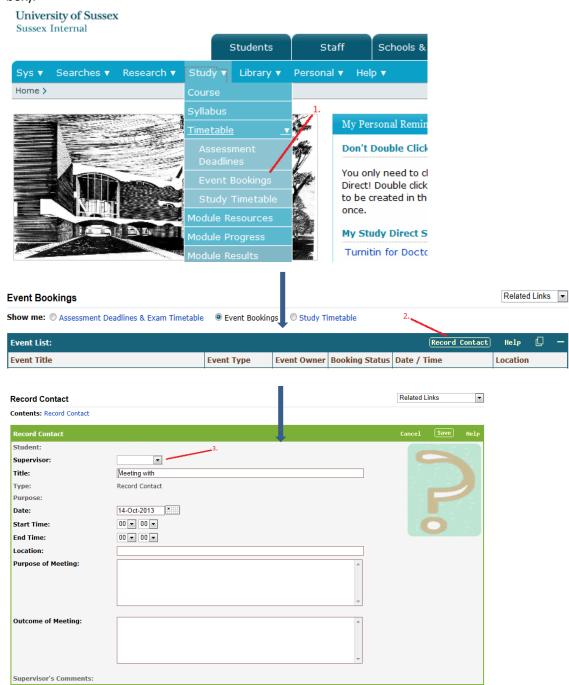
Record contact system – how to record contacts between supervisor and research students.

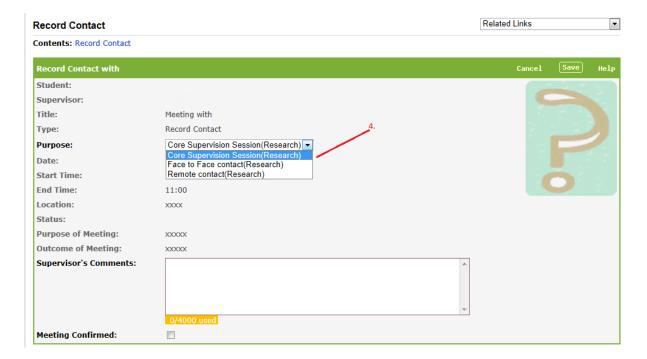
Enhanced functionality on the academic advisor pages in Sussex Direct that allows a record to be created by a research student rather than the supervisor.

The process is as follows:

 A research student can create a contact record, by entering date, time, location, purpose of meeting (text box) and outcome of meeting (text box).



- 2) You can select a Research Supervisor if the student has more than one. The title should default to 'meeting with X'.
- 3) Upon save, an email is sent to the Research Supervisor to say a contact record has been added by 'X'
- 4) Research Supervisor accesses the contact record and selects the 'purpose' (from drop down) and 'confirms' the meeting took place. They should also be able to add comments (in a new field).



5) Upon save, an email is sent to the Research Student to say the meeting has been confirmed and they should check to see if comments have been added. The email also contains a link to the Sussex Direct page where they view their contacts.