

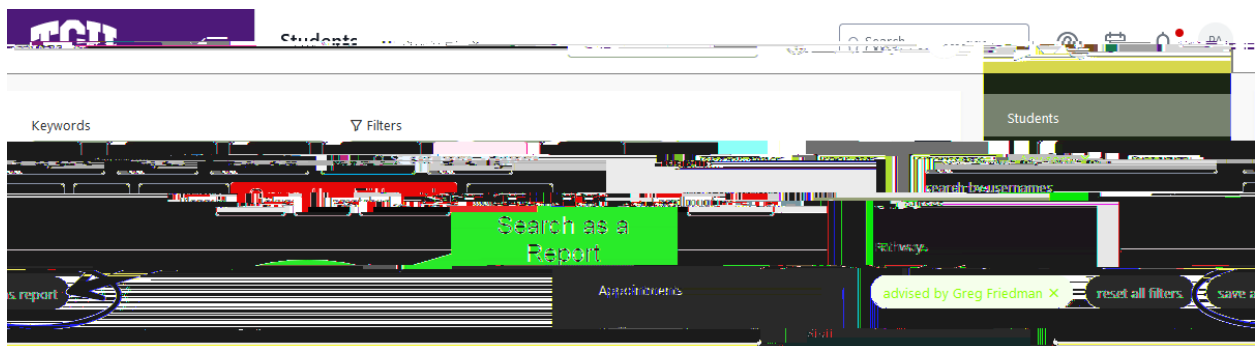
## To be notified of new advisees

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.

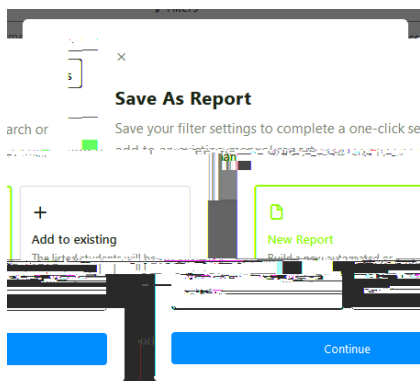
From the Students tab, set the filters to get your desired list of students. At minimum, you will want the Advisor filter set to your name.



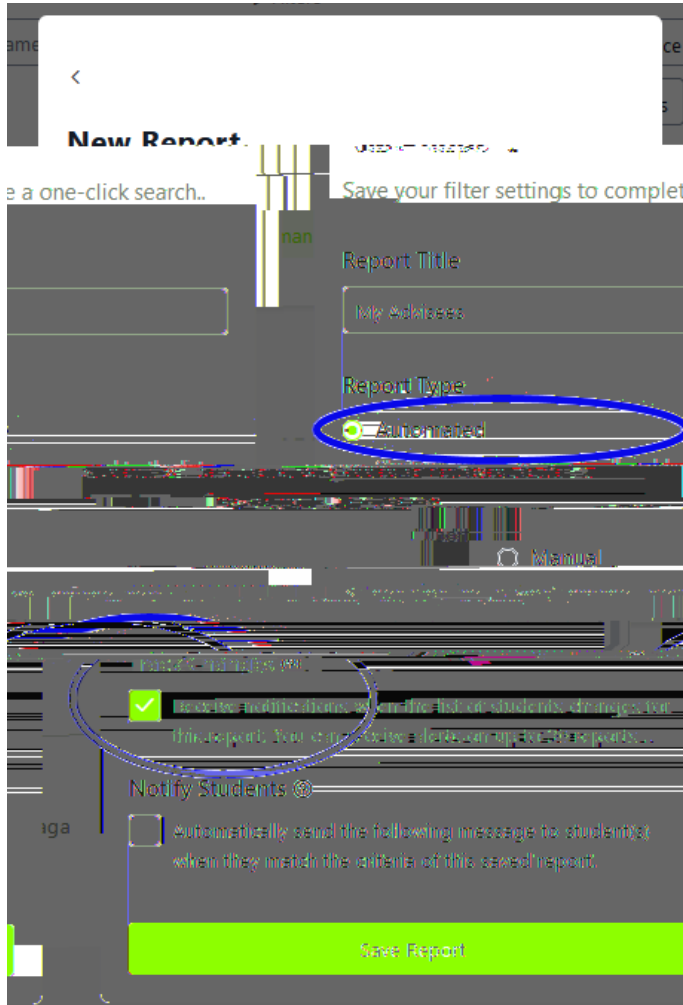
Once your filters are set, regardless of the number of students returned, you can save it as a "report," which is effectively a saved list.



