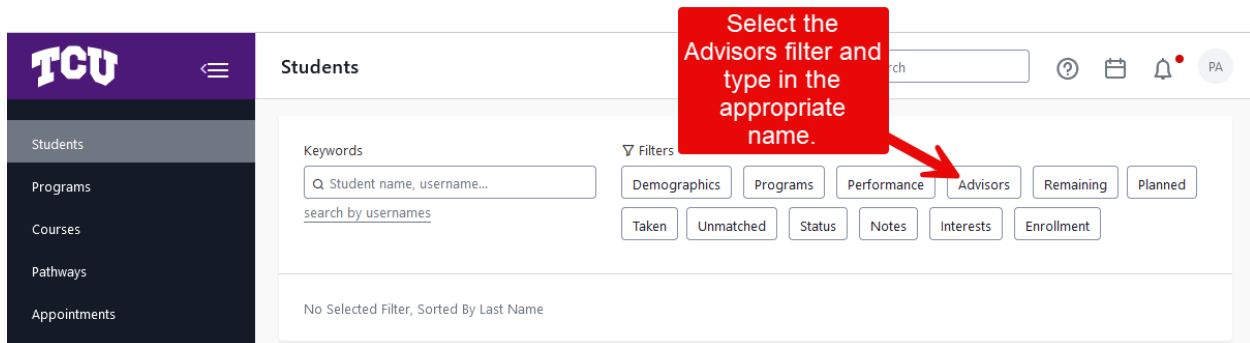


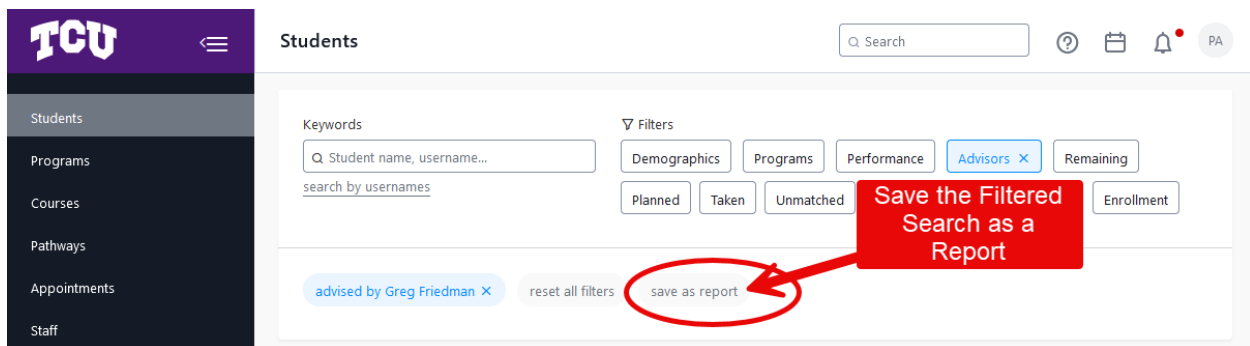
To be notified of new advisees

1. Select the appropriate advisor from the Advisors filter
2. Save the filter as a Report
3. Make sure the report is Automated
4. Select Track Changes to receive notifications when students are added to/removed from the list.
5. Set notifications to level/type.

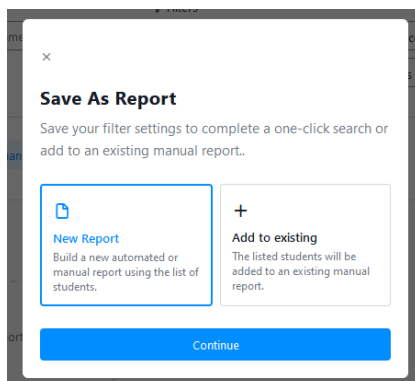
From the Students tab, set the filters to get your desired list of students. At minimum, you will want the Advisor filter set to your name.



Once your filters are set, regardless of the number of students returned, you can save it as a “report,” which is effectively a saved list.



From the Report pop-up menu, select New Report



After you title the report, make sure you select it to be Automated and to Track Changes.

The screenshot shows a 'New Report' form with the following fields and options:

- Report Title:** A text input field containing 'My Advisees'.
- Report Type:** Two radio button options: 'Automated' (selected and circled in red) and 'Manual'.
- Track Changes:** A checkbox option that is checked and circled in red. The text below it reads: 'Receive notifications when the list of students changes for this report. You can receive alerts on up to 30 reports.'
- Notify Students:** An unchecked checkbox option with the text: 'Automatically send the following message to student(s) when they match the criteria of this saved report.'
- Save Report:** A blue button at the bottom of the form.

Check your notification settings by clicking the Bell icon in the top right corner.

The screenshot shows the TCU 'Students' page interface. On the left is a navigation menu with 'Students' selected. The main content area includes a search bar, a 'Filters' section with buttons for 'Demographics', 'Programs', 'Performance', 'Advisors', and 'Remaining', and a 'Keywords' section with a search input field. In the top right corner, a notification bell icon is circled in red.

The saved report can be found at the bottom of the settings section under Alert Events. You can change the level of the alert, and/or change the alert notification type to Email.

Select the Settings portion of the pop-up sidebar

Your saved report will be listed here with a corresponding icon. You can change the icon or change the icon's notification.

For the given icon, select Email as the notification type.

Once changes occur, you will see icons on your saved report tile.

Students

10 Saved Reports

All students 11468 students

Honors College 868 students

Pre-Health Students 1069 students

Tracked 14 392

When you click on the tile to view the report, you will see additional buttons to view the following:

- New – the students who have been newly added to the list
- Removed – the students who are no longer on the list
- All – all students currently on the list

SAVED REPORT

Pre-Health Students [change name](#)

🔖 Tracked Changes ⓘ Updates since today [reset](#)


[New \(392\)](#) [Removed \(14\)](#) [All \(1069\)](#)

NEW

0 / 392 new students

If you select Email as the notification type, you will receive an email from “Stellic Team” with the updated information.


You have 1 new notification(s)

 Stellic Team <no-reply@stellic.com>
To: Andrews, Pamela Sat 7/13/2024 9:00 AM

[Reply](#) [Reply All](#) [Forward](#) [More](#)

🔗 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[EXTERNAL EMAIL WARNING] DO NOT CLICK LINKS or open attachments unless you recognize the sender and know the content is safe.



Hi Pamela

Saved Report Alert

Saved Report: Pre-Health Students has new student changes. 367 students added and 14 students removed [Click here to view.](#)

Please do not reply to this email. Replies to this email are routed to an unmonitored mailbox. You can reach out to the Stellic support team at support@stellic.com.