

## Delivery Options for DA Reports

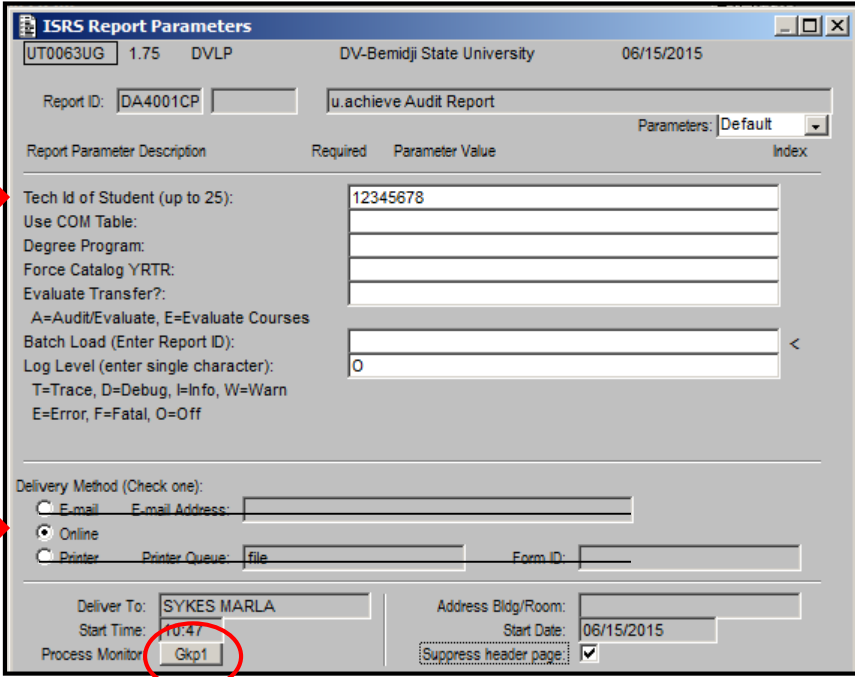
The ISRS Report Parameters screen will allow advisors and others to view audits without having the u.achieve client installed on their desktop. The audit is accessed from ISRS and produces a PDF audit

The PDF audits can also be printed and emailed.

The ISRS Report Parameters screen is used to view the status of audits that have been started on or after a specific program accept date.

To view an audit for a student via the DA4001CP u.achieve Audit Report, enter a student Tech Id. Select Delivery Method of "Online."

After requesting an audit using the **Store** command, click on the **Process Monitor [Gkp1]** button at the bottom of the DA4001CP Report screen. This request sends you to the Report/Process Monitor Screen (UT0065UG).



The screenshot shows the 'ISRS Report Parameters' window. At the top, it displays 'UT0063UG 1.75 DVLP DV-Bemidji State University 06/15/2015'. Below this, the 'Report ID' is set to 'DA4001CP' and the report name is 'u.achieve Audit Report'. A table lists report parameters with columns for 'Report Parameter Description', 'Required', 'Parameter Value', and 'Index'. The 'Tech Id of Student (up to 25):' field contains '12345678'. The 'Delivery Method (Check one):' section has 'Online' selected. At the bottom, the 'Process Monitor' dropdown is set to 'Gkp1', which is circled in red. A red arrow also points to the 'Tech Id' field.

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student (up to 25):		12345678	
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	

Delivery Method (Check one):

E-mail E-mail Address: \_\_\_\_\_

Online

Printer Printer Queue: file Form ID: \_\_\_\_\_

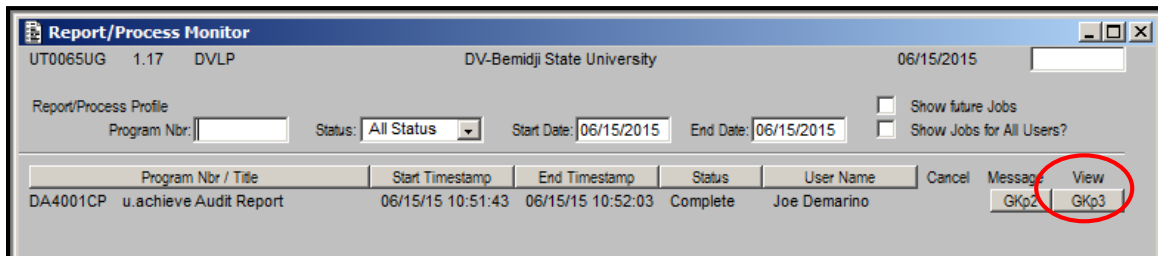
Deliver To: SYKES MARLA Address Bldg/Room: \_\_\_\_\_

