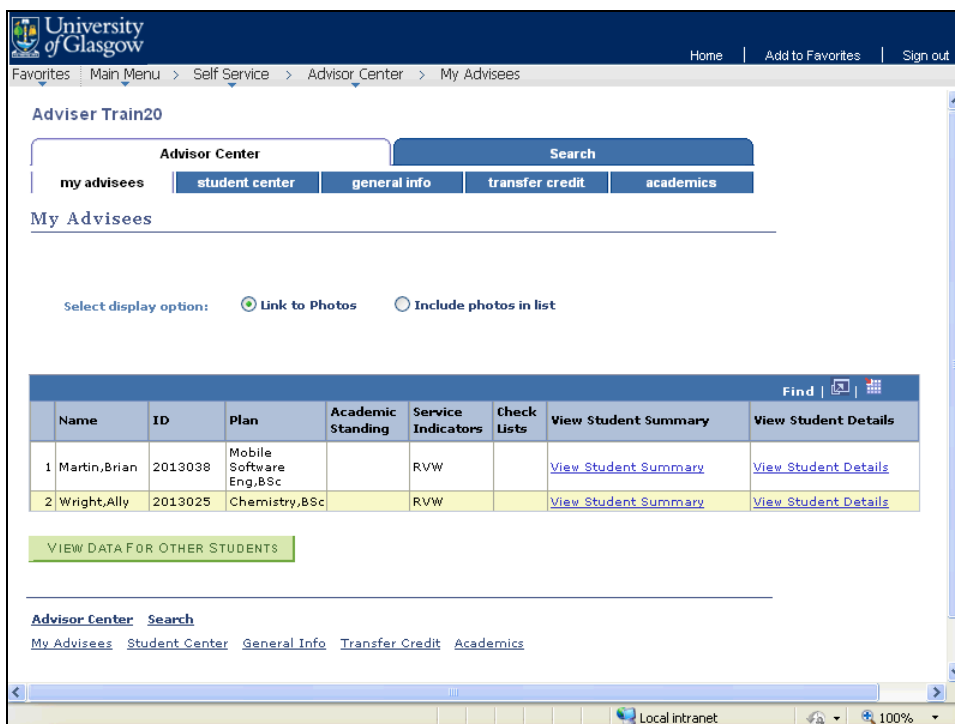
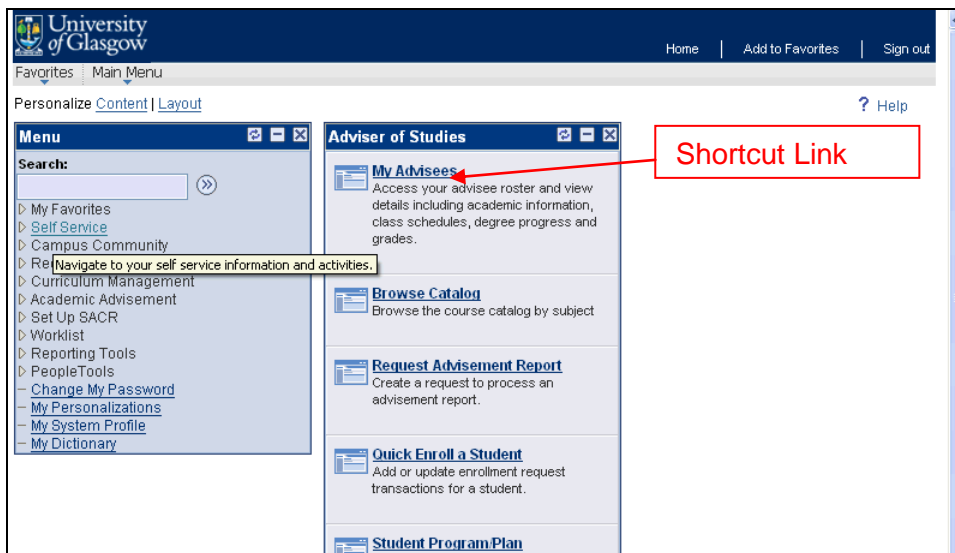


