How Read and Enter Advising Notes in LOUIE

1. Log into LOUIE
2. Once menu comes up use the search box and type in “Person Comment”
3. There will be four choices, click on #2-Person Comment Entry (after you have clicked on #2, you can Add to your Favorites, which is on the top right hand corner of the screen).
4. In the Person Comment Entry screen you will see two tabs: “Find an Existing Value” and “Add a New Value.” If you want to see previous advisor notes use the “Find an Existing Value” tab. If you want to add your own comments use “Add a New Value.”
5. For both tabs you will see an ID field.
6. To read a previous comment from an advisor in LOUIE enter the student’s ID in the “Find an Existing Value” tab and click the search button. A list of comments will appear in the table at the bottom of the screen. To read a comment click on the link in the table. If there are no previous comments for the student you will see “No matching values were found” at the bottom of the screen.
7. To add a comment click on the “Add a New Value” tab. Enter the student ID and click the “Add” button. In the Administrative Function field enter SPRG.
8. In the comment category field enter RADVIS.
9. In department field, select the “Magnifying Glass” icon to lookup the code for your department. After you click on the magnifying glass, leave all boxes blank and click on “Look Up” and a list will populate with all the departments. Choose your department from the list.
10. Type comments in the comment box.
11. Click on Save