Start Time: 10:47 Start Date: 06/15/2015

Process Monitor: Gkp1 Suppress header page:

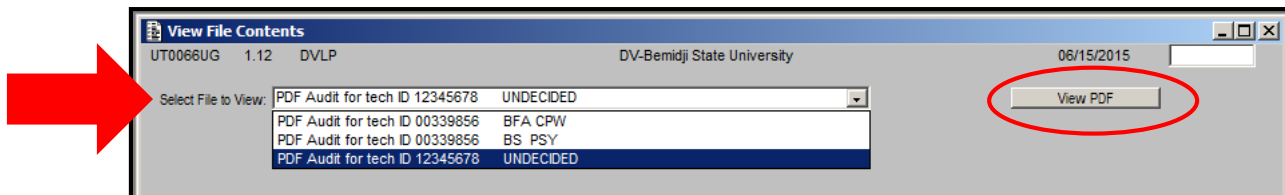
The DA4001CP screen can also be used by advisors to run "What if" audits, when forcing Degree Program and/or Force Catalog YRTR.

Once the audit has a status of **Complete**, click on the **View [Gkp3]** button from the UT0065UG screen.

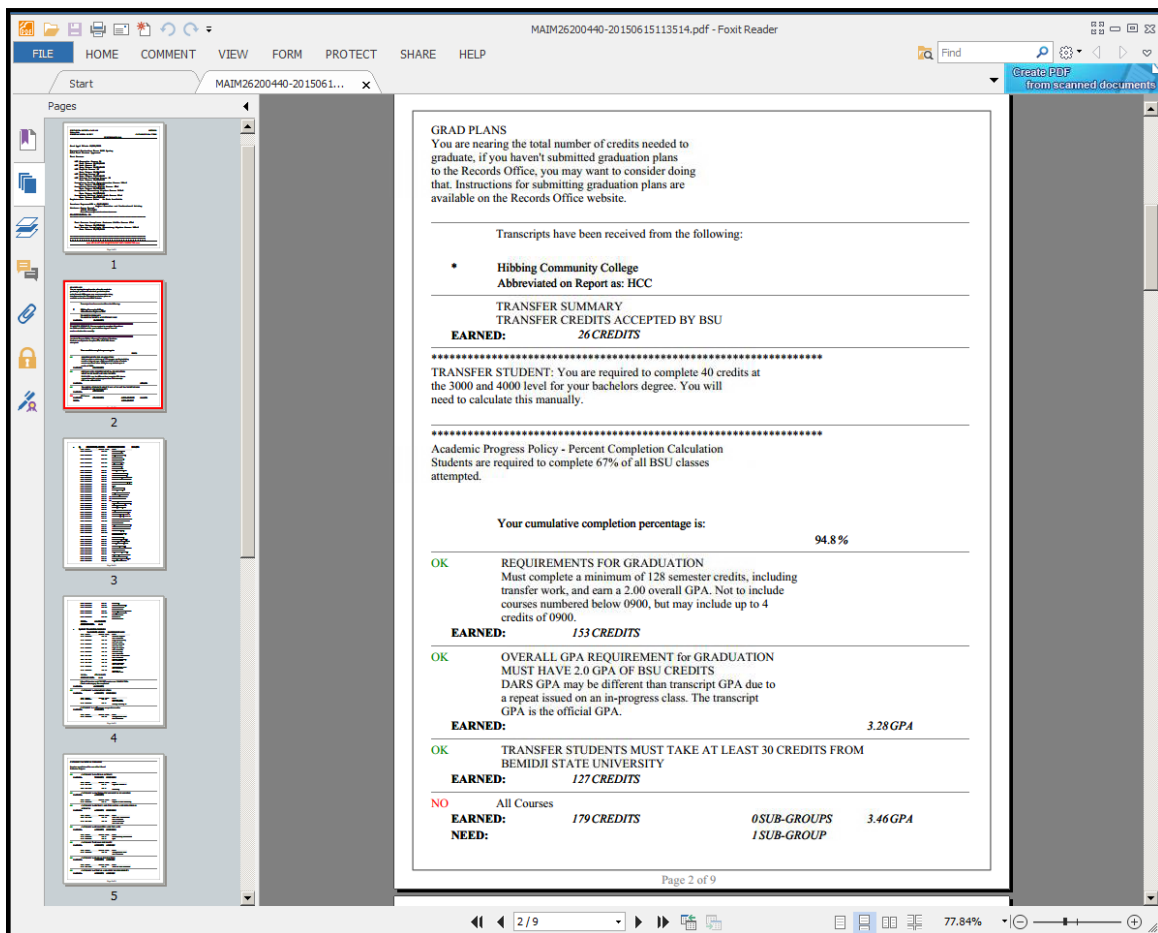


NOTE: When Status remains Active, on UT0065UG, refresh with “Ctrl R”.  
 NOTE: The “**Message**” [Gkp2] does not currently contain any data.

