

## Reporting of Transfer Schools - TRLOOKUP

**Purpose: Create a requirement to report transfer credits by school in order of most credits or courses.**

First, there are changes to make to your COM table. Add the following:

Comfield	Comvalue
TEXTLIMIT	0006
TEXTORDER1	0000
TEXTORDER2	0002
TEXTORDER3	0003
TEXTORDER4	0004
TEXTORDER5	0005
TEXTORDER6	0006
TEXTPNT1	Y
TEXTPNT2	Y
TEXTPNT3	Y
TEXTPNT4	Y
TEXTPNT5	Y
TEXTPNT6	Y
TRLOOKUP	Y

We called the requirement TRLOOKUP. Here's what it should look like at the requirement level.

**Requirement: TRLOOKUP 0000**

Requirement Name: TRLOOKUP    FYT: 0000    LYT: 9999

Title: Evaluated Transfer Work has been received for you  
from the following:

Pseudo Name: TRLOOKUP    Requirement Type: [Dropdown]

Last Modified: May 25, 2001 11:21:31 AM    By: TRALLEL1DA

Common    **Reporting**    Reference/Other    Text    Limits (X-line)    Used By

**Completion Rules**

Required Sub-req's: 0 [Dropdown]

Required Hours: 0.0 [Dropdown]

Required GPA: 0.0 [Dropdown]

Required Count: 0 [Dropdown]

Maximum Hours: 999.9

**Condition Code Assignment**

Assignment Control: [Dropdown]

Assign Condition Codes:

**Matching Rules**

Course Condition Codes

Accept 1/2:

Reject 1/2:

Conditional Requirement

Accept System CC:

Reject System CC:

If you do not want to report Sub-reqs, Hours, GPA etc. at the requirement level, you can set those you don't want to report to 'Suppress all'.

Under the Reporting tab at the requirement level, you will want to choose 'Suppress completion status' and M: Hide unless match.

**Requirement: TRLOOKUP 000000**

**Requirement Name:** TRLOOKUP      **FYT:** 0000 00      **LYT:** 9999 99

**Title:** Evaluated coursework has been evaluated for you from the following institutions:

**Pseudo Name:** TRLOOKUP      **Requirement Type:** [Dropdown]

**Last Modified:** Jul 23, 2002 10:51:54 AM      **By:** DANDREMA

**Common**      **Reporting**      Reference/Other      Text      Limits (X-line)      Used By

**No List**

- Not implemented
- S: Eliminate when complete
- H: Hide
- I: Hide unless In Progress
- M: Hide unless match
- Z: Suppress 'NEEDS' summary line
- F: Suppress if not needed
- C: Hide until met
- G: Hide until met/ suppress if not needed
- V: Suppress 'Not/Select From' after met
- N: Suppress when met/Show title, '...From' when not
- Q: Suppress 'Not/Select From'
- X: Suppress when met/Show title when not met

**Completion Status:** '!' - Suppress completion status

**In Progress Summary:** [Dropdown]      **GPA Variance:**

**Laser Table Control:** OK 1/2   No 1/2

You can create up to 10 sub-requirements, which allow you to report up to 10 transfer schools for any one student. In the sub-requirements you are using the self-defining group notation.

Here's what the first sub-requirement looks like:

**Requirement: TRLOOKUP 0000**

**Sub-Requirement 1**

Required Count: 0    "' - <No suppression>"  
 Required Hours: 0.0    "' - <No suppression>"  
 Required GPA: 0.0    "' - <No suppression>"  
 Maximum Hours: 999.9

Sub-req. R: [Dropdown]

**Matching Rules**

Accept: [ ] [ ] [ ] [ ] [ ] [ ]    OR  
 Reject: [ ] [ ] [ ] [ ] [ ] [ ]    AND  
 OR'd Sub-requirement:

	Title	OK	No
1	%OI%		
2	Abbreviated on Report as: %OR%		

Buttons: Title, Title/OK, Notes

	A	Course	M	CFI	A	R	Effective Date
1	A	%A*****%	G				

AA??\*999?      Rows: 1

If you do not want to report Count, Hours, and/or GPA at the sub-requirement level, you can set those you don't want to report to 'Suppress all'.

NEXT - Go to the alternate view of the sub-requirement. Choose the Processing tab. Set the Group Control to either 'H' or 'C'. Set the Group Max: to '1'.

