Subject: Support Services Minutes Date:
January 30, 2008

Attendees: Barb Hegel, Marian Mitchell, Barbara Brown, Brian Brubaker, Patrick Tilsworth

The whole meeting was to work in UAOnline (LRGP) and use the Advisor Appointment Forms that were created. Here are the testing results, which I will make sure Patrick Tilsworth of SW receives so his team can begin working on the issues we identified.

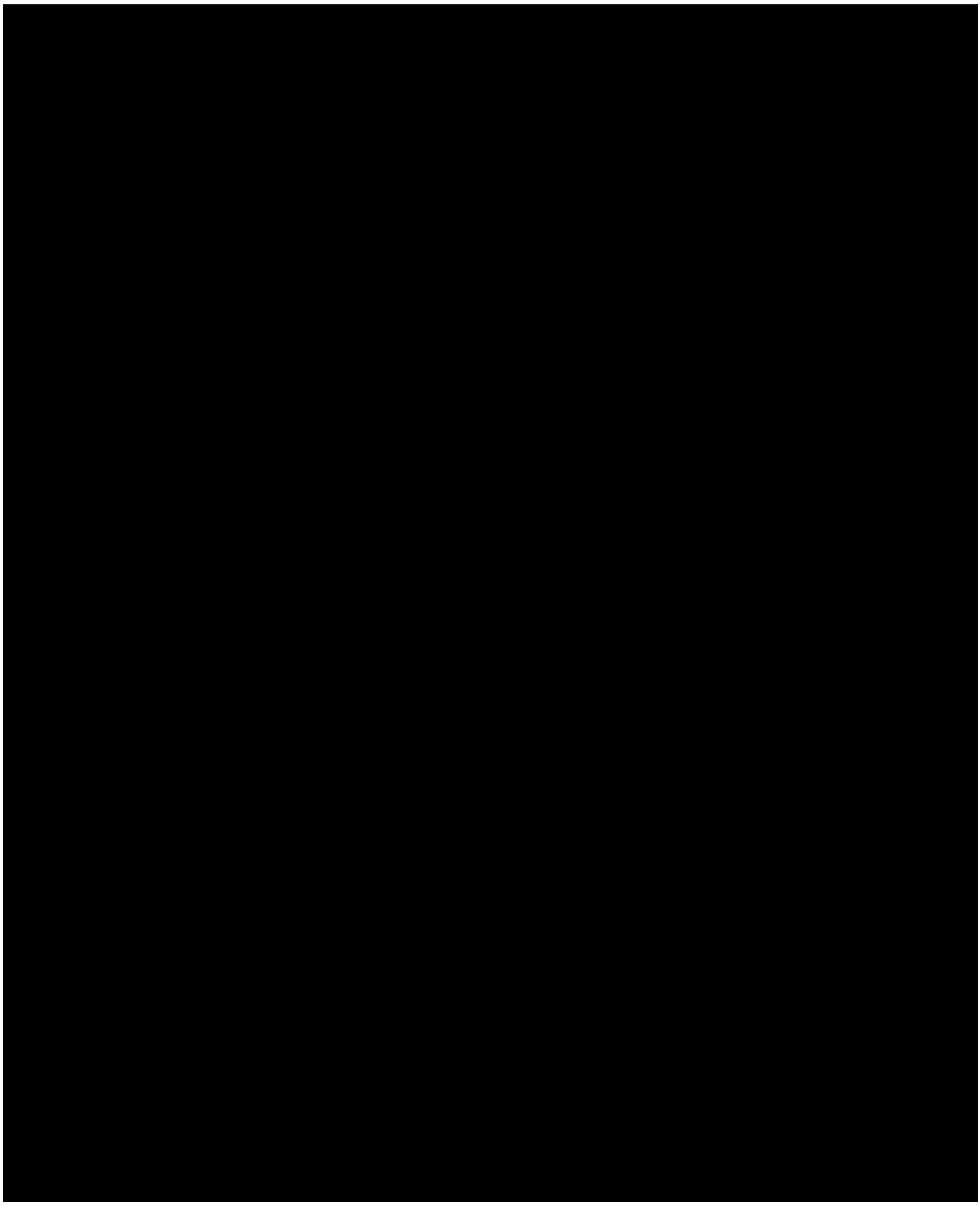
Form – Create a Student Advising Appointment / Comment. What we would like to see:

1. Could the Date fields (Month, Day, Year) 'default' to todays' date if not originally filled in.
2. We see 'NAME NOT FOUND FOR PIDM' in the Advisor area of the form, should be showing the name and ID of the advisor who is logged into UAOnline for this session.
3. Could College and Dept default in from SIAINST form where we can record Faculty College and Dept information?
4. Change form title to read as: Appointment Details – Create/Change Appointments or Comments
5. Please add information verbiage to the top of the form of 'Use this to add new appointments and comments or update appointments that have been completed.'
6. In the time fields, it allows both entry of military time and regular, but regular time is a little confusing on how to properly enter it, ie, if you want 1pm, you need to enter in as 0100, not as 1:00. Could we provide a sample to the user on the proper method of entry? Maybe some verbiage added to the top under the verbiage mentioned in item 5 above, called 'Data Entry Tips' with the following information listed 'The From and To Time fields understand both military and regular time entry. The proper way to enter data in these fields are:

Regular Time	Military
1130AM	1130AM
0100PM	1300PM
0230PM	1430PM

7. When we click on the 'Advisor Menu' at the bottom of the form, we get a 'The page cannot be found error'.

Below are screen shots of the existing Appointment Details-Create Appointment form where I have circled the areas referred to above.



