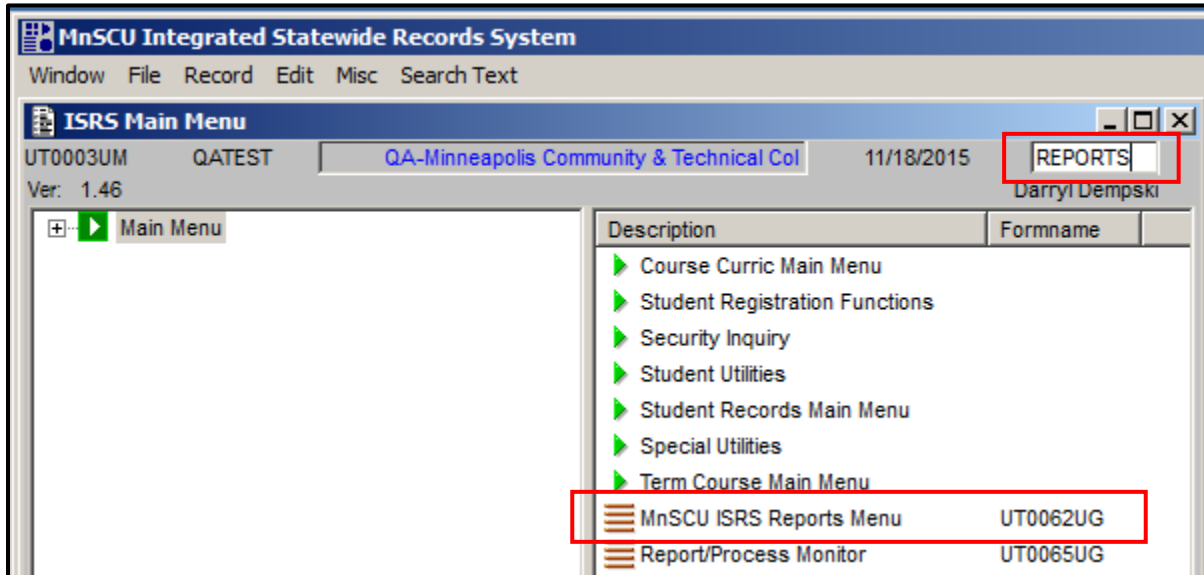


DEGREE AUDIT PRINTING AND FUNCTIONALITY

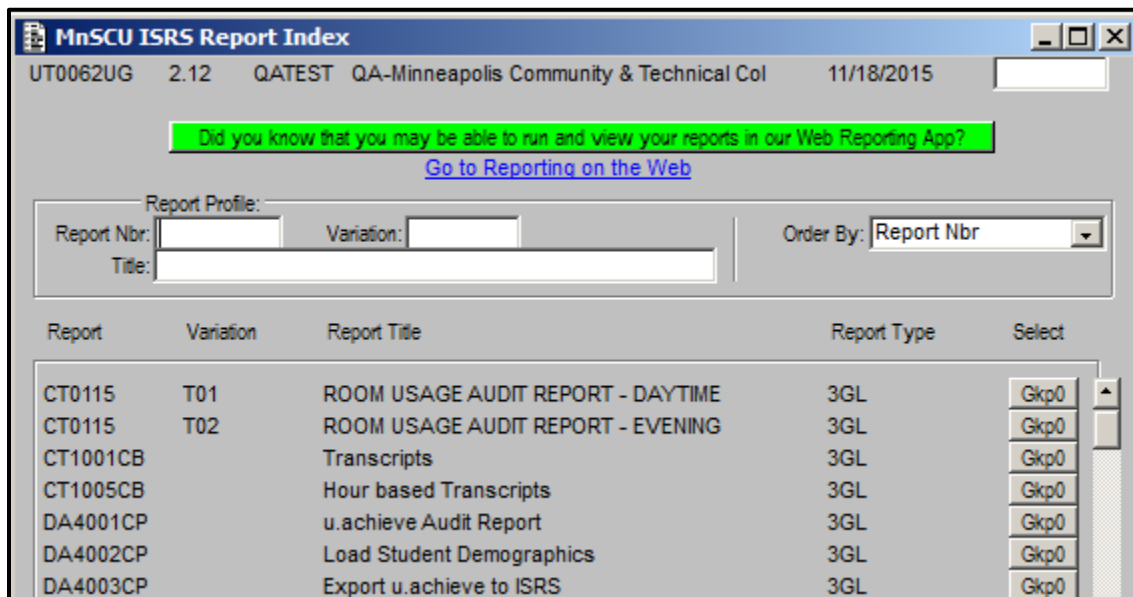
How to run an Audit, how to run the DARS Transfer Articulation process and information about the various functionalities of the DA4001CP screen in ISRS.

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.