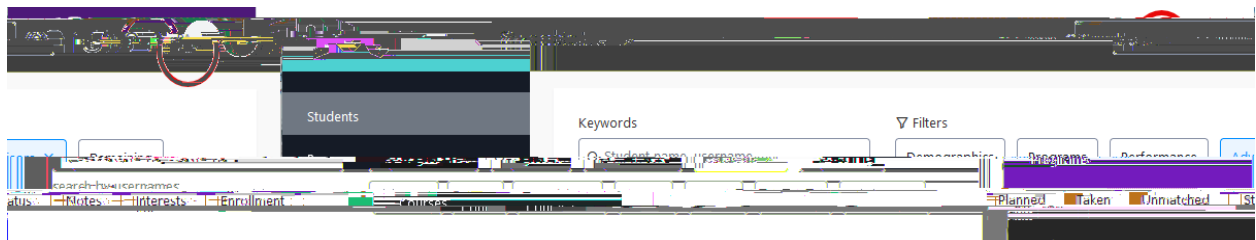
From the Report pop-up menu, select New Report



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



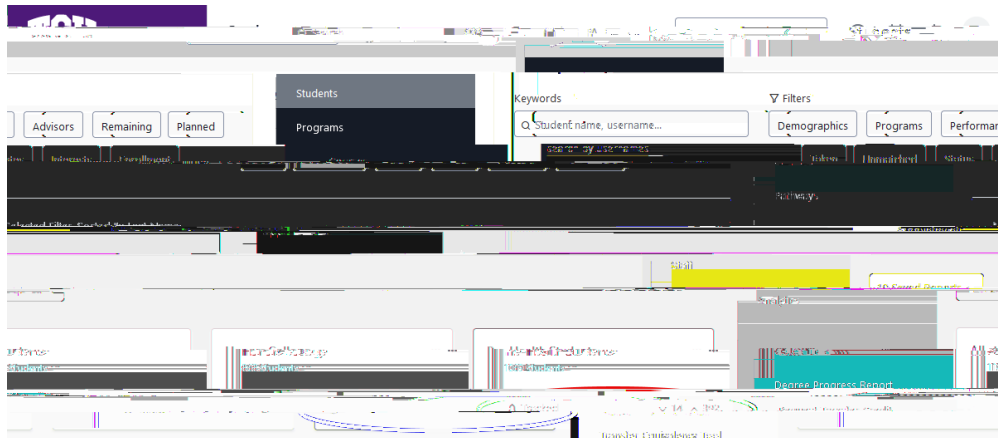
Check your notification settings by clicking the Bell icon in the top right corner.



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.

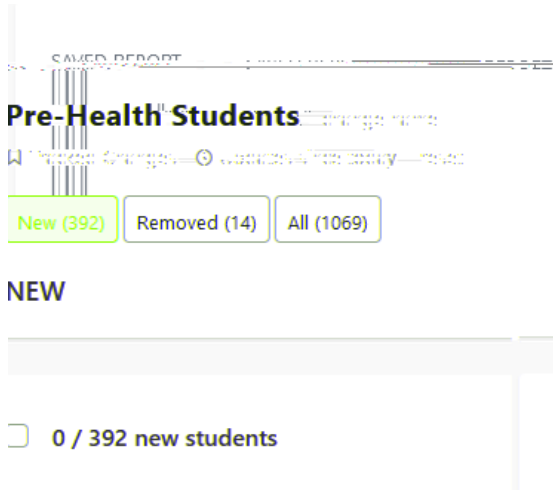


Once changes occur, you will see icons on your saved report tile.



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



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

