

ISRS DARS AUDIT REPORTS AND FUNCTIONALITY

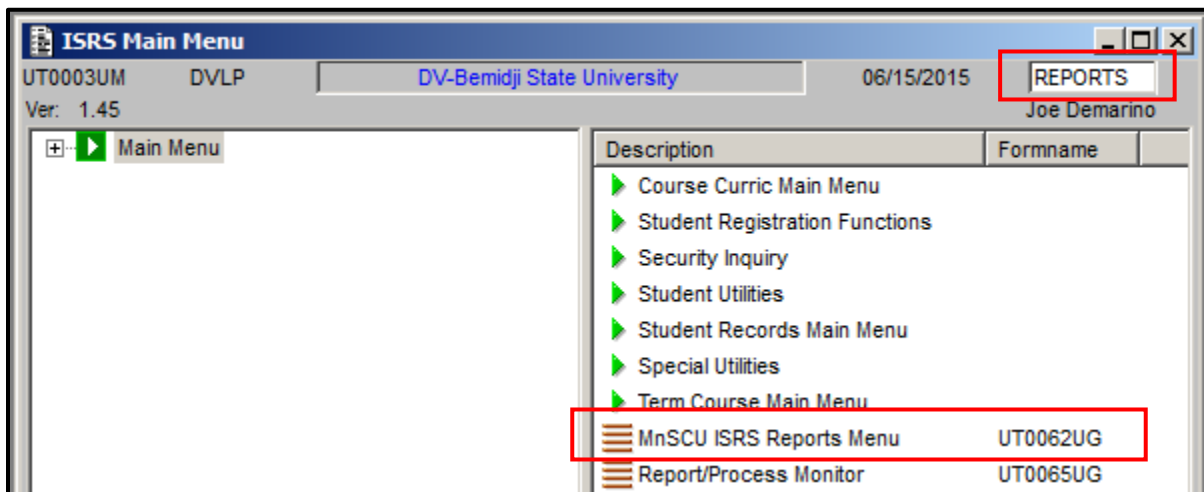
How to run a DARS Audit in ISRS Uniface screens, how to run the DARS Transfer Articulation process and information about the various functionalities of the DA screens in ISRS/Uniface.

As of July 13, 2015 – all DA reports and the functionality contained within those reports has been restructured. Here is the translation:

Report ID for DARwin	TO	Report ID for u.achieve
DA0001CP - DARS Audit Report	→	DA4001CP – u.achieve Audit Report
DA0001CP - DARS Audit Report	→	DA4002CP – Load Student Demographics
DA0001CP - DARS Audit Report	→	DA4003CP – Export u.achieve to ISRS
DA0001CP v T01 - DARS Audit Report-IA	→	DA4004CP – u.achieve Interactive Audit
DA0001CP - DARS Audit Report	→	DA4005CP – Transfer Articulation Rule Report
DA0001CP - DARS Audit Report	→	DA4006CP – ISRS to u.achieve Export (reverse export)
DA0001CP - DARS Audit Report	→	DA4007CP – Load Quarter Courses
DA0001CP - DARS Audit Report	→	DA4008CP – FICE Source Report
DA0100CP - DARS Exception Report	→	DA4100CP – Student by Exception Type

Degree Audits are run through your regular ISRS reports function using the DA4001CP Report. To access the DA4001CP screen:

1. Log onto your “regular” ISRS.
2. On the main menu click on “MnSCU ISRS Reports Menu” or type in REPORTS on the top right.



- On the UT0062UG screen, in the field where the cursor is blinking (Report Nbr:), enter DA4001CP (or the letter 'D' and you will get all reports beginning with the letter D) and then click on Select "Gkp0" to choose DA4001CP from the list of reports.