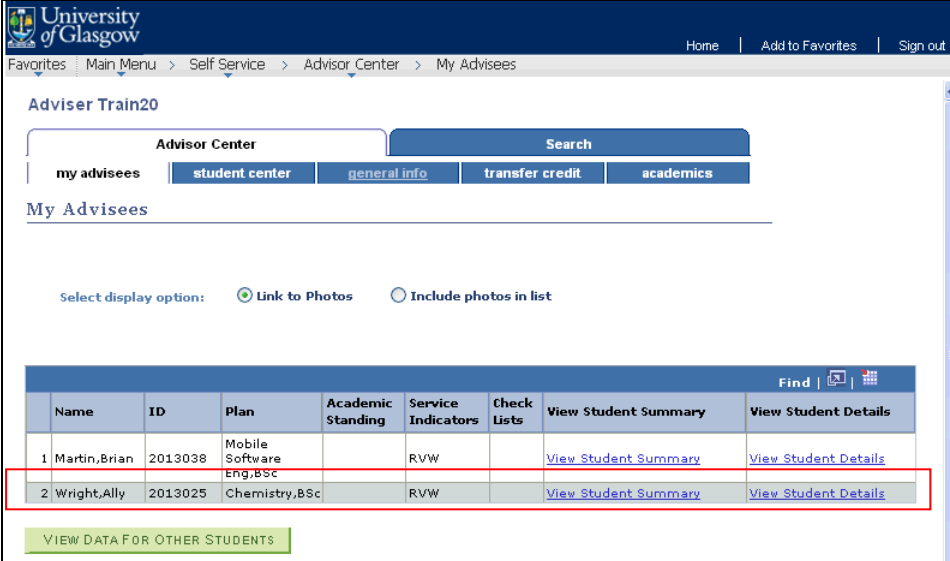
Remove a Service Indicator

Navigate To: Self Service> Advisor Center> My Advisees

(Alternative – Click the “My Advisees” shortcut link)



Step	Action
1.	Click anywhere on the row of the student record which is to be changed.



University of Glasgow

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Adviser Train20

Advisor Center Search


my advisees student center general info transfer credit academics

My Advisees

Select display option: Link to Photos Include photos in list

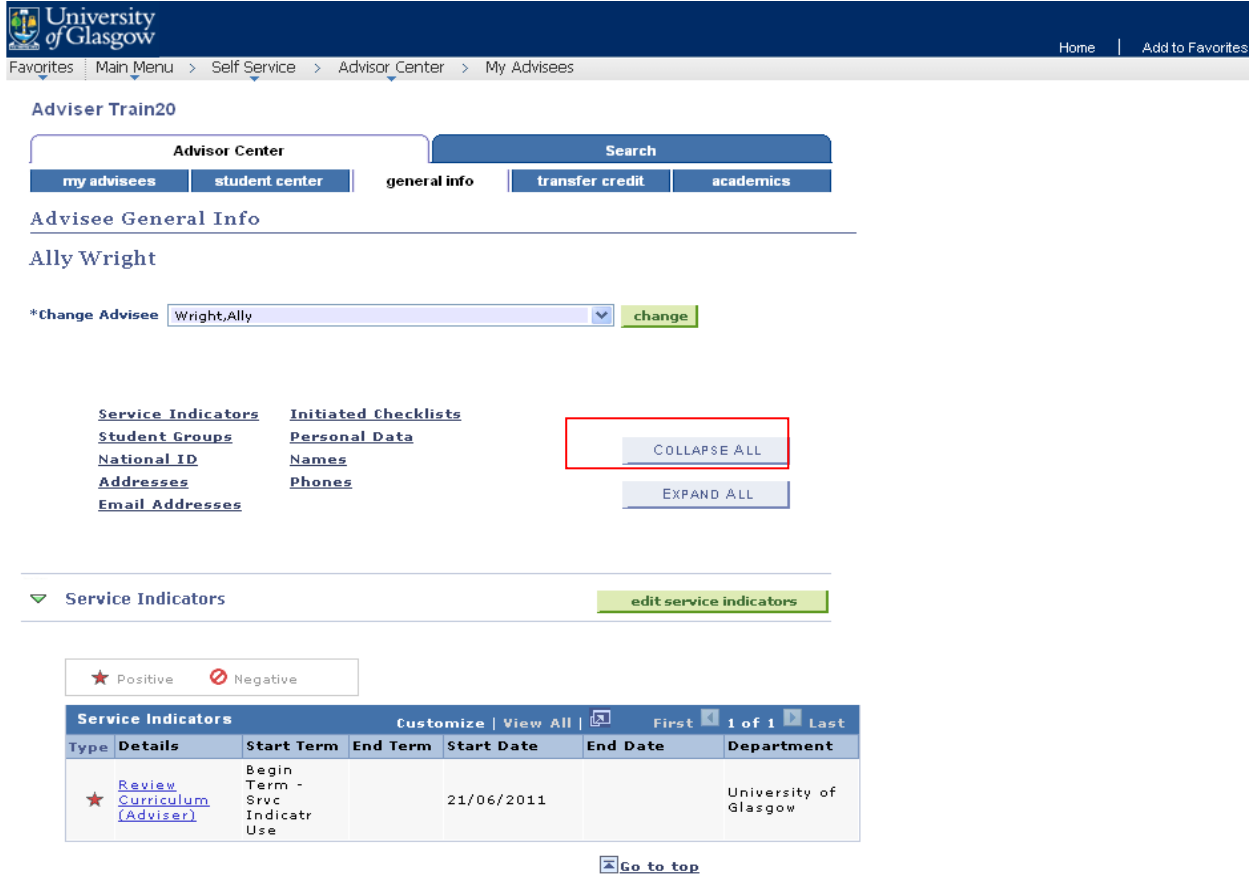
Name	ID	Plan	Academic Standing	Service Indicators	Check Lists	View Student Summary	View Student Details
1 Martin, Brian	2013038	Mobile Software Eng, BSc		RVW		View Student Summary	View Student Details
2 Wright, Ally	2013025	Chemistry, BSc		RVW		View Student Summary	View Student Details

