Quick Reference Card - Basic PIQSTOO Add Advisor



Process: Use this process to add a student's advisor.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING		
Enter the transaction code	PIQST00 <- Two zeros on the end	
STUDENT FILE SCREEN		
Student Number Student number	Enter the student's Student Number	
Press Enter to pull up the student's records		
Click on the Student Master Data Display icon to the right of the Student Number field	Image: Student File Image: Student number 10037714 Image: Student number 10037714 Image: Student number Image: Student number 10037714 Image: Student number 10037714	
STUDENT MASTER DATA SCREEN		
Click on the Tab List icon located to the right of the tabs	Special Attrib	
Select Advisors	Address Overview Standard Address ACT Personal Data PCC Units Transcripts/Tests Best SAT/ACT Special Attributes Student Category Visa/Residence Data Athletics Related Persons	



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ADVISOR TAB

Click on the Display <-> Change toggle icon to move to change mode	Pisp Disp Signature Mathematical Structure Mathematical Structur
To add the new advisor, click on the Drop-Down List icon in the first field and select CP Central Person	CP Central person S Position
Click in the second field and type the partial last name of the advisor using a wildcard (*)	*jones*
Example: *jones*	
Press Enter to begin the search	
When the search box opens, double-click on the advisor's name	Central person (1) 208 Entries found Central person (1) 208 Entries found Diject ab Diject ab Dobject name JONES Abril Pauline Jenes JONES Aluan C Jones
Click on the Save icon located on the Standard Toolbar	
Exit the transaction	