Report Profile:

Report Nbr: Variation: Order By:

Title:

Report	Variation	Report Title	Report Type	Select
DA4001CP		u.achieve Audit Report	3GL	<input type="text" value="Gkp0"/>
DA4002CP		Load Student Demographics	3GL	<input type="text" value="Gkp0"/>
DA4003CP		Export u.achieve to ISRS	3GL	<input type="text" value="Gkp0"/>
DA4004CP		u.achieve Interactive Audit Report	3GL	<input type="text" value="Gkp0"/>
DA4005CP		Transfer Rule Report	3GL	<input type="text" value="Gkp0"/>
DA4006CP		ISRS to uachieve Export	3GL	<input type="text" value="Gkp0"/>
DA4007CP		Load Quarter Courses	3GL	<input type="text" value="Gkp0"/>
DA4008CP		FICE Source Report	3GL	<input type="text" value="Gkp0"/>
DA4009CP		Delete Job_Queue Tables	3GL	<input type="text" value="Gkp0"/>
DA4100CP		u.achieve Exception Report	3GL	<input type="text" value="Gkp0"/>

DA4001CP - u.achieve Audit Report

ISRS Report Parameters

UT0063UG 1.75 DVLP DV-Bemidji State University 06/12/2015

Report ID: Parameters:

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student (up to 25):		<input type="text"/>	
Use COM Table:		<input type="text"/>	
Degree Program:		<input type="text"/>	
Force Catalog YRTR:		<input type="text"/>	
Evaluate Transfer?:		<input type="text"/>	
A=Audit/Evaluate, E=Evaluate Courses			
Batch Load (Enter Report ID):		<input type="text"/>	<
Log Level (enter single character):		<input type="text" value="0"/>	
T=Trace, D=Debug, I=Info, W=Warn E=Error, F=Fatal, O=Off			

Delivery Method (Check one):

E-mail E-mail Address:

Online

Printer Printer Queue: Form ID:

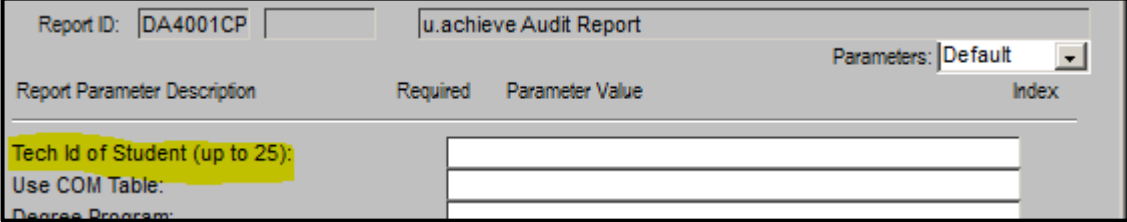
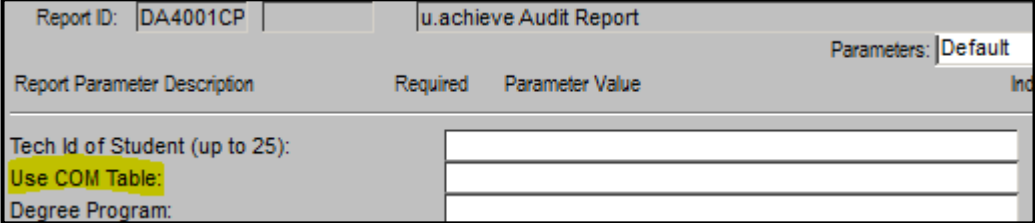
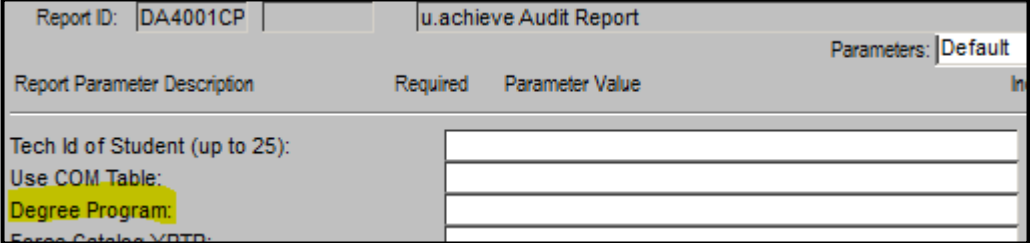
Deliver To: Address Bldg/Room:

