

## 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:

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

University of Sussex  
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The screenshot illustrates the navigation process within the Sussex Direct system. It starts with the main navigation menu where the 'Study' dropdown is expanded, and 'Event Bookings' is selected (indicated by a red arrow labeled '1'). This leads to the 'Event Bookings' page, where the 'Event Bookings' radio button is selected, and the 'Record Contact' button is highlighted (indicated by a red arrow labeled '2'). This button leads to the 'Record Contact' form, where the 'Supervisor' dropdown menu is highlighted (indicated by a red arrow labeled '3').

**Event Bookings** Related Links

Show me:  Assessment Deadlines & Exam Timetable  Event Bookings  Study Timetable

**Event List:** Record Contact Help

Event Title	Event Type	Event Owner	Booking Status	Date / Time	Location
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**Record Contact** Related Links

Contents: [Record Contact](#)

**Record Contact** Cancel Save Help

Student:

Supervisor:

Title:

Type:

Purpose:

Date:

Start Time:

End Time:

Location:

Purpose of Meeting:

Outcome of Meeting:

Supervisor's Comments:

- 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).


**Record Contact** Related Links

Contents: [Record Contact](#)

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**Record Contact with** Cancel

<b>Student:</b>	
<b>Supervisor:</b>	
<b>Title:</b>	Meeting with
<b>Type:</b>	Record Contact
<b>Purpose:</b>	<input type="text" value="Core Supervision Session(Research)"/> <span style="color: red;">4.</span>
<b>Date:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	11:00
<b>Location:</b>	xxxx
<b>Status:</b>	
<b>Purpose of Meeting:</b>	xxxxx
<b>Outcome of Meeting:</b>	xxxxx
<b>Supervisor's Comments:</b>	<input type="text" value=""/> 0/4000 used
<b>Meeting Confirmed:</b>	<input type="checkbox"/>



- 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.