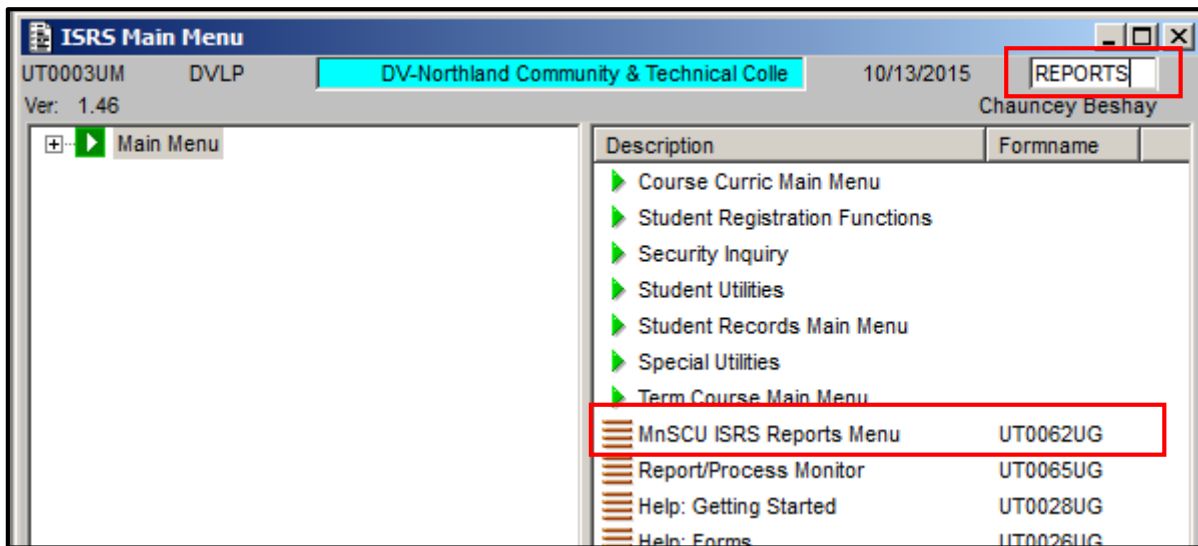


## u.achieve Interactive Audit Report

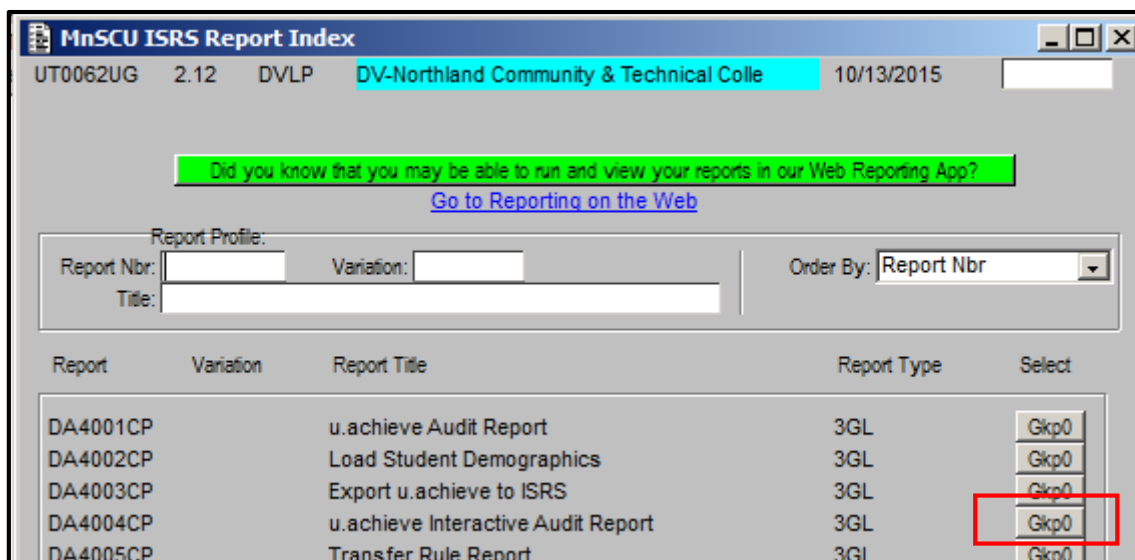
How to run an Interactive Audit (u.achieve Interactive Audit Report) for testing or advising purposes from the DA4004CP screen in ISRS.

