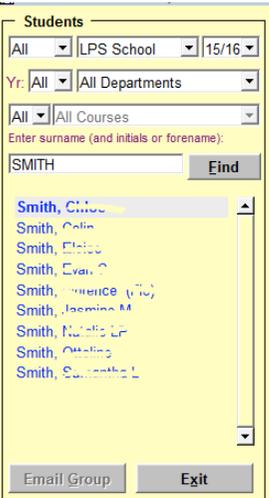
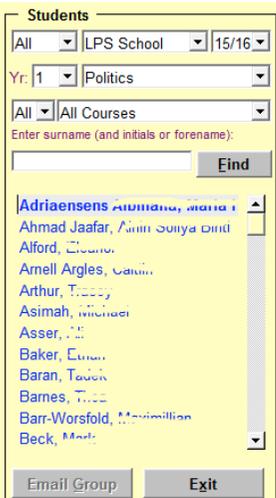
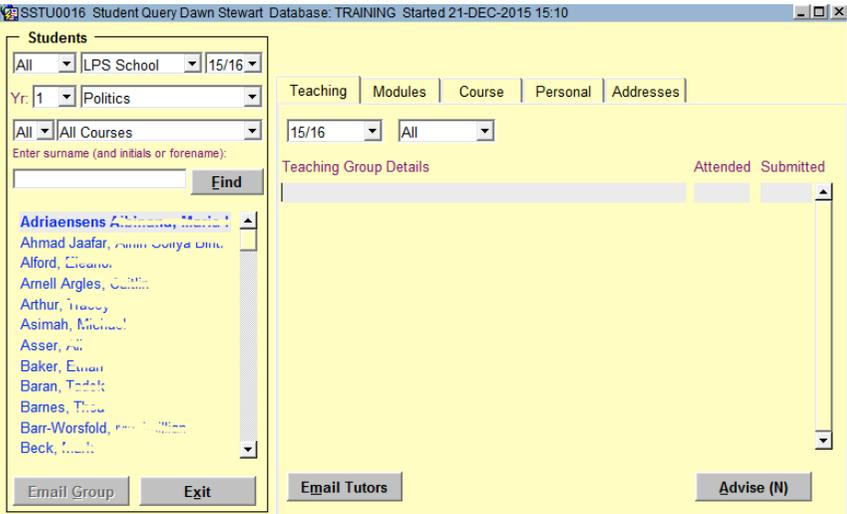


SSTU0120/ SSTU0122 - Student Advisor Contact Screens

 	<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.
	<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
 Health Anxiety Physical - general

Contact Type: Visit

Initiated By: Personal Tutor

Action: Referral

Referred To: Health Centre

Contact: Monaghan, Jane

Advisor Notes: Confidential Advosr notes go here

Comments: General comments go here

Save Back

Contacts	Addresses	Personal	Entry	History	Courses	
Date	Presenting	Adv	Contact	Initiated by	Action	Referred to
12-MAY-2011	FINANCE, HEALTH	JMM	VISIT	P_TUTOR	REFERRAL	HEALTH
29-NOV-2010	ACADEMIC	LO	VISIT	STUDENT		

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

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

Presenting Issues: FINANCE
HEALTH

Sub Categories(1):
External Finance
Anxiety

Sub Categories(2):
Fees
Physical - general

Contact Type: VISIT

Initiated by: P_TUTOR

Action: REFERRAL

Referred to: HEALTH

Contact: JMM

Comments: General comments go here

Advisor Notes:
Confidential Advosr notes go here

Amend **Delete** **Save** **Back**

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.

Select Advisor: Monaghan, Jane

Current Students

Students

<input checked="" type="radio"/> Student Name	<input type="radio"/> School	<input type="radio"/> Yr	<input type="radio"/> Contact Date	<input type="radio"/> First presenting issue	<input type="radio"/> Initiator
A, R		1	12-MAY-2011	FINANCE, HEALTH	P_TUTOR
S, A		2	09-MAY-2011	FINANCE, PERSONAL	OTHER STAFF
S, A		3	09-MAY-2011	HEALTH, PROGRESS	SS_CO_ORD
S, A		3	09-MAY-2011	FINANCE, ACADEMIC	SS_CO_ORD

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*)

First presenting issue

ACADEMIC, FINANCE

ACADEMIC

ACADEMIC

Multiple issues