



# IUP Advise Quick Reference Guide 1.1 Setting Office Hours Location

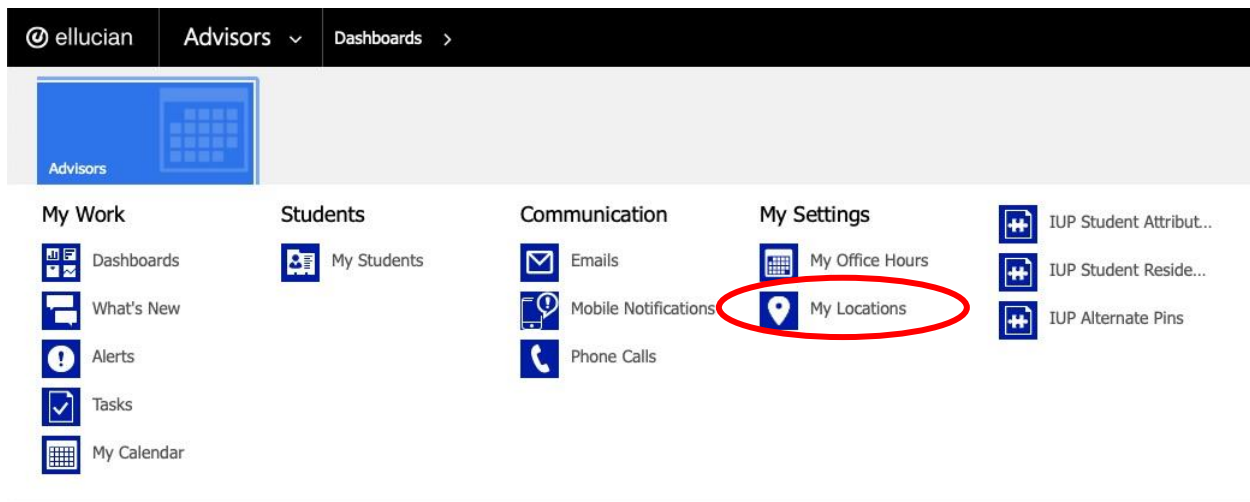
Connect to the [IUP VPN](#) for full access to CRM Advise quick links.

Access IUP Advise: <https://IUPCRM.elluciancrmadvise.com>

Enable pop-up windows.

There are two ways you can add your physical office location to your advising profile. You can set them up in the My Locations tab (option 1 below) or from the My Office Hours window (option 2 below).

## Option 1: Add location through My Office Hours



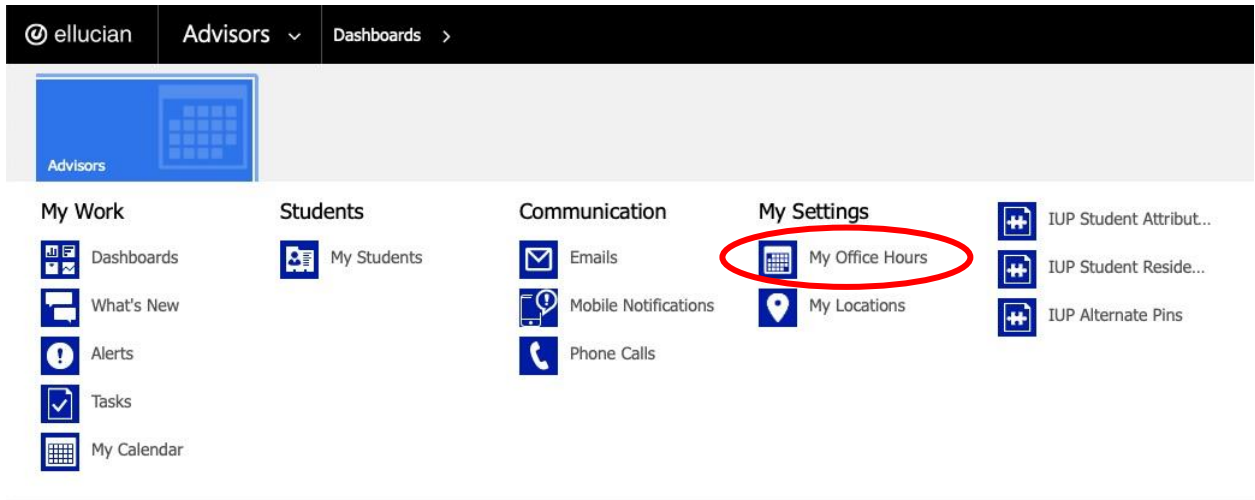
- 1) From the Menu Bar, click on the “Advisors” Tab and navigate to “My Locations”
- 2) A pop-up window will open. Type in your office information in the “Name” field.

The screenshot shows the 'New Location' form. The form has a title 'New Location' and a hamburger menu icon. Under the 'General' section, there are three fields: 'Location Type \*' with the value 'Physical Location', 'Name \*' with the value '304 HSS', and 'Owner \*' with the value 'Erin Conlin'. The 'Name \*' field is circled in red. Below the 'General' section, there is a 'Location Details' section.

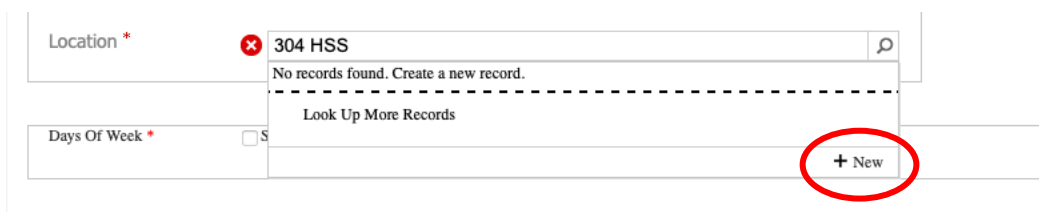
- 3) Save and close.

You have now added your physical office to your list of available locations.

## Option 2: Creating a New Location from the Office Hours Window



- 1) From the Menu Bar, click on the “Advisors” Tab and navigate to “My Settings” and select “Office Hours”
- 2) Fill in the correct day/time information for the current semester.
- 3) Set the “Location.” You may set a virtual or physical location.
  - a. The system is currently configured to recognize “Zoom” as a location, so you may type in Zoom.
  - b. If you want to set **your physical office “Location,”** you can type in in the box or click on the magnifying class to the right of the Location field. The system does not have every faculty or staff office pre-populated, so you will need to create a “New” file if you did not already create one using Option 1.
- 4) Click on the “New” button in the lower, right corner of the window.



- 5) A “New Location” pop-up window will open. Follow the steps listed above for Option 1 to set and save your office location. Once you save your location, it will be available for use the “Location” field. You have now added your office to your list of available locations.