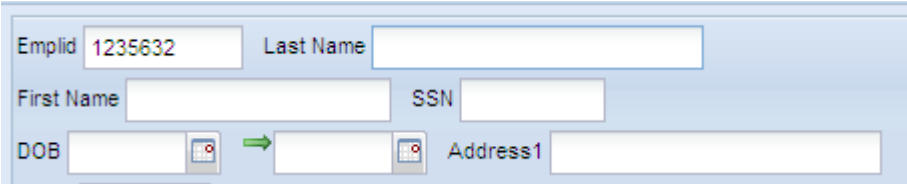
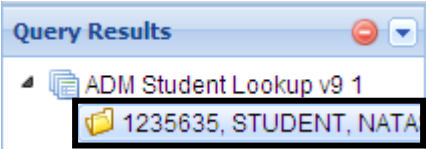


Use Adviser Notes

The new Adviser Notes document is used by advisers to record notes of interviews with the students.

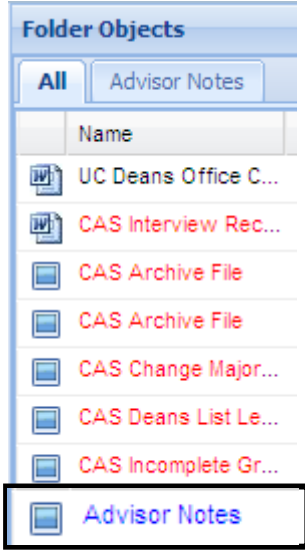
Nolij Web version 6 has a change in functionality that requires a business process change in the use of the Interview Record document. There are two proposed solutions:

1. Create a new document from an existing document, as outlined in Lesson 6 of the Nolij Web ver. 6.1 manual.
2. Use the new Adviser Notes document, as outlined in this handout. For those individuals with the appropriate permissions, the Adviser Notes document will be available and accessible in each student's folder.

1.	<p>In the PeopleSoft Search area, enter criteria, such as the Student's EmplID or Last Name and First Name.</p> <p>Press the Enter key to search for the student's folder.</p>  <p>The search results display in the Query Results area of the Nolij window.</p>
2.	<p>In the Query Results area, click once on the student's folder to select it.</p> 

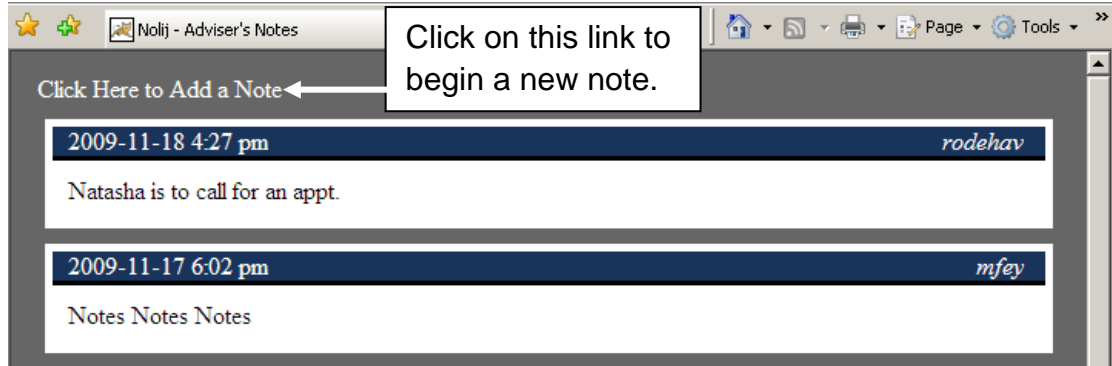
3. In the Folder Objects area, click once on the Adviser Notes document to select it and display it in the Document Viewer. The document name displays in blue.

This document also is accessible from the **Adviser Notes** subfolder.



4. With the document displayed, double click on its icon to app activate the document.

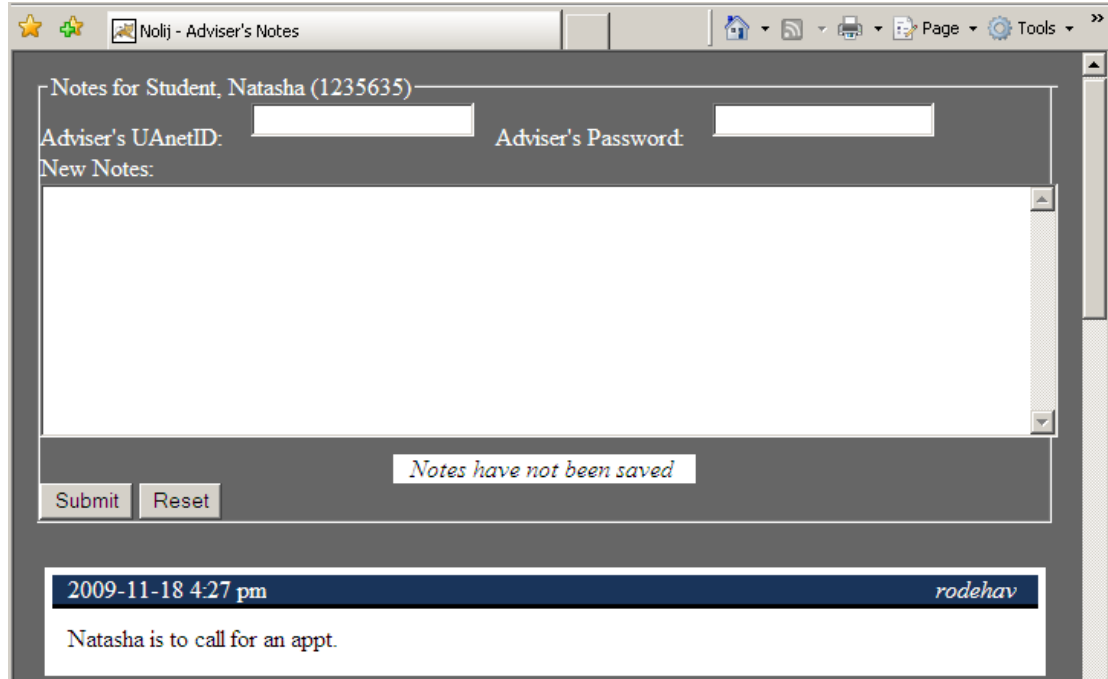
The document will open in a new and separate browser window.