Start Time: Start Date:

Process Monitor: Suppress header page:

Submit Report:

Below is an explanation of the fields in DA4001CP [Note: none of the fields are case sensitive; entries may be made using either upper or lower case or any combination]:

Report Parameter	Parameter Value Description/Options
Tech ID of Student (up to 25):	 <p>Enter either the Tech ID of the student(s) whose audit(s) you wish to run. Tech ID may be entered without the leading zeroes. Multiple Tech ID's may be entered with any of these separators:</p> <ul style="list-style-type: none"> ▪ Space ▪ . (period) ▪ , (comma) <p>Up to 25 Tech ID's may be entered at one time.</p>
Use COM Table:	 <p>Left blank, the xxMNS Com is the default communications table that will run (where xx = your two school code). You may force a different communications table by entering a different Com value in this field, but it must match exactly one of the Com values in your u.achieve Support Tables.</p>
Degree Program:	 <p>Normally left blank so that audit is run for the Degree(s), Major(s), Concentrations and Minors of record in ST1100UG - Area Study/Int tab.</p> <p>May also 'force' a major, by entering a value exactly matching the DProg value in DARS of the audit you wish to run. (ex. BS ACCT or DIP AUTO). NOTE: If you force a major and do not force a Catalog YRTR, the audit will be run with the current YRTR associated with the date you are running the audit.</p>

A minor may also be forced in this field by following the entry of the degree/major with a forward slash / and entering the DProg name of the minor. ex. BS in Accounting with Spanish Minor

Degree Program:	BS ACCT/SPAN
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Force Catalog YRTR:

Report ID:	DA4001CP	u.achieve Audit Report	Parameters:	Default
Report Parameter Description	Required	Parameter Value	Ind	
Tech Id of Student (up to 25):				
Use COM Table:				
Degree Program:				
Force Catalog YRTR:				
Evaluate Transfer?:				

Left blank, when not forcing a Degree Program, this value will come from the DARS Catalog field in ST1100UG Area Study/Int tab for the degree/major record(s), unless:

- Your institution uses a different value for the audit catalog.
- A different catalog has been set for this student and this degree program in the Student Record (Joe Cool) Program table in DARS.

You may force a different catalog year/term, but must use a valid ISRS year/term value (ex. 20043 for Fall 2003)

You may also force a different catalog for the minor by following the entry of the catalog YRTR for the major with a forward slash / and entering a valid catalog YRTR for the minor

