

Quick Reference Card - Basic

PIQST00 Add Advisor



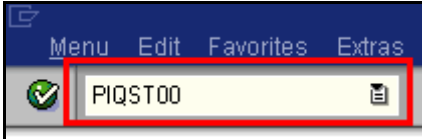
Process: Use this process to add a student's advisor.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

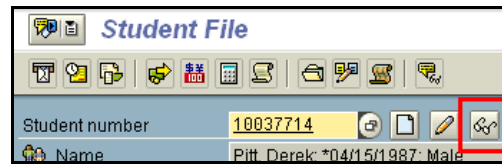
Student Number



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

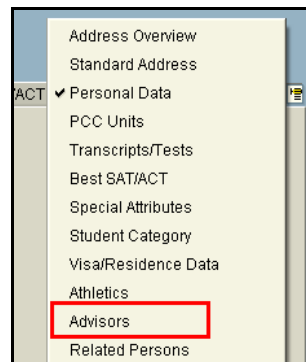



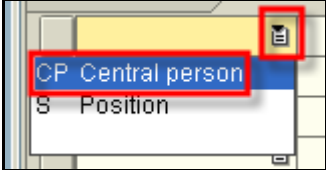
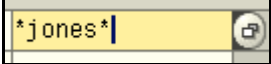
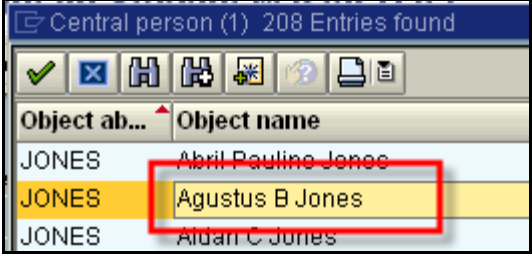

STUDENT MASTER DATA SCREEN

Click on the **Tab List** icon located to the right of the tabs



Select **Advisors**



ADVISOR TAB	
Click on the Display <-> Change toggle icon to move to change mode	
To add the new advisor, click on the Drop-Down List icon in the first field and select CP Central Person	
Click in the second field and type the partial last name of the advisor using a wildcard (*) Example: *jones*	
Press Enter to begin the search	
When the search box opens, double-click on the advisor's name	
Click on the Save icon located on the Standard Toolbar	
Exit the transaction	