To view audit, Select File to View or click the View PDF button.

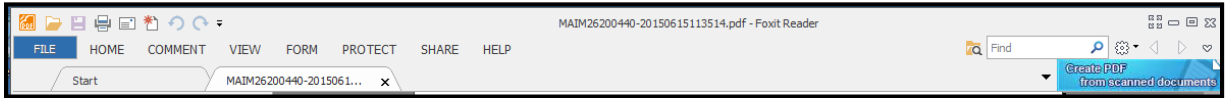


Below is an example of an on-line audit via PDF format.

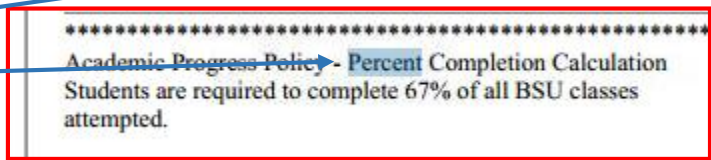
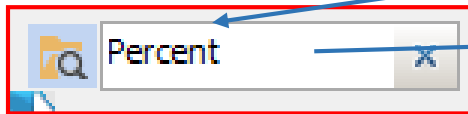
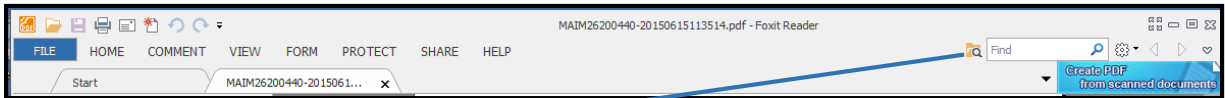


# Save, print, and e-mail from the PDF screen.

In PDF format, you can Save, Print, or Email the audit.

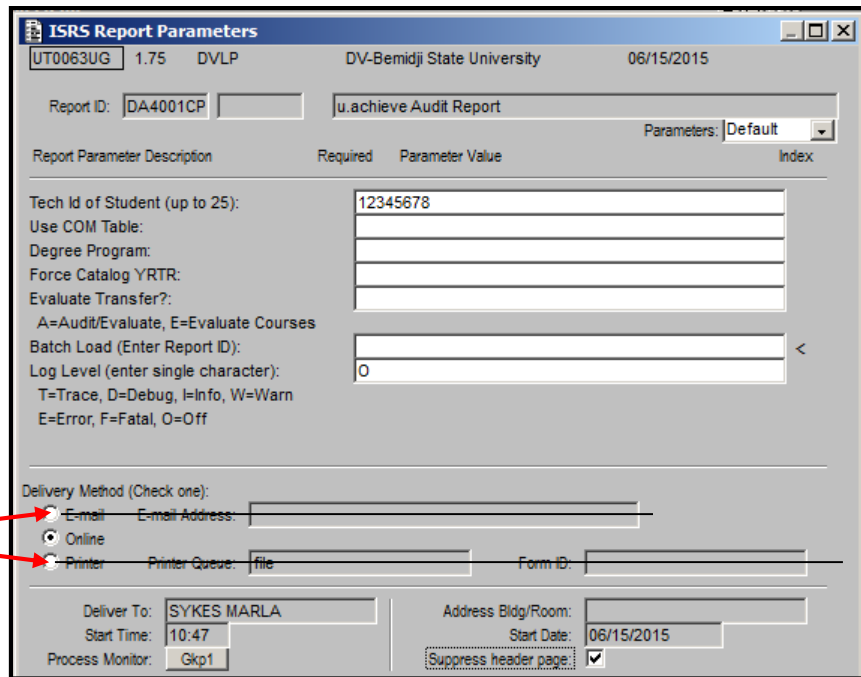


There is also a “Find” feature, to locate specific words within the audit.



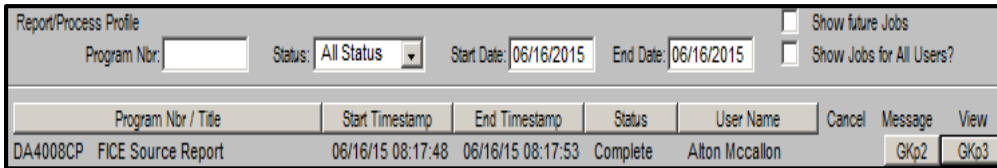
# DO NOT use the Delivery Method of Email or Printer from the ISRS Report Parameters screen. Use Online ONLY.

