

## FAVR – FACULTY ADVISEE REPORT

1. Type **FAVR** in the Search box and Press <Enter>.

The Faculty Advisee Report – FAVR form will display.

FAVR - Faculty Advisee Report ☆ Save

Sort by Advisor

Print Term Info

Saved List Name

Advising Dates: Begin  End

Terms: 1  2

Advisors: 1  2

Students: 1  2

Acad Programs: 1  2

Acad Levels: 1  2

Additional Selection Criteria

- If existing data remains from the last time the form was used, it will be necessary to delete it and add the selection information you need.

Highlight the line of data you wish to delete, then press the Delete key on your keyboard. Continue this for all lines of data you wish to delete.

2. Sort by **Advisor** : change this to **Y**
3. **Terms** - type the term in a two digit year, forward slash, two letter term format (i.e. 09/FA or 10/SP). Click in another row to view the completed entry.

### Term Codes

FA = Fall	IN = Winter Intersession	SP = Spring	S1 = Summer 1	S2 = Summer 2
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4. **Advisors** - type the Faculty Advisor's **Name** (at least three letters of the last name, a comma, and three letters of the first name, or the advisor's ID #). Then, **Press <Enter>**.

A search using the specified criterion is performed and is displayed.

SEARCH RESULTS FOR : PERSON doe.jan

Combined Input 2 Open

1	 DOE, Janet M ID: 0184545 Social: [REDACTED]	37 Hapgood Way Shrewsbury, MA 01545	DOB: 09/03/1937 Former: PER,STU	Entry: 12/21/2001
2	 Doe, Jane T ID: 0703909 Social:		DOB: Former: STA	Entry: 05/24/2017 jdoe@worchester.edu

+ Add 1 - 2 of 2 Open 0 Selected Select All

5. **Locate the number to the left of the advisor name you want.** Type that **number** in the **Input box** at the top of the window. Then, click **Open**.
6. **Terms** and **Advisor** are the two necessary items to enter. Once this is entered into the form, click the **Save** button, then **Update**.
7. The FAVR Report **Output Device** screen appears. This is where the name of your Colleague printer needs to be entered.

FAVR • FAVR - Faculty Advisee Report ☆ Save

Peripheral : SETPTR.MSAULEN.3878 Description : Faculty Advisee Report  
 Process : FAVR Description :

Output Device: P Printer Spooler

Printer: ITL

Form Name: [REDACTED]

Banner: [REDACTED]

Security: [REDACTED]

Copies: 1

Defer Time: [REDACTED]

Other Options

1	NFMT
2	NOEJECT
3	[REDACTED]

Page Width: 132  
 Page Length: 66  
 Top Margin: 0  
 Bottom Margin: 0  
 Max Pages per PDF: [REDACTED]

8. Make certain that **P** (for printer) displays in the **Output Device** box to send the report to a printer. (You may display the report on your screen by entering **H** for Hold.)
9. Click in the **Printer** box and type the name of your Colleague printer.

For "Portrait or 8 ½" X 11" printing, just type the desired printer name (i.e. REG)

For Landscape or 11" X 8 ½" printing, type the Colleague printer name followed by the letter "L"

(i.e. REGL) Click the **Save** button, then **Update**.

A Job Description screen displays.

The screenshot shows a web interface for a job description. At the top, there is a breadcrumb trail: 'FAVR • FAVR - Faculty Advisee Report ☆'. A blue 'Save' button is located in the top right corner. Below the breadcrumb, the job details are displayed: 'Job Description : Faculty Advisee Report' and 'Job Statistics ID : FAVR\_MSAULEN\_37460\_18756'. The main content area is a light gray box containing several configuration options:

- 'Execute in Background mode?' with a dropdown menu.
- 'Background Execution Type' with a dropdown menu.
- 'Schedule Process to Run Next on' with a text input field, a calendar icon, and the word 'after' followed by another text input field.
- 'Schedule Process to Run Every/From' with a text input field, a dropdown menu, and another dropdown menu.
- 'Schedule Process on Weekdays only' with a checkbox.
- 'Schedule Process to Start After' with a text input field.
- 'Stop Automatically Scheduling Process on' with a text input field and a calendar icon.

10. Click the **Save All** button.

You will be returned to the main Colleague window and the FAVR report will be sent to the specified printer.

11. If you are finished using Colleague, make certain to **Logout**.