[VIEW DATA FOR OTHER STUDENTS](#)

Step	Action
2.	<p>Click the general info link.</p>  <p>This shows information for the highlighted student. If you wish to look at the information for a different student, Click the drop –down arrow for Change Advisee to choose one.</p>

3. Click the Edit Service Indicators button.

edit service indicators



University of Glasgow
Home | Add to Favorites
Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Adviser Train20

Advisor Center Search
my advisees student center general info transfer credit academics

Advisee General Info
Ally Wright

*Change Advisee Wright,Ally

Service Indicators Initiated Checklists
Student Groups Personal Data
National ID Names
Addresses Phones
Email Addresses

Service Indicators

★ Positive Negative

Service Indicators						
Type	Details	Start Term	End Term	Start Date	End Date	Department
★	Review Curriculum (Adviser)	Begin Term - Svc	Indicatr Use	21/06/2011		University of Glasgow

Manage Service Indicators

Ally Wright 2013025

Display: Effect **All** Institution University of Glasgow Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
RVW	Review Curriculum (Adviser)	Adviser to review	GLSGW	0000	Begin Term			13/06/2011	

Service Indicator Cd
+ Add Service Indicator

Alternative Action: If you wish to add a service indicator, click the +

Cancel

Step	Action
4.	Click the code for the Service Indicator (In this case RVW – Review Curriculum). This takes you to the “Edit Service Indicator” page

Edit Service Indicator

Ally Wright 2013025

Release

'Institution: GLSGW University of Glasgow

'Service Indicator Code: RVW Review Curriculum (Adviser)

'Service Ind Reason Code: TODO Adviser to review

Description: This service indicator is to remind advisers to review the curriculum for each of their students. It should be removed after checking. Clearly any review is only

Effect: Positive

Effective Period

Start Term: 0000 Begin Term End Term:

Start Date: 21/06/2011 End Date:

