to your own name; however another name can be chosen from the list.

Notes made in the '**Advisor Notes**' section can just be seen by Student Advisors.

Notes made in the **Comments** section can be seen by Administrative support staff.

Amending Existing Records

- Once a record has been entered and saved it appears as a record under the Contacts tab
- To view or amend the record, click on the **date**

Date: 12-MAY-2011 Sub Categories(1): Sub Categories(2):

FINANCE External Finance Presenting Issues:

HEALTH Anxiety Physical - general HE

SIT Advisor Notes: Contact Type: VI

TUTOR Confidential Advisor notes go here

Action: REFERRAL

Referred to: HEALTH

Contact: JMM

Comments: General comments go here

Save Back Amend Delete

cont/...

- To delete the record, click on the **Delete** button
- To edit the comments and notes, make relevant changes and click **Save** to commit
- Click **Amend** to amend contact details

N.B If changing the Presenting Issues, please note that all sub-categories under that Presenting Issue will be nullified. This is particularly important for administrative staff who will not be able to see the sub-categories listed under a Presenting Issue.

Students

Contract Date	First presenting issue	Initiator	Student Name	School

Checking Existing Contact Records

- From the main menu click **Student Advisor Students**
- Click on a name to enter the student's contact record
- Change the sort order by clicking on column header (e.g. First presenting issue *see below*)