5. Click on the link **Click Here to Add a Note.**

A new note window displays at the top of the document.

The previous submitted (saved) notes display in descending order at the bottom of the document.



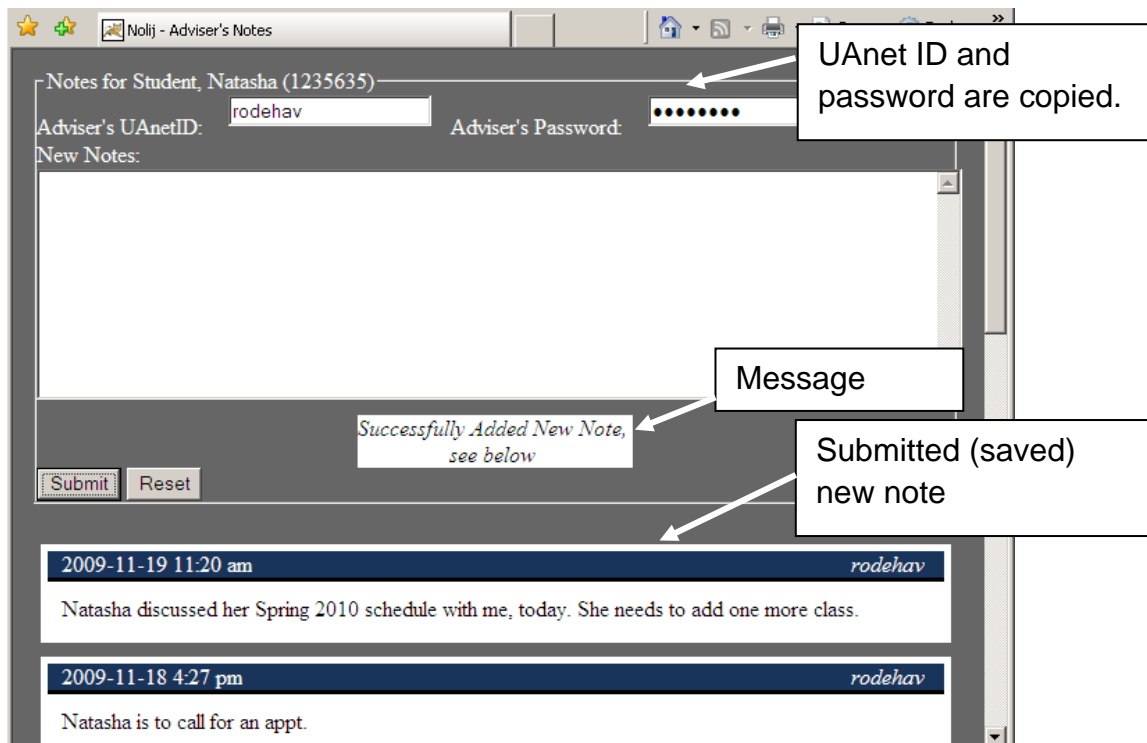
6. Enter the new advising note.
- a. **Adviser's UAnetID:** Enter your UAnet ID. This is the ID that you use to login to your computer and to get your UA e-mail.


The UAnet ID will appear in the header of each submitted note.
 - b. **Adviser's Password:** Enter your UAnet password. This is the password that you use to login to your computer and to get your UA e-mail.

Steps **a** and **b** authenticate you as a person who may enter notes about the student.
 - c. **New Notes:** Enter your new note.
 - d. Click on the button to save the new note to the document.
-OR-
Click on the button to clear all the fields and not save the new note.

If the Submit button was selected:

- Your UAnet ID and password are copied to begin another new note for this person.
- A message displays that you **Successfully Added New Note, see below.**
- The new, submitted note displays in the document with the date and time on which it was created.



7.	Close the document window by clicking on its  . The Nolij window displays.
8.	The Document Viewer area does not refresh automatically. In order to view the changes to the document, refresh the Document Viewer window by: <ul style="list-style-type: none">• Clicking once on the student's folder to select it.• Clicking once on the Adviser Notes document to display it in the Document Viewer window.



Notes: The adviser notes cannot be edited by a user once the notes are submitted. At this writing, if a note must be modified, a supervisor may authorize the Nolij Web team in IT to modify the note.

A spell checker will be available in the near future, but will not be available at Go Live.