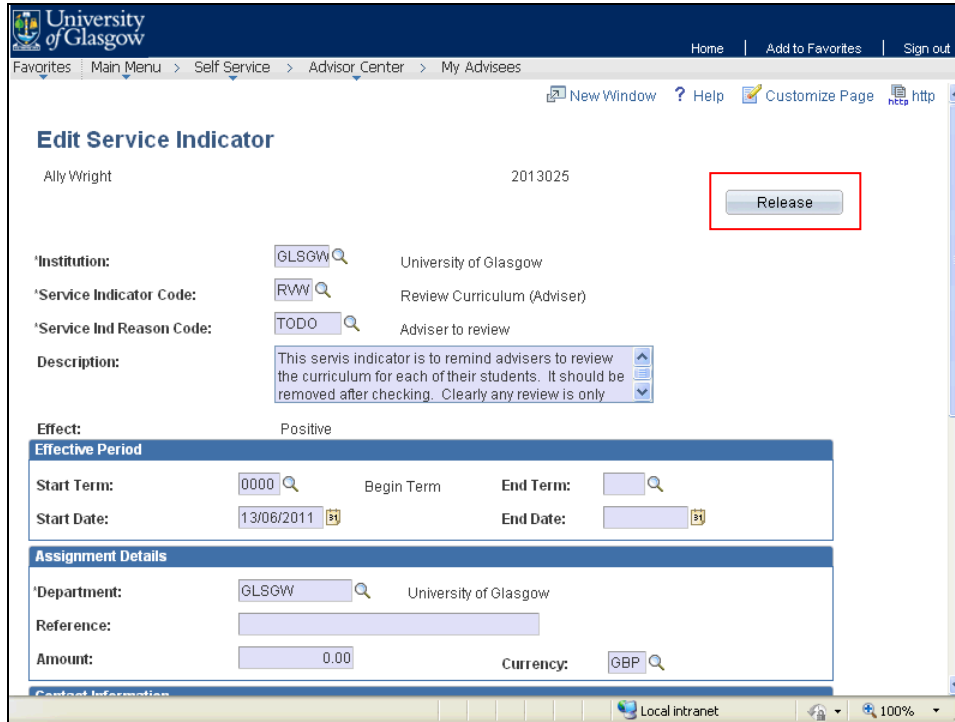
Assignment Details


'Department: GLSGW University of Glasgow

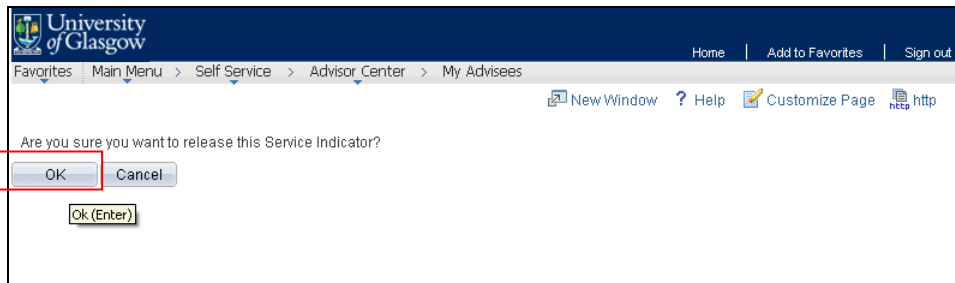
Reference:


Amount: 0.00 Currency: GBP

Contact Information



Step	Action
5.	Click the Release button to remove the Service Indicator. 

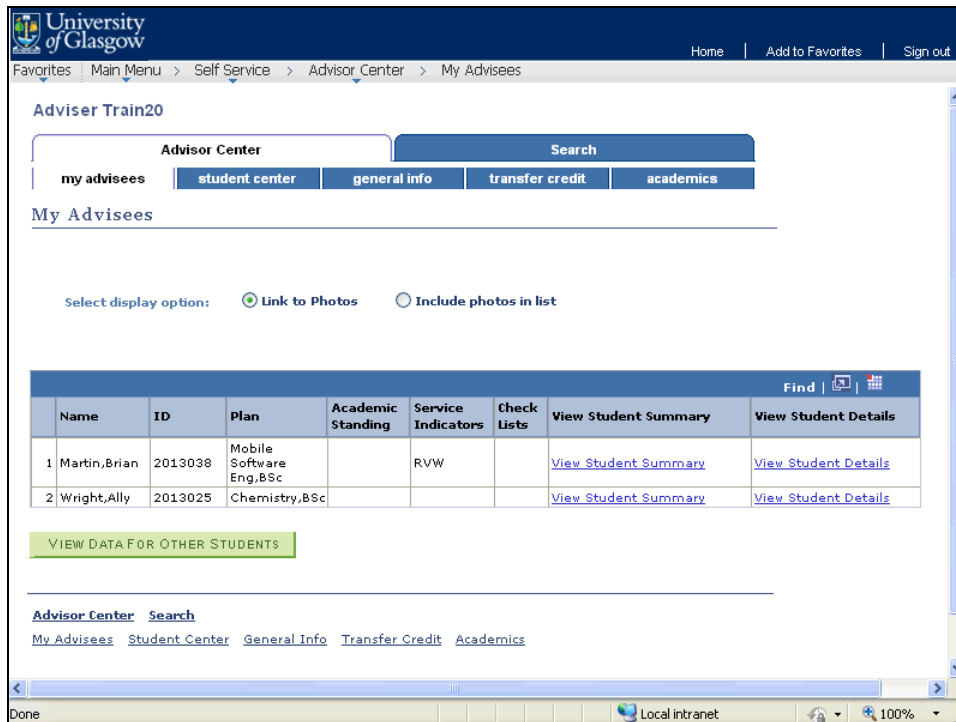


Step	Action
6.	Click the OK button. 

At this point the Service Indicator has been removed. The following steps are by way of confirmation that it has taken effect.



Step	Action
7.	<p>The screen above shows that there are no longer any service indicators applied to this student. As a further check, view the student in the MyAdvisees page (Click My Advisees, on the Crumb Trail, as shown above)</p> <p>You will see that there is no longer a Service Indicator code showing for this student.</p>



Step	Action
8.	End of Procedure.