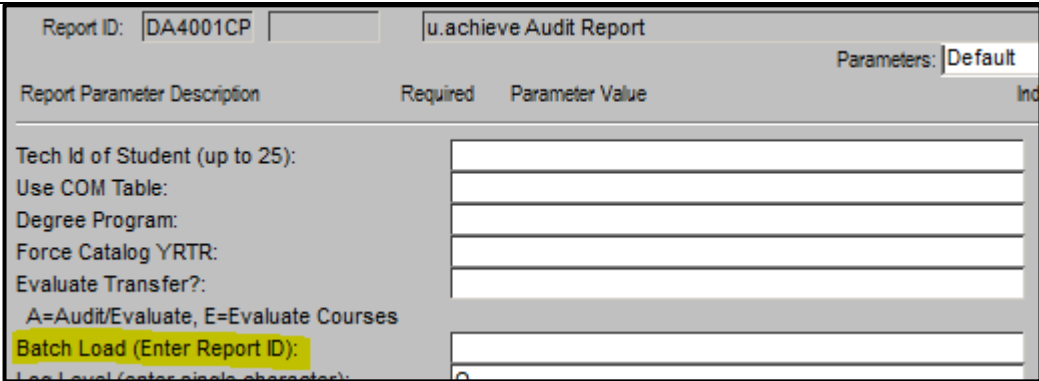
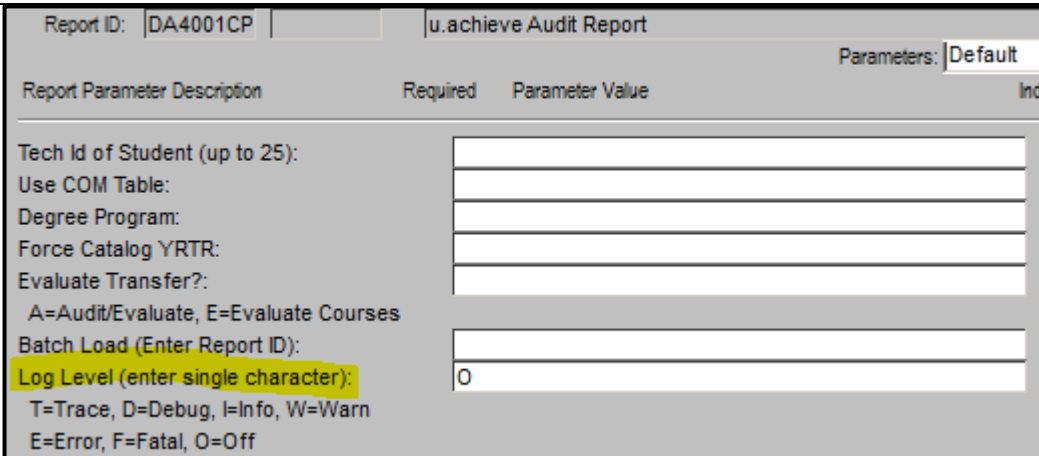
Force Catalog YRTR:	20043/20063
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Evaluate Transfer?

Report ID:	DA4001CP	u.achieve Audit Report	Parameters:	Default
Report Parameter Description	Required	Parameter Value	Ind	
Tech Id of Student (up to 25):				
Use COM Table:				
Degree Program:				
Force Catalog YRTR:				
Evaluate Transfer?:		Enter A or E		
A=Audit/Evaluate, E=Evaluate Courses				

Used for articulating a student's transfer courses once they have been entered in the DARS Academic Record (Joe Cool). A student Tech ID must be entered in the Tech Id of Student field along with one of the following in Evaluate Transfer field:

- E (or e) to evaluate, but not run an audit. The transfer evaluation record will be viewable in the student's DARS Academic Record (Joe Cool).
- A (or a) to evaluate and run an audit at the same time.

