

E-mailing an Audit from ISRS to Novell GroupWise

When e-mailing an audit from ISRS to Novell GroupWise the audit will appear distorted and incomplete. There are a couple of different ways to improve the appearance and/or get an e-mailed audit in its entirety. The described solutions are for viewing only through GroupWise. You are able to forward the audit, and that will be described later. Accessing GroupWise remotely via the web does not allow for this solution. At this time printing through GroupWise will print the entire audit even though it doesn't show. However, the audit printed from e-mail will not be formatted correctly.

To get an audit, e-mail from the DA0001CP screen and modify the GroupWise font settings. To do this, you can work through the following steps:

1. E-mail the audit through DA0001CP by storing the audit as normal with the appropriate fields filled in (use the same 'Ctrl S' key press or other "Store" function keys). You are not required to have the fields the same as below. The only required fields are the Tech ID, the Output to Darwin set to N (No), the E-mail button checked, and the E-mail Address entered. Depending on how you are set up for DARS, more field entries may be required.

MnSCU Integrated Statewide Records System

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UT0063UG 1.61 DVLP Northwest Technical College 08/23/2005

ISRS Report Parameters

UT0063UG 1.61 DVLP Northwest Technical College 08/23/2005

Report ID: DA0001CP Dars Audit Report

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			<
Tech Id of Student (up to 25):		12344321	
Output to Darwin (Y/NAW):		N	
Degree Program:			
Use Com Table:			
Force Catalog YRTR:			
Darwin Report Options User ID:			
Export to ISRS: N,EXPORT=D,L,S		N	

Delivery Method (Check one):

E-mail E-mail Address: darsinfo@csu.mnscu.edu

Online

Printer Printer Queue: file Form ID:

Deliver To: Schider, Joe Address Bldg/Room:

Start Time: 13:30 Start Date: 08/23/2005

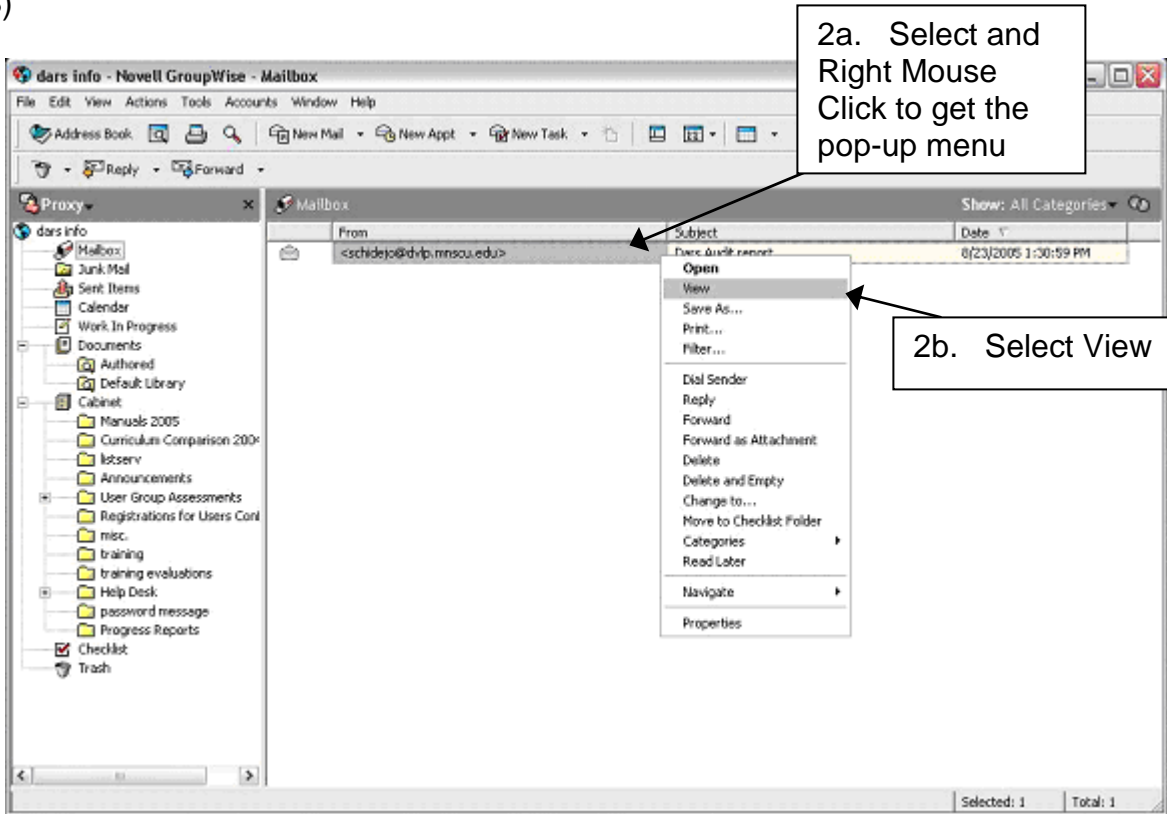
Process Monitor: Gkp1 Suppress header page:

Use the TAB and SHIFT/TAB keys to navigate forward and backward on this screen.

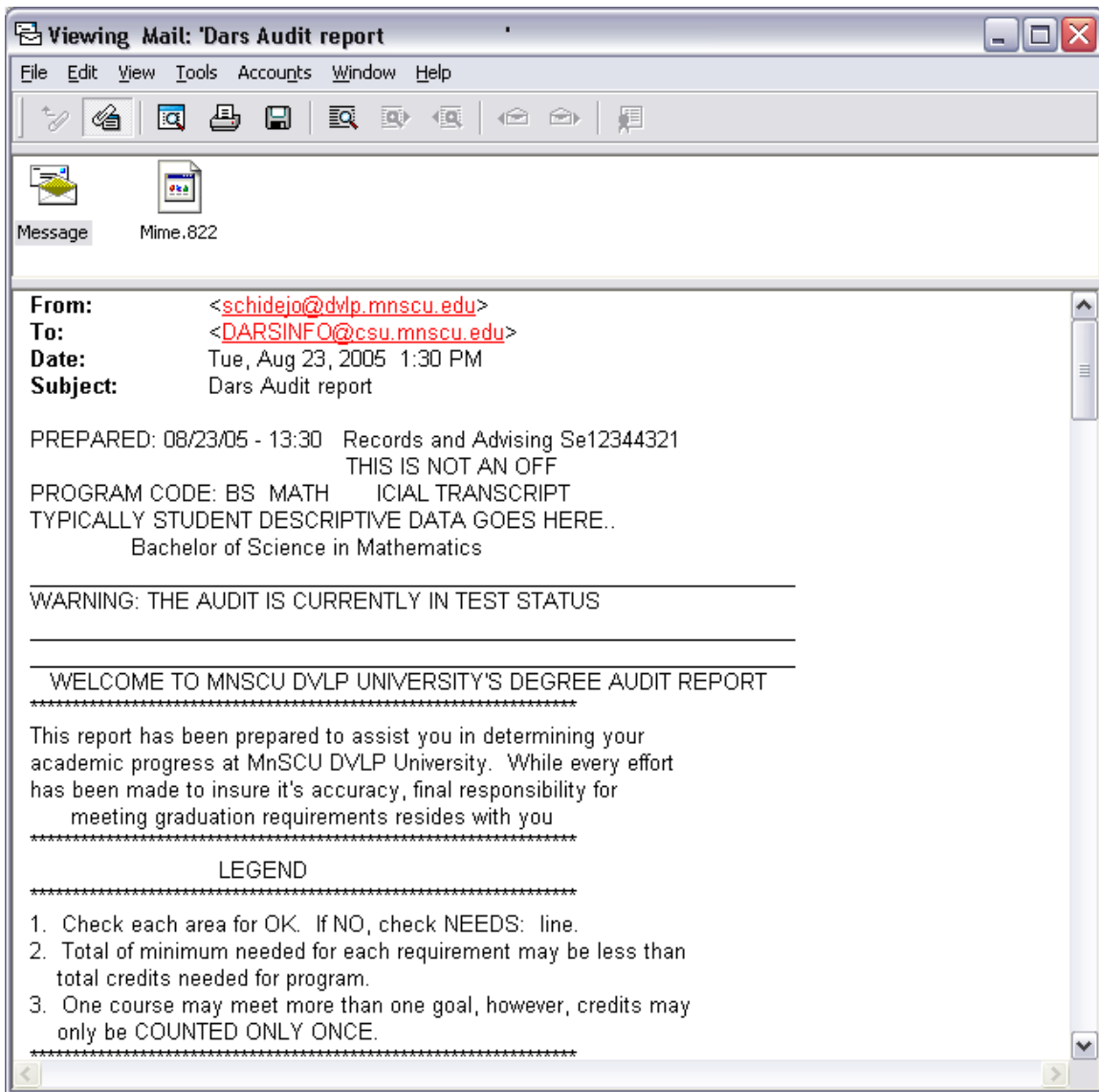
Please enter E-mail Address.

