

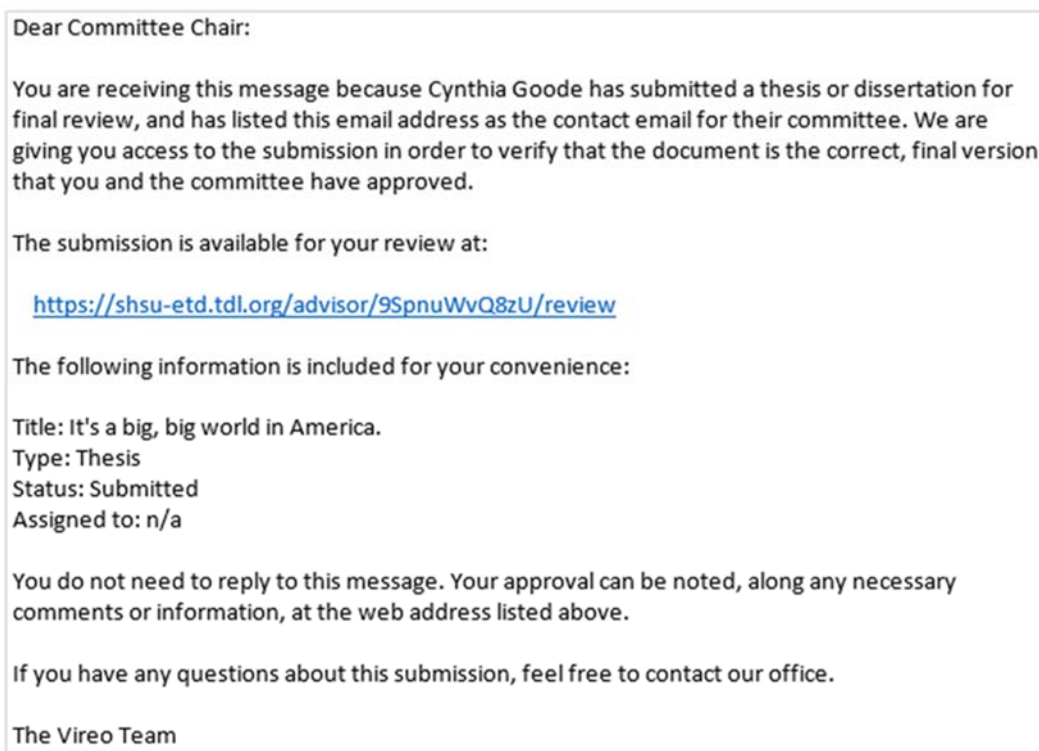
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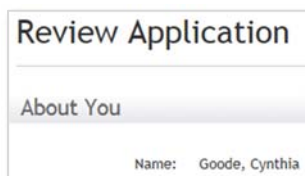
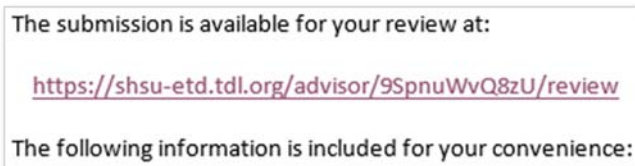
ADVISOR INSTRUCTION MANUAL

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1. Once a student submits a document to **VIREO**, you should receive an email that looks like this:



2. Click the hyperlink to review the submission:



3. You may download and view a student's submitted manuscript, plus any Additional Documents. It is very important for faculty members check any Additional Documents to ensure that sensitive materials are not made publicly available.

Uploaded Files

Manuscript in PDF: GOODE-THESIS-2016.pdf (953 KB)

Additional Documents: bookmark dark blue _ 5.pub (SUPPLEMENTAL - 9 MB)

4. At the bottom of the page, you must either **Approve** or **Un-approve** a student's **Embargo** or **Application**:

Approval

Approve Embargo: I approve of the embargo selection.
 I reject the embargo selection. *(Please leave this blank)*

Approve Application: I approve this application.
 I reject this application. *(Please leave this blank)*

A student's embargo options for SHSU and ProQuest UMI will have (*selected*) next to them:

Default Embargos	
Default Embargos: (<i>selected</i>)	None - The work will be published after approval. None (PROQUEST) - The work will be published after approval.
Alternative Options: (<i>not selected</i>)	Journal Hold - The work will be delayed for publication by one year because of a restriction from publication in an academic journal. Patent Hold - The work will be delayed for publication by two years because of patent related activities. 6-month Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for six months from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication. 1-year Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for one year from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication. 2-year Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for two years from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

5. You can leave **Comments** for the reviewer explaining any concerns you have about a student's submission:

Comments:	
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6. You can also view the **Application Activity**, which displays status updates of a student's thesis or dissertation. This includes any comments you have made.

Application Activity		
Name	Action	Time
Cynthia Goode	Advisor comments : 'This is a comment about the work done on this thesis. XXXXXDDDDDDDDGGGGGGGAAAAAAAAAAAAHHHHHHHHHHHHHH'	07/01/2016 09:50:02 AM
Cynthia Goode	SOURCE file 'cgoode_testthesis_CORRECTED.docx' (10 KB) uploaded	22/12/2015 09:40:13 AM
Cynthia Goode	Submission status changed to 'Needs Correction'	22/12/2015 09:38:42 AM
Cynthia Goode	Submission status changed to 'Under Review'	22/12/2015 09:38:38 AM
Cynthia Goode	Submission status changed to 'Corrections Received'	22/12/2015 09:36:08 AM
Cynthia Goode	SOURCE file 'Fall 2015 SHSU Thesis Dissertation Template.docm' (105 KB) uploaded	18/12/2015 03:02:11 PM