<p>Batch Load (Enter Report ID):</p>	 <p>Report ID: DA4001CP u.achieve Audit Report Parameters: Default</p> <table border="1"> <thead> <tr> <th>Report Parameter Description</th> <th>Required</th> <th>Parameter Value</th> </tr> </thead> <tbody> <tr> <td>Tech Id of Student (up to 25):</td> <td></td> <td></td> </tr> <tr> <td>Use COM Table:</td> <td></td> <td></td> </tr> <tr> <td>Degree Program:</td> <td></td> <td></td> </tr> <tr> <td>Force Catalog YRTR:</td> <td></td> <td></td> </tr> <tr> <td>Evaluate Transfer?: A=Audit/Evaluate, E=Evaluate Courses</td> <td></td> <td></td> </tr> <tr> <td>Batch Load (Enter Report ID):</td> <td></td> <td></td> </tr> <tr> <td>Log Level (enter single character):</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>Used to run a batch of DARS audits using GR_Output functionality. Double click in this field to access the UT2202UI – GR Report Index screen. Documentation for Batch Audit processing is at: http://www.dars.mntransfer.org/support/documents/pdf/Running_Batch_Audits.pdf</p>	Report Parameter Description	Required	Parameter Value	Tech Id of Student (up to 25):			Use COM Table:			Degree Program:			Force Catalog YRTR:			Evaluate Transfer?: A=Audit/Evaluate, E=Evaluate Courses			Batch Load (Enter Report ID):			Log Level (enter single character):		0
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Tech Id of Student (up to 25):																									
Use COM Table:																									
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Force Catalog YRTR:																									
Evaluate Transfer?: A=Audit/Evaluate, E=Evaluate Courses																									
Batch Load (Enter Report ID):																									
Log Level (enter single character):		0																							
<p>Log Level:</p>	 <p>Report ID: DA4001CP u.achieve Audit Report Parameters: Default</p> <table border="1"> <thead> <tr> <th>Report Parameter Description</th> <th>Required</th> <th>Parameter Value</th> </tr> </thead> <tbody> <tr> <td>Tech Id of Student (up to 25):</td> <td></td> <td></td> </tr> <tr> <td>Use COM Table:</td> <td></td> <td></td> </tr> <tr> <td>Degree Program:</td> <td></td> <td></td> </tr> <tr> <td>Force Catalog YRTR:</td> <td></td> <td></td> </tr> <tr> <td>Evaluate Transfer?: A=Audit/Evaluate, E=Evaluate Courses</td> <td></td> <td></td> </tr> <tr> <td>Batch Load (Enter Report ID):</td> <td></td> <td></td> </tr> <tr> <td>Log Level (enter single character): T=Trace, D=Debug, I=Info, W=Warn E=Error, F=Fatal, O=Off</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>Default is O = Off, because the less logging, the quicker the server is. Other settings may be used when requested by the DARS/Transferology Team or CollegeSource for troubleshooting.</p>	Report Parameter Description	Required	Parameter Value	Tech Id of Student (up to 25):			Use COM Table:			Degree Program:			Force Catalog YRTR:			Evaluate Transfer?: A=Audit/Evaluate, E=Evaluate Courses			Batch Load (Enter Report ID):			Log Level (enter single character): T=Trace, D=Debug, I=Info, W=Warn E=Error, F=Fatal, O=Off		0
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Batch Load (Enter Report ID):																									
Log Level (enter single character): T=Trace, D=Debug, I=Info, W=Warn E=Error, F=Fatal, O=Off		0																							

DA4002CP - Load Student Demographics

Formerly X in front of Tech ID in DA0001CP

Used to create a student record in DARS. Populates the student last name, first name, middle initial and Tech ID from ISRS into Joe Cool in order to accomplish transfer articulations or exceptions in DARS.

Tech ID of Student:	Enter either the Tech ID of the student(s) whose records need to be created in DARS. Tech ID may be entered without the leading zeroes. Multiple Tech ID's may be entered with any of these separators: <ul style="list-style-type: none"> ▪ Space ▪ . (period) ▪ , (comma) Up to 25 Tech ID's may be entered at one time.
Batch Load:	Used to run a batch of DARS audits using GR_Output functionality. Double click in this field to access the UT2202UI – GR Report Index screen. Process is the same as Batch Load above in DA4001CP.

DA4003CP – Export u.achieve (DARS) to ISRS

Formerly Export = L, D or S in DARwin Report Options User ID field in DA0001CP

Used to execute an Export from DARS to the ST1100UG - Education and/or Trsf Courses tab, which MUST follow the <Export> or <Export All> in Joe Cool.

Export type:	Data entry options are: <ul style="list-style-type: none"> ▪ export=L ▪ export=D ▪ export=S Definitions for these options and documentation for the Export process is at: http://www.dars.mntransfer.org/support/documents/pdf/ExporttoISRS.pdf
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DA4004CP - u.achieve Interactive Audit Report

Formerly DA0001CP v. T01

Produces URL in Process Monitor to be copied and pasted into a web browser to simulate student IA