To test Chart Categories and view bar/chart graphs or to advise/assist students with their web audit, run an audit through your regular ISRS reports function using the DA4004CP u.achieve Interactive Audit Report. To access the Report Index 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.

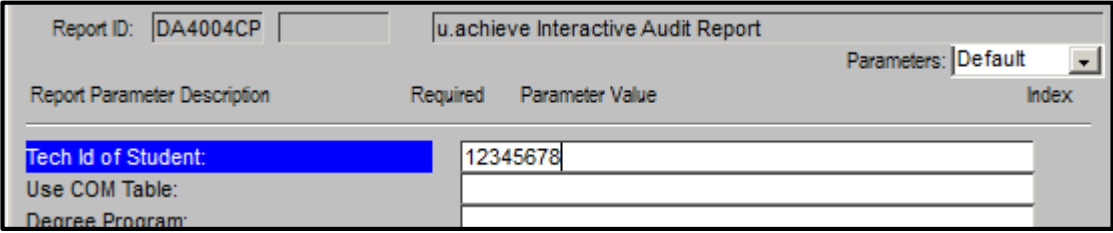


3. On the UT0062UG screen, in the field where the cursor is blinking (Report Nbr), enter DA4004CP (or just type the letter 'D' and click on the Gkp0 button to get a list of DA reports). Click on the Gkp0 button for DA4004CP u.achieve Interactive Audit Report.



View of the default DA4004CP screen:

Below is an explanation of the fields in DA4004CP [Note: none of the fields are case sensitive; entries may be made using either upper or lower case:

Report Parameter	Parameter Value Description/Options
Tech ID of Student (Max 1):	
	Enter the Tech ID of the student whose audit(s) you wish to run. Only <b>one</b> Tech ID may be entered at a time.

**Use COM table:**

Report ID: DA4004CP | u.achieve Interactive Audit Report | Parameters: Default

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student:		12345678	
Use COM Table:		xxTEST	
Degree Program:			

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:**

Report ID: DA4004CP | u.achieve Interactive Audit Report | Parameters: Default

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student:		12345678	
Use COM Table:		xxTEST	
Degree Program:		aas acct	
Force Catalog YRTR:			

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. You may 'force' a major, by entering a value exactly matching the DProg value in u.achieve of the audit you wish to run. (ex. AAS ACCT, BA ECON). 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.

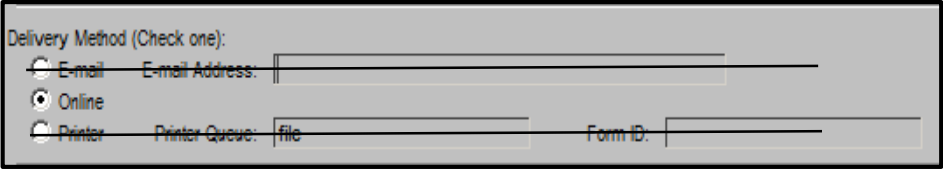
**Force Catalog YRTR:**


Report ID: DA4004CP | u.achieve Interactive Audit Report | Parameters: Default

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student:		12345678	
Use COM Table:		xxTEST	
Degree Program:		aas acct	
Force Catalog YRTR:		20163	

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:

