



Downloading Adviser Summaries (UK Careers Advisers - face to face interviews only)

Please download and save the adviser summary reports in advance on a memory stick (DataShur*). If access to the internet fails for any reason during your interviews you can use the summaries as a backup.

To download the summaries:

- log in to Morrisby Manager at www.morrisby.com with your username and password
- select ...(school name) using the drop down arrow at the top of the screen
- select **Students** in the menu on the left
- select the appropriate cohort using the drop down arrow in the box labelled **Select Group** at the top right
- highlight the names of the students you are interviewing by clicking the box next to their name (if you prefer you can select the whole list by clicking the box labelled **Name** above the list)
- select **Action>Generate Reports** at the top right of the screen to open the Reports Generation window
- select **Adviser> Generate>OK**
- select **Reports** at the top right of the screen to download the summaries and save to your DataShur stick

* We provide all advisers with contracts with a secure, password protected USB, called DataShur. If we have not provided you with one yet please email premierservice@morrisby.com