Report ID:	<input type="text" value="DA4004CP"/>	<input type="text" value="u.achieve Interactive Audit Report"/>	Parameters: <input type="text" value="Default"/>
Report Parameter Description	Required	Parameter Value	Ind
Tech Id of Student:	<input type="checkbox"/>	<input type="text"/>	
Use COM Table:	<input type="checkbox"/>	<input type="text"/>	
Degree Program:	<input type="checkbox"/>	<input type="text"/>	
Force Catalog YRTR:	<input type="checkbox"/>	<input type="text"/>	

Tech ID of Student:	Enter only one Tech ID
Use COM table:	Left blank, the xxWEB Com is the default communications table that will run (where xx = your two digit school code). You may force a different communications table by entering a different Com value in this field, but it must match exactly one of the Com values in your u.achieve Support Tables.
Degree Program:	Normally left blank so that audit is run for the Degree(s), Major(s), Concentrations and Minors of record in ST1100UG - Area Study/Int tab. May also 'force' a major, by entering a value exactly matching the DProg value in DARS of the audit you wish to run. (ex. BS ACCT or DIP AUTO). NOTE: If you force a major and do not force a Catalog YRTR, the audit will be run with the current YRTR associated with the date you are running the audit.
Force Catalog YRTR:	Left blank, when not forcing a Degree Program, this value will come from the DARS Catalog field in ST1100UG Area Study/Int tab for the degree/major record(s), unless: <ul style="list-style-type: none"> ▪ Your institution uses a different value for the audit catalog. ▪ A different catalog has been set for this student and this degree program in the Student Record (Joe Cool) Program table in DARS. You may force a different catalog year/term, but must use a valid ISRS year/term value (ex. 20043 for Fall 2003)

DA4005CP – Transfer Articulation Rule Report

Formerly enter Source ID/FYT in Export to ISRS field in DA0001CP

Produces a viewable or printable report of all the transfer rules encoded for a specific institution.

Report ID:	<input type="text" value="DA4005CP"/>		<input type="text" value="Transfer Rule Report"/>		Parameters: <input type="text" value="Default"/>
Report Parameter Description		Required	Parameter Value		Inc
Source Code of TA Catalog:		*	<input type="text"/>		
FYT of Catalog:		*	<input type="text"/>		

Source ID of TA Catalog:	Enter the source ID (max 6 bytes)
FYT of Catalog:	Enter the FYT value of the desired catalog

DA4006CP – ISRS to u.achieve Export

Formerly T in front of Tech ID in DA0001CP

Also called reverse export. Allows transfer course detail to be copied from ISRS ST1100UG – Trsf Courses tab - into the DARS Student Record (Joe Cool). This is the same functionality used for 'DARS Load' in eTranscript.

Report ID:	<input type="text" value="DA4006CP"/>		<input type="text" value="ISRS to uachieve Export"/>		Parameters: <input type="text" value="Default"/>
Report Parameter Description		Required	Parameter Value		Inc
Tech Id of Student:			<input type="text"/>		

Tech ID of Student:	Enter a single Tech ID
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DA4007CP – Load Quarter Courses

Formerly Q in front of Tech ID in DA0001CP

Only for institutions doing home-to-home articulation of their own quarter courses into semester courses. In order for quarter courses to be read by the home-to-home rules in the DARS TA catalog, they must be in a student's DARS Academic Record (Joe Cool). A record with the student's Tech ID, name and home quarter courses is created in DARS (Joe Cool).

Report ID:	<input type="text" value="DA4007CP"/>		<input type="text" value="Load Quarter Courses"/>		Parameters: <input type="text" value="Default"/>
Report Parameter Description	Required		Parameter Value		Index
Tech Id of Student (up to 25):	*	<input type="text"/>			

Tech ID of Student:	Up to 25 Tech ID's may be entered at one time.
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DA4008CP – FICE Source Report

Formerly 'report=FS@' in DARwin Report Options User ID field

Produces a list of students from DARS Student Records table (Joe Cool) by FICE code of the source institution.