**General**    **Processing**    **Reporting**    **Reference/Other**

**Course Matching Control**      **Sub-Requirement 1**

Credit Scan (AllRes): [Dropdown]  
 Ignore Cross-listed/Ignored: [Dropdown]  
 Sequence Check: [Dropdown]  
 From 'Accept' Course List Only: [Dropdown]

**Course Grouping**

Group Control: H - High to low total course hours      Group Min: 0  
 Hours/Count Minimum: 0      Maximum: 99      Group Max: 1  
 Grouping Limit: [Dropdown]      Ref. Group Number: 0

**Course Table Processing**

Go to the Reporting Tab. Select 'C' for your no list option and in the No Sequence Number field choose 'Suppress sequence number'.

The screenshot shows a software window with four tabs: General, Processing, Reporting (selected), and Reference/Other. The Reporting tab contains two columns of radio button options for sub-requirement reporting. The left column is titled "Sub-Requirement Reporting Options (NoList)" and the right column is titled "Sub-Requirement 1". Below these are several dropdown menus and a checkbox.

Sub-Requirement Reporting Options (NoList)	Sub-Requirement 1
<input type="radio"/> Not implemented	<input type="radio"/> M: Always report all
<input type="radio"/> V: Hide 'Not/Select From' after met	<input type="radio"/> U: Only report title; suppress summary when met
<input type="radio"/> W: Print 'Not/Select From' until met	<input type="radio"/> P: Multiple criteria (see Help)
<input type="radio"/> N: Hide all when met; courses when not met	<input type="radio"/> J: Print all when not met; 'C' option when met
<input type="radio"/> Q: Hide 'Not/Select From'	<input type="radio"/> A: Multiple criteria (see Help)
<input type="radio"/> X: Hide when met; show title when not met	<input type="radio"/> B: Only tile when met; hide '...From' when not
<input type="radio"/> R: Hide title, 'Not/Select From'	<input type="radio"/> D: Hide all when met; hide '...From' when not
<input type="radio"/> L: Always report title, 'Not/select From'	<input type="radio"/> E: Hide all when met; Print all when not
<input checked="" type="radio"/> C: Always report title	<input type="radio"/> O: Multiple criteria (see Help)
<input type="radio"/> T: Only report title	<input type="radio"/> K: Multiple criteria (see Help)

Print Description:

In Progress List:

No Sequence Number:

List Sub-requirement:

Accept/Reject Control:

Skip Lines:

Courses in Alpha Order:

Sort Order:

You will now need to add 9 more sub-requirements. The PROCESSING and REPORTING TABS WILL ALL MATCH SUB-REQUIREMENT 1. In the General tab, each sub-requirement will be slightly different. In the TITLE field, your second sub-requirement will read:

Required Count:	0	'' - <No suppression>	Accept	OR
Required Hours:	0.0	'' - <No suppression>	<input type="checkbox"/>	<input type="checkbox"/>
Required GPA:	0.0	'' - <No suppression>	Reject	AND
Maximum Hours:	999.9		<input type="checkbox"/>	<input type="checkbox"/>
Sub-req. ReUse:			OR'd Sub-requirement:	<input type="checkbox"/>
Text			OK	No
1	%1I%			
2	Abbreviated on Report as: %1R%			
<div style="display: flex; justify-content: space-around;"> <span>Title</span> <span>Title/OK</span> <span>Notes</span> </div>				
	A	Course	M	Title
1	A	%B*****%	G	
			CLim	CFlg A R Effective Date
				-

Note that this asks for %1I% and %1R%. And on the 'A' line it asks for %B\*\*\*\*\*%.

Sub-requirement 3 will ask for %2I%, %2R% and the 'A' line will ask for %C\*\*\*\*\*%.

Keep going all the way to sub-requirement 10 (if you want to be able to list as many as 10 different transfer institutions for one student using this requirement) which will look like:

Required Count:	0		Accept	OR
Required Hours:	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Required GPA:	0.0		Reject	AND
Maximum Hours:	999.9		<input type="checkbox"/>	<input type="checkbox"/>
Sub-req. ReUse:			OR'd Sub-requirement:	<input type="checkbox"/>
Text			OK	No
1	%9I%			
2	Abbreviated as %9R%			
<div style="display: flex; justify-content: space-around;"> <span>Title</span> <span>Title/OK</span> <span>Notes</span> </div>				
	A	Course	M	Title
1	A	%J*****%	G	
			CLim	CFlg A R Effective Date
				-