Running the Advisor Report After Initial Setup

1. Navigate to:
   Main Menu > Humboldt CS Customization > HUM – Records & Enrollment > HUM On Demand Data Request > Hum On Demand Data Request.
   
   Note: You may wish to add this page as a favorite.

2. Enter “Advisor” for Run Control ID.

3. Select Search

4. The existing Advisor report will appear. Select the Run button.

5. Select the OK button.
6. An email will be sent to you containing an Excel spreadsheet for your review. The last column in the spreadsheet shows if the student has an advising hold or not.

**NOTE:** Data in this spreadsheet is from the previous day. If you remove advising holds today it will not show in this report until you run it again tomorrow.