Report ID:	<input type="text" value="DA4008CP"/>		<input type="text" value="FICE Source Report"/>		Parameters: <input type="text" value="Default"/>
Report Parameter Description	Required		Parameter Value		Index
Source FICE Code(s): (Up to 5 codes separated by commas)	*	<input type="text"/>			

Source FICE Code(s):	Up to 5 source IDs may be requested. Report shows student Tech ID, Source ID (FICE) and Course count.
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DA4009CP – Delete Job_Queue Tables

Formerly 'deletejobqueue' in Tech ID of student field

Report ID:	<input type="text" value="DA4009CP"/>	<input type="text" value="Delete Job_Queue Tables"/>	Parameters: <input type="text" value="Default"/>
Report Parameter Description	Required	Parameter Value	Ind
<hr/>			
Delete JOB_QUEUE (Y/N):	*	<input type="text" value="Y"/>	

Delete JOB_QUEUE:	<p>Used between DARS Analysis runs to clear out job_queue tables. Deletes from:</p> <ul style="list-style-type: none"> Job_queue_accept Job_queue_course Job_queue_subreq Job_queue_out Job_queue_req Job_queue_run
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DA4100CP - u.achieve Exception Report

Formerly DA0100 CP DARS Exception Report

Report ID:	<input type="text" value="DA4100CP"/>	<input type="text" value="u.achieve Exception Report"/>	Parameters: <input type="text" value="Default"/>
Report Parameter Description	Required	Parameter Value	Ind
<hr/>			
Exception Types - max 3: Ex: CE,CW,RM	*	<input type="text"/>	
Limit select by this nbr of years - 99 Ex: 04 (For single digit, leading zero is required)		<input type="text"/>	

Exception Types:	Enter a maximum of 3 different Control Codes of the exceptions you desire. Separate multiple entries with a comma.
Limit select by this nbr of years:	If you want to limit results, enter the number of years from which you wish to go back. If requesting a single digit, leading zero is required. If left blank, results will not be limited. The date used for this calculation is the Last Modified date on the exception.

For All Reports

Delivery Method:

Delivery Method (Check one):

E-mail E-mail Address: _____

Online

Printer Printer Queue: file Form ID: _____

- Email – Not functional here. Available after viewing in the Process Monitor.
- Online – Audits you run will be viewable through the Process Monitor (button below). Instructions for viewing an audit via the Process Monitor are at: http://www.dars.mntransfer.org/support/documents/pdf/Report_Delivery_Options.pdf
- Printer – Not functional here. Available after viewing in the Process Monitor.

Deliver to:

Deliver To: DARS USER	Address Bldg/Room: _____
Start Time: 13:14	Start Date: 12/28/2005
Process Monitor: Gkp1	Suppress header page: <input checked="" type="checkbox"/>

- Must have a value. Defaults to user name from ISRS User Table.
- Start Time: and Start Date: fields populate automatically
- Process Monitor: [see Online delivery method note above]

View, Print, Email Options:

For Degree Audit report, click View button:

Report/Process Profile

Program Nbr: _____ Status: All Status Start Date: 06/08/2015 End Date: 06/08/2015 Show future Jobs

Show Jobs for All Users?

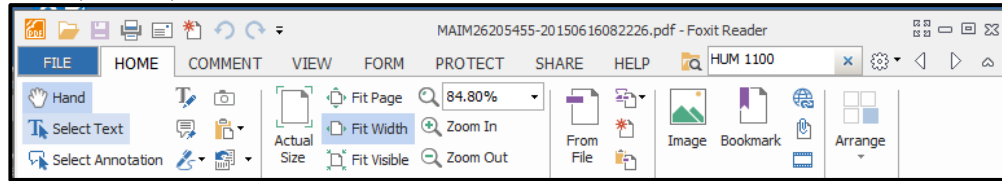
Program Nbr / Title	Start Timestamp	End Timestamp	Status	User Name	Cancel	Message	View
DA4001CP u.achieve Audit Report	06/08/15 15:12:18	06/08/15 15:12:26	Complete	Alton Mccallon			Gkp2 Gkp3