To save, print, or email student audits, use the PDF options shown above.



Report Parameter Description	Required	Parameter Value	Index	
Tech Id of Student (up to 25):		12345678		
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		
T=Trace, D=Debug, I=Info, W=Warn E=Error, F=Fatal, O=Off				
Delivery Method (Check one):				
<input type="radio"/> E-mail		E-mail Address:		
<input checked="" type="radio"/> Online				
<input type="radio"/> Printer		Printer Queue:	file	
		Form ID:		
Deliver To:		SYKES MARLA	Address Bldg/Room:	
Start Time:		10:47	Start Date:	06/15/2015
Process Monitor:		Gkp1	Suppress header page:	<input checked="" type="checkbox"/>

Delivery Options for all other (non PDF) DA Reports, click the View (Gkp3).

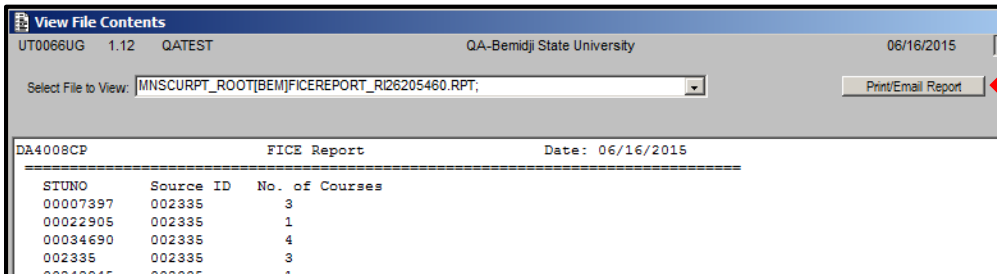


Report/Process Profile

Program Nbr:  Status: All Status Start Date: 06/16/2015 End Date: 06/16/2015  Show future Jobs  Show Jobs for All Users?

Program Nbr / Title	Start Timestamp	End Timestamp	Status	User Name	Cancel	Message	View
DA4008CP FICE Source Report	06/16/15 08:17:48	06/16/15 08:17:53	Complete	Alton Mccallon		Gkp2	Gkp3

In the View File Contents screen, view of use Print/Email Report button:



View File Contents

UT0066UG 1.12 QATEST QA-Bemidji State University 06/16/2015

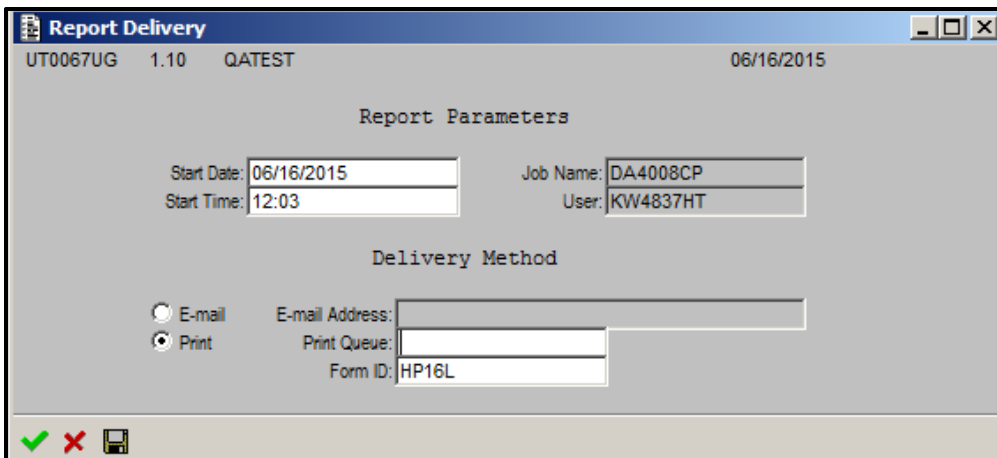
Select File to View: MNSCURPT\_ROOT[BEM]FICEREPORT\_R126205460.RPT;

DA4008CP FICE Report Date: 06/16/2015

STUNO	Source ID	No. of Courses
00007397	002335	3
00022905	002335	1
00034690	002335	4
002335	002335	3
002335	002335	1

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



Report Delivery

UT0067UG 1.10 QATEST 06/16/2015

Report Parameters

Start Date: 06/16/2015 Job Name: DA4008CP  
Start Time: 12:03 User: KW4837HT

Delivery Method

E-mail E-mail Address:   
 Print Print Queue:   
Form ID: HP16L

✓ ✗ 📄

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.

Posted: 6/17/2015