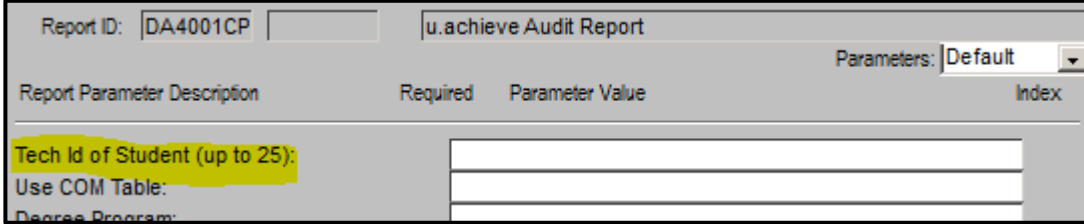


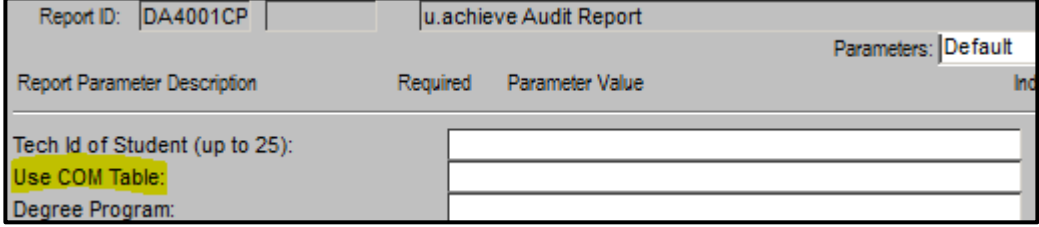
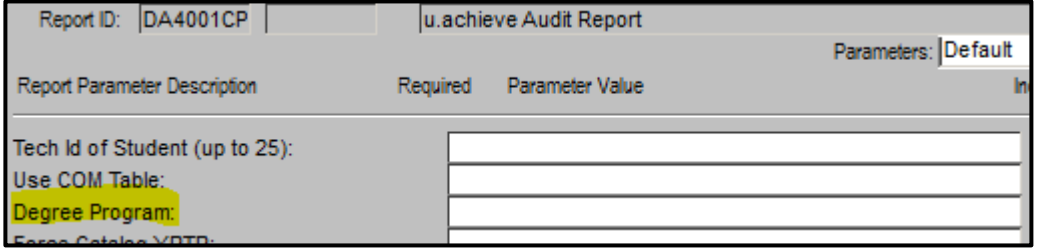
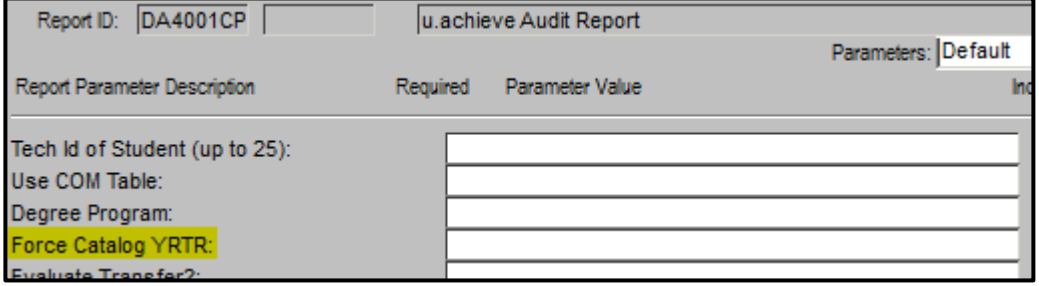
3. On the UT0062UG screen, in the Report Nbr: field, enter DA4001CP (or just the letter 'D', to bring up the eleven reports beginning with the letter D) and then click on “select”, or choose DA4001CP with no Variation from the list of reports.



View of the default DA4001CP screen:

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>

<p>Use COM Table:</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> <th>Inc</th> </tr> </thead> <tbody> <tr> <td>Tech Id of Student (up to 25):</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Use COM Table:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Degree Program:</td> <td></td> <td></td> <td></td> </tr> </tbody> </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>	Report Parameter Description	Required	Parameter Value	Inc	Tech Id of Student (up to 25):				Use COM Table:				Degree Program:											
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Report Parameter Description	Required	Parameter Value	Inc																						
Tech Id of Student (up to 25):																									
Use COM Table:																									
Degree Program:																									
Force Catalog YRTR:																									
Evaluate Transfer?:																									

- 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):		<input type="text"/>		
Use COM Table:		<input type="text"/>		
Degree Program:		<input type="text"/>		
Force Catalog YRTR:		<input type="text"/>		
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.

Batch Load (Enter Report ID):

Report ID:	DA4001CP	u.achieve Audit Report	Parameters:	Default
Report Parameter Description	Required	Parameter Value	Ind	
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"/>		

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/uachieveBatchAuditsDA4010CP.pdf>

Log Level:

Report ID:	DA4001CP	u.achieve Audit Report	
		Parameters: Default	
Report Parameter Description	Required	Parameter Value	Inde
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			

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.

For more DA Reports and Functionality, see:
http://www.dars.mntransfer.org/support/documents/pdf/DARS_Reports_Functionality.pdf

Revised: 4/3/2017