Select View PDF of the file you wish to view:

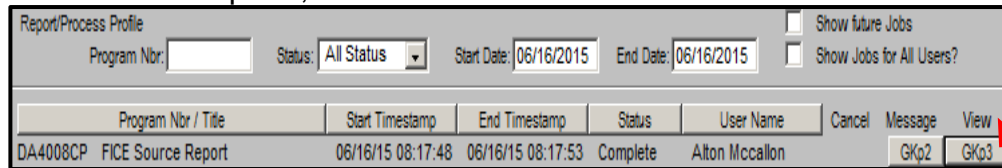
View File Contents

UT0066UG 1.12 QATEST	QA-Bemidji State University	06/16/2015
Select File to View: PDF Audit for tech ID 00018626 BS NRSB		View PDF

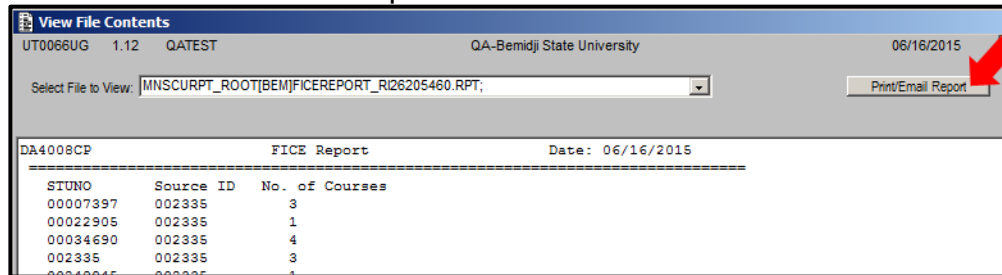
View, Save, Email or Print from the PDF Reader if desired



For all other Reports, click View button:

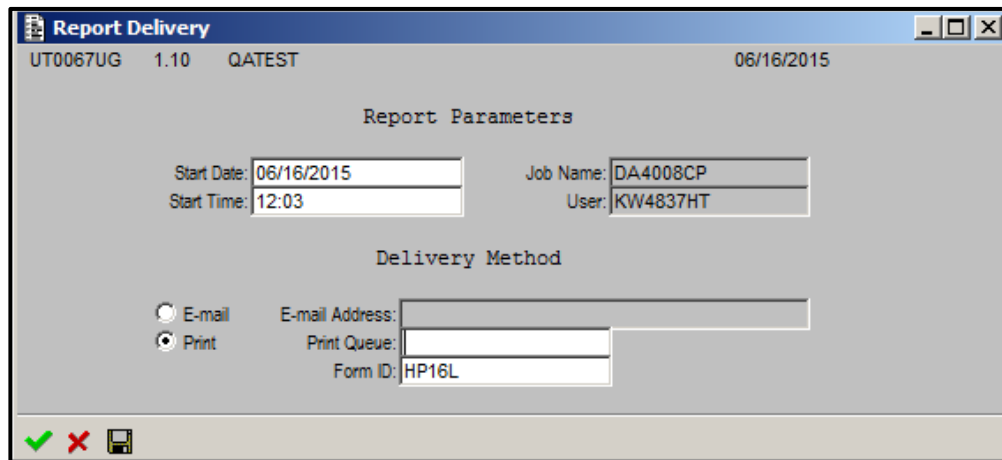


View or use Print/Email Report button:



To print or email, choose either:

- Email – enter address to which report is to be emailed
- Print – enter Printer ID
- Store, accept or click green arrow



Form ID will default to HP16L; you may change this to HP16P for a portrait format. You may also choose a different font size than 16 by entering a different number – lower numbers will result in bigger font.

To print multiple copies of an audit, enter a forward slash / immediately after the printer ID, followed by 'copies=' immediately followed by the number of copies you desire.

Revised: 4/3/2017