

Advisor SAO360 Activity Request Quick Reference Guide

View Events Requiring Your Review

When a Group member submits an Activity Request, you will receive an email. To view a request:

1. Go to **SAO.nd.edu**, click **Click Here to Launch Application** and log in.
2. From your *Dashboard* under *Advisor > My Groups*, select the appropriate group (it will be marked as *Attention Required*). You will see a list of requests for your review.
3. To see a list of the modules for a request and their status, hover your pointer over the word **Statuses**.
4. Click the name of the request to view details.
5. Click a module to expand it and see information specific to that module.

View Edits in a Request

Any changes to a request will be made by the initiating member. To request changes as an advisor, post a comment (see *Post a Comment* below). To view changes/edits to a request:

1. From the list of requests, click the request and open the module you wish to review.
2. To view a history of changes to a field, click **Past Values**.

Note: To return to a previous page, use the SAO navigation tools. Do not use the Back button of your browser.

Approve/Deny a Module

1. From the list of requests, click the request you wish to view.
2. Click the module you wish to approve/deny. A module that you have not acted upon will be tagged as *Advisor review*.
3. Click **Approve** or **Deny**.
If module is approved, it is now marked *Activity liaison* and is sent forward in the workflow and an email is sent to the Activity Liaison, who will assign a Department Contact to work toward completing the module.
If module is denied, it is marked *Denied* and is locked from any further submissions or editing. This does not affect other modules that remain open. Initiating member receives email notification.

Print a Request

1. Locate and open the Activity Request you wish to print.
2. Click the **Print icon** at upper right above the module section of the request. A print-ready document showing the request details plus all module information will display in your browser.
3. Use the **Print** command from your browser to print the document.



Post a Comment

Post a comment from the edit screen of a saved or submitted request. Posted comments generate an email to parties involved informing them a comment has been posted. Posts are read on the Activity Request page.

1. From your *Dashboard* under *My Groups*, select the group for the request.
2. Click **View Activity Requests** and select the request to post a comment for.
3. In the *New comment* field, enter your comment. Click **Post Comment**. As subsequent comments are exchanged, you will see the string of all prior comments.

View/Download Document

The originator or Office 1 can append documents to the Imprinting module of a request. Anyone with access to the request can view and download the appended files.

1. Locate and open the Activity Request.
2. Open the **Imprinting module**.
3. Scroll down to *Supporting Files* section.
4. To view the document, click the **Page icon** ()
5. To download a document, click the **Download icon** ()