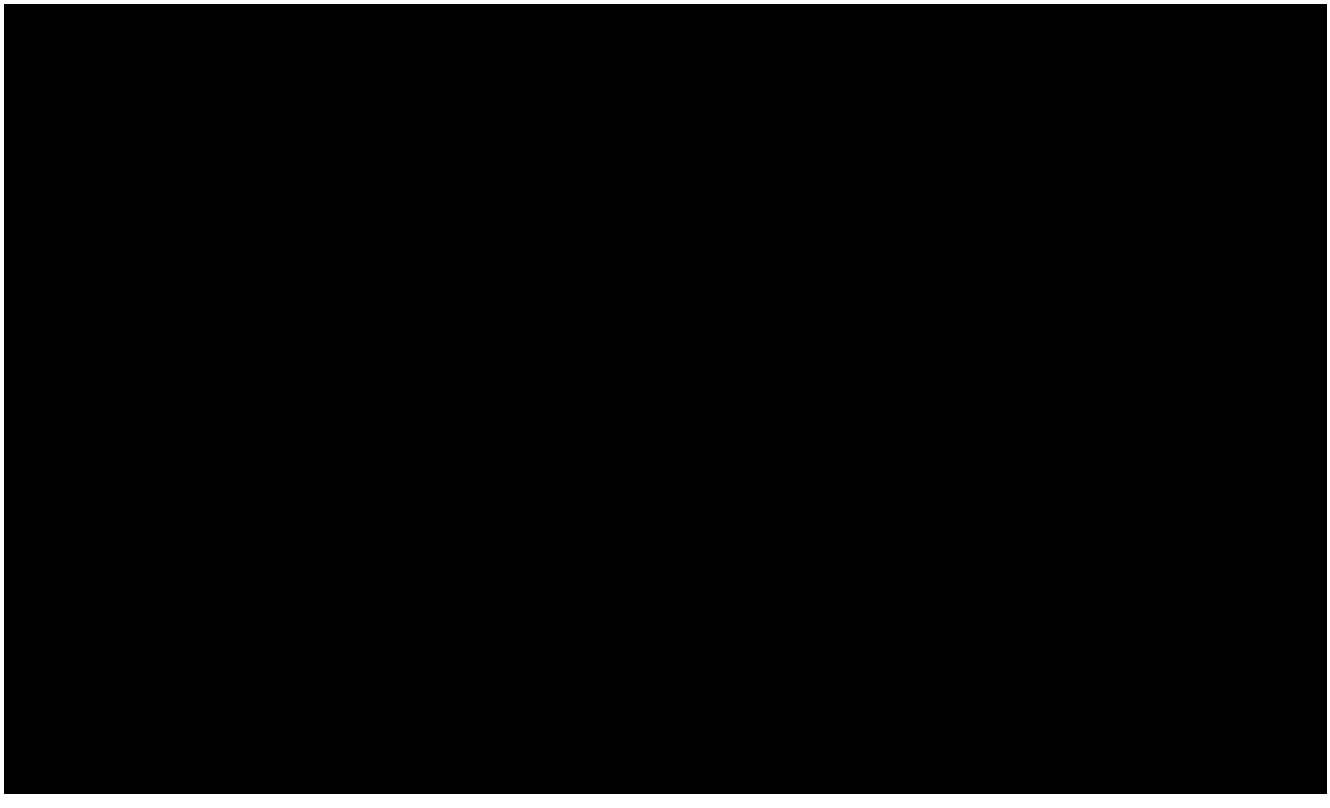
We need the form name listed on the ‘Advising Menu’ area to be changed. The existing choice displays ‘Create a Student Advising Appointment / Comment’, please change to ‘Create/Change a Student Advising Appointment / Comments’.

Form – Student Appointments What we would like to see:

1 This form should be displaying ALL appointments a student has had, past, current and future. It does not show the 'U' upcoming appointments.
2 Add verbiage under the header of Student Appointments to be 'This displays all appointments (past, current & future) for the selected student. An 'X' in the 1st column means that 'Comments' have been recorded for that particular appointment. You can sort by ST, Appt Date, Purpose, RSLT, Advisor Name or CTY columns simply by clicking on the column heading.'
3 If we choose the 'Upcoming Appointments' link at bottom of page, it will only show those appointments with a 'U' ST code. We would want it to find any appointments beyond the day we are logged into this form.
4 If we select to look at one of these appointments, the option of 'Delete Record' is displayed and we found that it allowed the user to delete it even though they were not the original advisor who put the appointment in the system. That should not happen, only the person who put the appointment or comments in can be allowed to change or even delete the appointment all together.

Form – Upcoming Appointments: What we want to see

1 The only appointments that will display here is those that have a 'U' ST. This should display ALL appointments this user has conducted or plans to conduct.
2 Change the form name from 'Upcoming Appointments' to 'My Advising Appointments'
3 Add a 'ST' column to the output.
4 Add verbiage at the top of the form to read 'This shows all advising appointment (past, current and future) that you have recorded in the system. An 'X' in the 1st column means that 'Comments' have been recorded for that particular appointment. You can sort by ST, UAID, Student, Appt Date, Purpose, RSLT or CTY columns simply by clicking on the column heading.'



We were able to duplicate this error of 'The selected appointment could not be found' many times while we attempted to update an appointment on the Appointment Detail-Change Appointment form. If you try changing the time it will sometimes happen. Not really sure what is causing the issue, but if we clicked on the link below called "Advissee's Appointments', the change we were attempting to make was actually done

by the system.