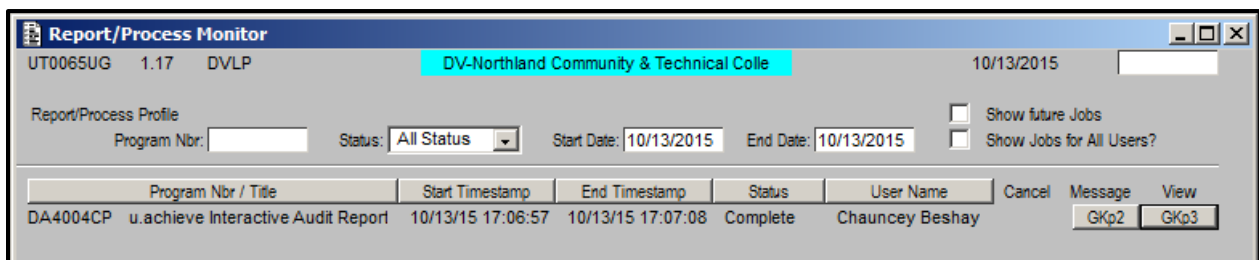
- Your institution uses a different value for the audit catalog.
- A different catalog has been set for this student and this degree program in the Student Record (Joe Cool) Program table in u.achieve.

	You may force a different catalog year/term, but must use a valid ISRS year/term value (ex. 20163 for Fall 2015)
<b>Delivery Method:</b>	
	<ul style="list-style-type: none"> <li>▪ <u>Email</u> – No functional here. Available after viewing in the Process Monitor.</li> <li>▪ <u>Online</u> – Audits you run will be viewable through the Process Monitor (button below). Instructions for viewing an audit via the Process Monitor are at: <a href="http://www.dars.mntransfer.org/updates/documents/pdf/Report_Delivery_Options.pdf">http://www.dars.mntransfer.org/updates/documents/pdf/Report_Delivery_Options.pdf</a></li> <li>▪ <u>Printer</u> – Not functional here. Available after viewing in the Process Monitor.</li> </ul>

<b>Deliver to:</b>	
	<ul style="list-style-type: none"> <li>▪ Must have a value. Defaults to user name from ISRS User Table.</li> <li>▪ Start Time: and Start Date: fields populate automatically</li> <li>▪ Process Monitor: [see Online delivery method note above]</li> </ul>

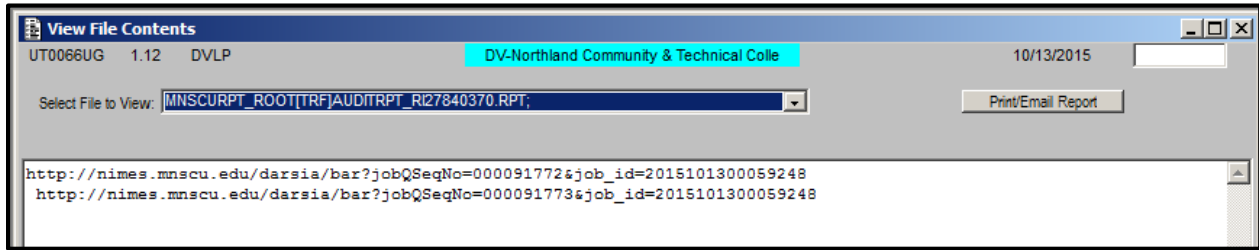
The recommended Delivery Method - Online button and the Process Monitor (Gkp1) to deliver the URL report. After entering the report parameters, Store/Save, then click on the Process Monitor. Once the audit has a status of **Complete**, click on the **View [Gkp3]** button from the UT0065UG screen.

Process Monitor:



Program Nbr / Title	Start Timestamp	End Timestamp	Status	User Name	Cancel	Message	View
DA4004CP u.achieve Interactive Audit Report	10/13/15 17:06:57	10/13/15 17:07:08	Complete	Chauncey Beshay		GKp2	GKp3

Below is an example of an on-line URL via the Report/Process Monitor screen.



This example has 2 programs (a separate URL for each program). You will need to Copy (Ctrl C) and Paste (Ctrl V) this URL into your internet browser address bar. Click "Go." Your Interactive Audit will appear and you will be able to analyze the chart categories/report categories that you have entered into DARS or advise students about their web audit that they would view in eServices.

REVISED: 10/13/2015