

Email Link in the Web Audit

Including HTML code in your INCLWEB requirement allows users to click on an active email link to your DARS Help Desk and send an email requesting assistance.

1st Example

1. Open up your INCLWEB requirement.
2. Insert **two** lines, the first line stating "For additional DARS assistance please contact" and the second line with the following HTML code,
DARS Help
3. Remove the darsinfo@so.mnscu.edu email address and replace with your own email address.

If your email address is too long and the HTML code will not fit on one line (character maximum is 65 characters), use the 2nd example below.

Requirement Name: INCLWEB FYT: 0000 00 LYT: 9999 99

Title: _____

Pseudo Name: INCLWEB Requirement Type: T - Text

Last Modified: Oct 10, 2002 10:57 AM By: TRALLELA

Common R...ing Reference/Other **Text**

Header

```
1 For additional DARS assistance please contact
2 <a href="mailto:darsinfo@so.mnscu.edu">DARS Help</a>
3
4 Congratulations! You now have your Degree Audit via the Web!
5 You may only receive an audit based on your major or program of
6 record at DVL P University. Audits may be run only once per
```

The HTML code on one line will appear as in the example below.

MSCU DVL P
Minnesota State Colleges and Universities

Selected Year/Term:
[Summer Semester 2004](#)

Student Tech ID 00087038 My Home Registration **Student**

Degree Audit Report

PREPARED: 01/13/04 - 09:41 00087038
Nagel, Patti Advisor: Allen, Debbie
PROGRAM CODE: DIP B465
BEMIDJI STATE UNIVERSITY
Sales, Marketing and Management

For additional DARS assistance please contact
[DARS HELP](#)

Congratulations! You now have your Degree Audit via the Web!
You may only receive an audit based on your major or program of
record at DVL P University. Audits may be run only once per
24-hour period of time. If you get an error message, check with

2nd Example

Use this format if your email address is too long (character maximum is 65 characters) and the HTML code will not fit on one line.

1. Open up your INCLWEB requirement.
2. Insert **three** lines, the first line stating "For additional DARS assistance please contact" and the second and third line split to include the following HTML code,

DARS Help
3. Remove the darsinfo@so.mnscu.edu email address and replace with your own email address.

Requirement Name: INCLWEB FYT: 0000 00 LYT: 9999 99
Title:
Pseudo Name: INCLWEB Requirement Type: T - Text
Last Modified: Oct 10, 2002 10:10:5 By: TRALLELA

Common Reporting Reference/Other Text

Header	OK	No
1 #00		
2 For additional DARS assistance please contact		
3 		
4 DARS HELP		
5 *****		
6 Congratulations! You now have your Degree Audit via the Web!		
7 You may only receive an audit based on your major or program of		
8 record at DVLV University. Audits may be run only once per		
9 24-hour period of time. If you get an error message, check with		
10 the Records Office. If you get an audit with the wrong major		
11 you must file a major correction notice in the Records Office.		
12		
13 + + + LEGEND FOR READING YOUR WEB AUDIT + + +		
14		

The HTML code split between two lines will appear as in the example below.

MSCU DVLP
Minnesota State Colleges and Universities

Selected Year/Term:
Summer Semester 2004

Student Tech ID 00087038

My Home Registration Student

Degree Audit Report

PREPARED: 01/09/04 - 11:01 00087038
Nagel, Patti Advisor: Allen, Debbie
PROGRAM CODE: DIP B465
BEMIDJI STATE UNIVERSITY
Sales, Marketing and Management
Associate in Applied Science

For additional DARS assistance please contact
[DARS HELP](#)

Congratulations! You now have your Degree Audit via the Web!
You may only receive an audit based on your major or program of
record at DVLV University. Audits may be run only once per
24-hour period of time. If you get an error message, check with
the Records Office. If you get an audit with the wrong major
you must file a major correction notice in the Records Office.