1. Enter Audit Details and Store

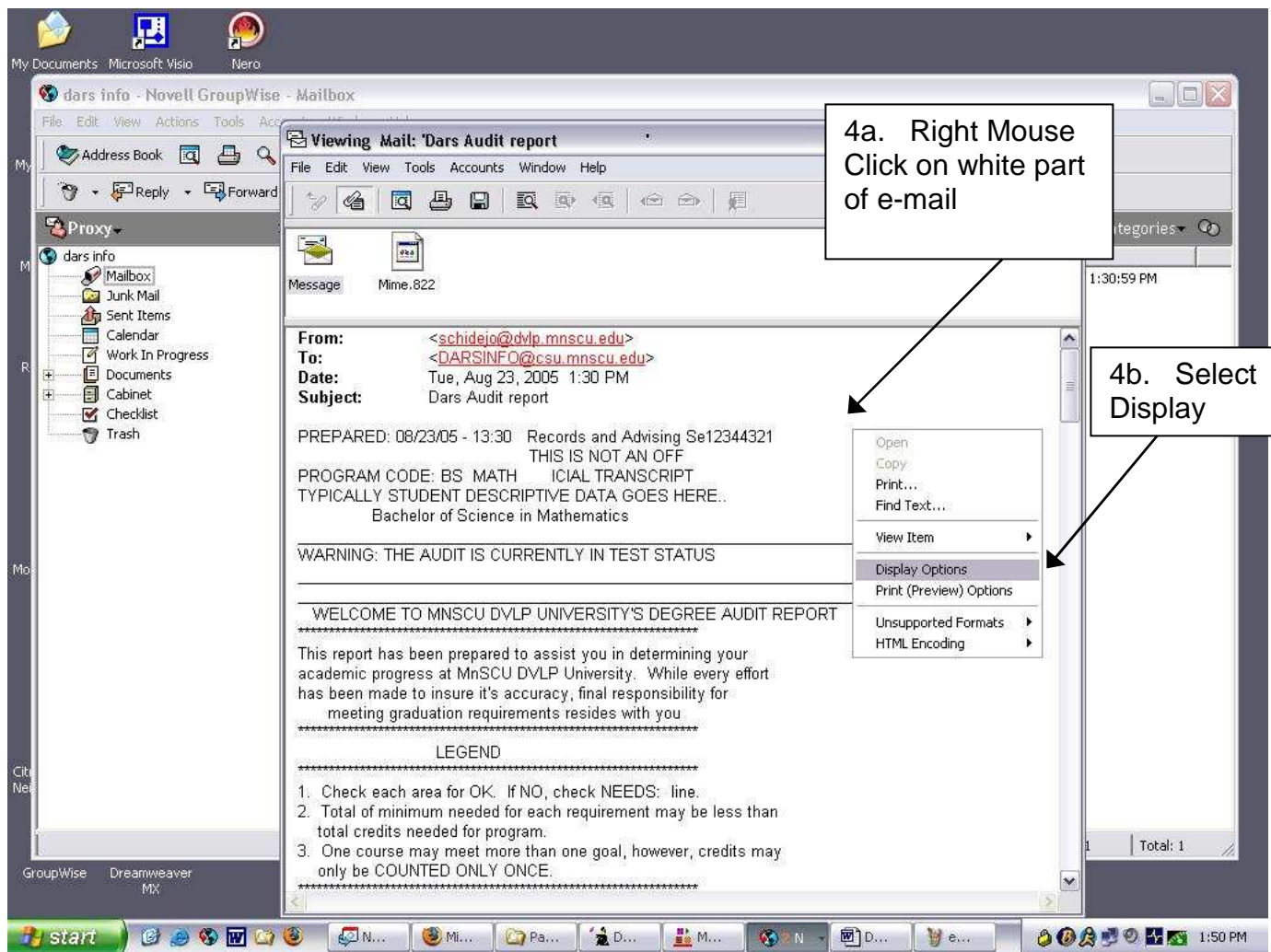
2. When the DARS audit arrives in the mailbox, <the user's DARS ID @ user's regional server> will be displayed in the From section like below. **Do not open the e-mail by double clicking.** Right Mouse Click on the selected e-mail. The pop-up menu will appear like the one below. From the pop-up menu select the View option. View opens the audit in its own window. (Go to Step 3)



