


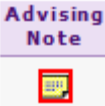
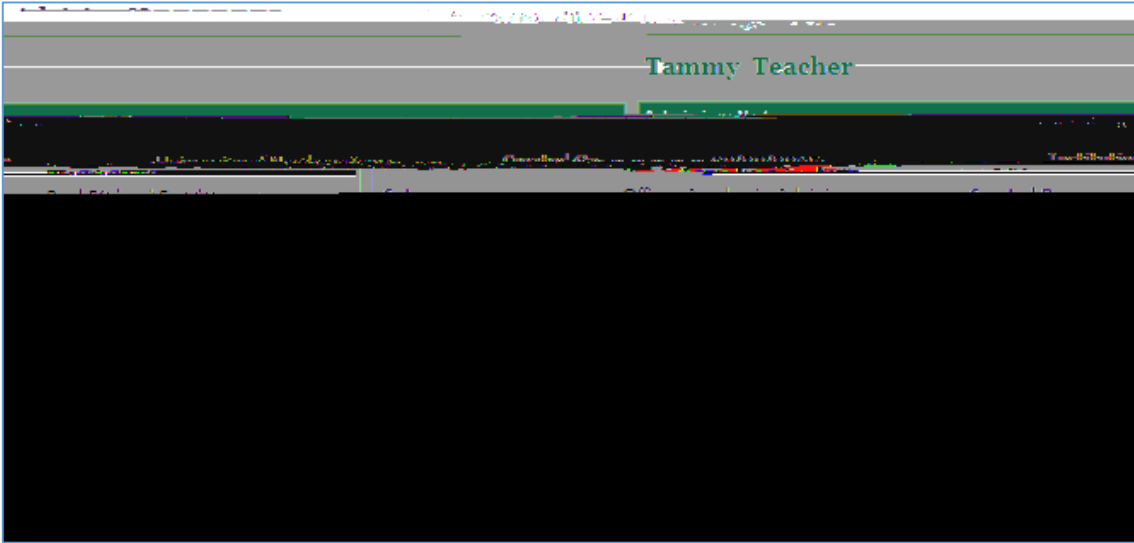
Using My Advising Notes

Purpose: Users with approved security to add advising notes can filter, sort and search their entries via My Advising Notes. The following instructions describe how to use My Advising Notes.

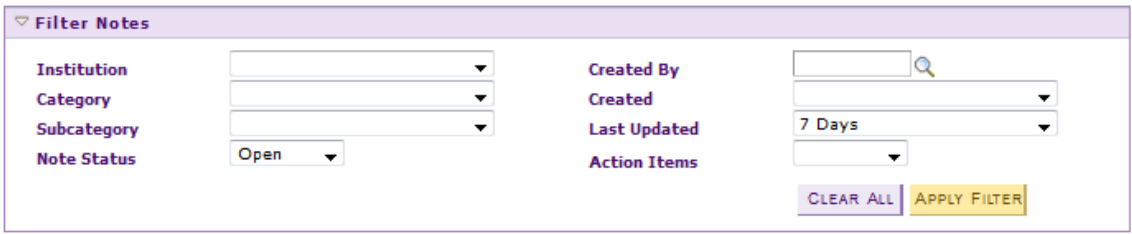
Step	Action
1a.	To access My Advising Notes from Advisor Center , go to My Advisees. Use the my advising notes link below your list of advisees.

Using My Advising Notes

- 1b. To access My Advising Notes from **Student Services Center**, go to

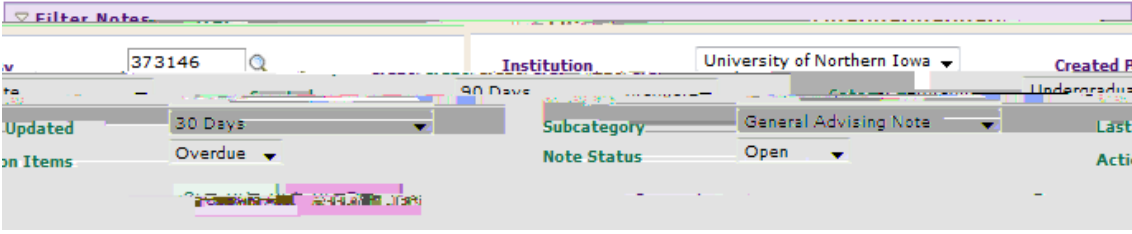
<p>2.</p>	<p>My Advising Notes displays advising notes assigned to you or created/last updated by you.</p> 
<p>3.</p>	<p>To access a note, use the Advising Note icon next to the note</p>  <p>Result: The selected note opens for viewing:</p> 

4. To search these notes you can narrow the list by using Filter Notes



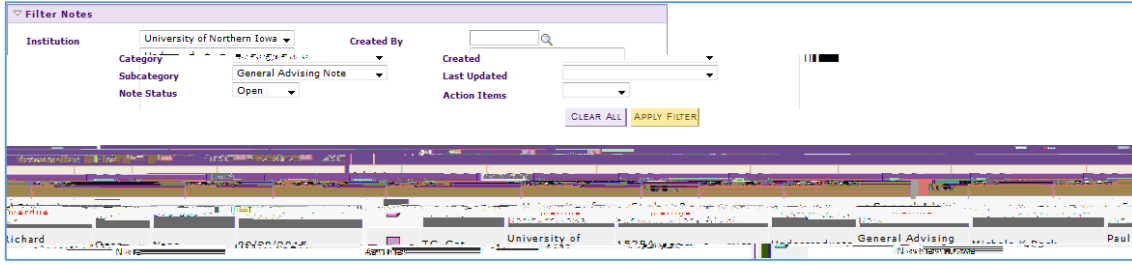
Use one or more of the **Filter Notes** options:

- Institution:** UNICS (required before Category filters)
- Category:** Select option from drop-down menu. (required before Subcategory filters)
- Subcategory:** Select option from drop-down menu.
- Note Status:** Open or Closed. Defaults to **Open**.
- Created By:** Enter the user id.
- Created:** Select from a range of days of when the note was initially created.
- Last Updated:** Select from a range of days of when the note was last updated.
- Action Items:** Select from None, Overdue and Pending options.,



5. To activate the filters, use the **APPLY FILTER** button.

Results The advising notes that fit the filter criteria selected display.



6. **Sorting the advising notes list** to display the list in a different order. Click on any of the headings to sort in alpha/numeric order.

For example, if you sort on Subject,

then the list of notes will appear in alpha/numeric order by subject.

Advising Note	Name	Institution	Subject	Category
		University of		
	Tammy	University of	Career Cruising Workshop	Office:
	Derek	University of		
LAC Midterm Grade		Office: Academic Advising	Tammy Teacher	University of Northern Iowa
Student Request:				University of

If you sort again by Subject, then the list of notes will appear in reverse alpha/numeric order:

Note