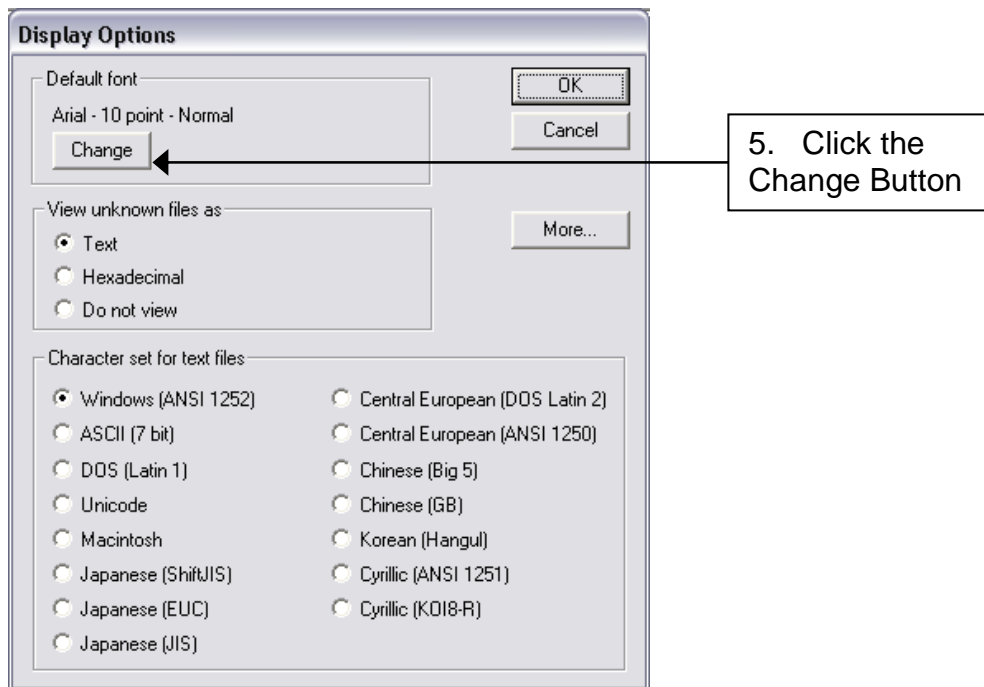
3. Enlarge the view. The audit will look something like the one column audit below. The text will not be aligned, but you will now be able to see the entire audit through the View selection. (Go to Step 4)



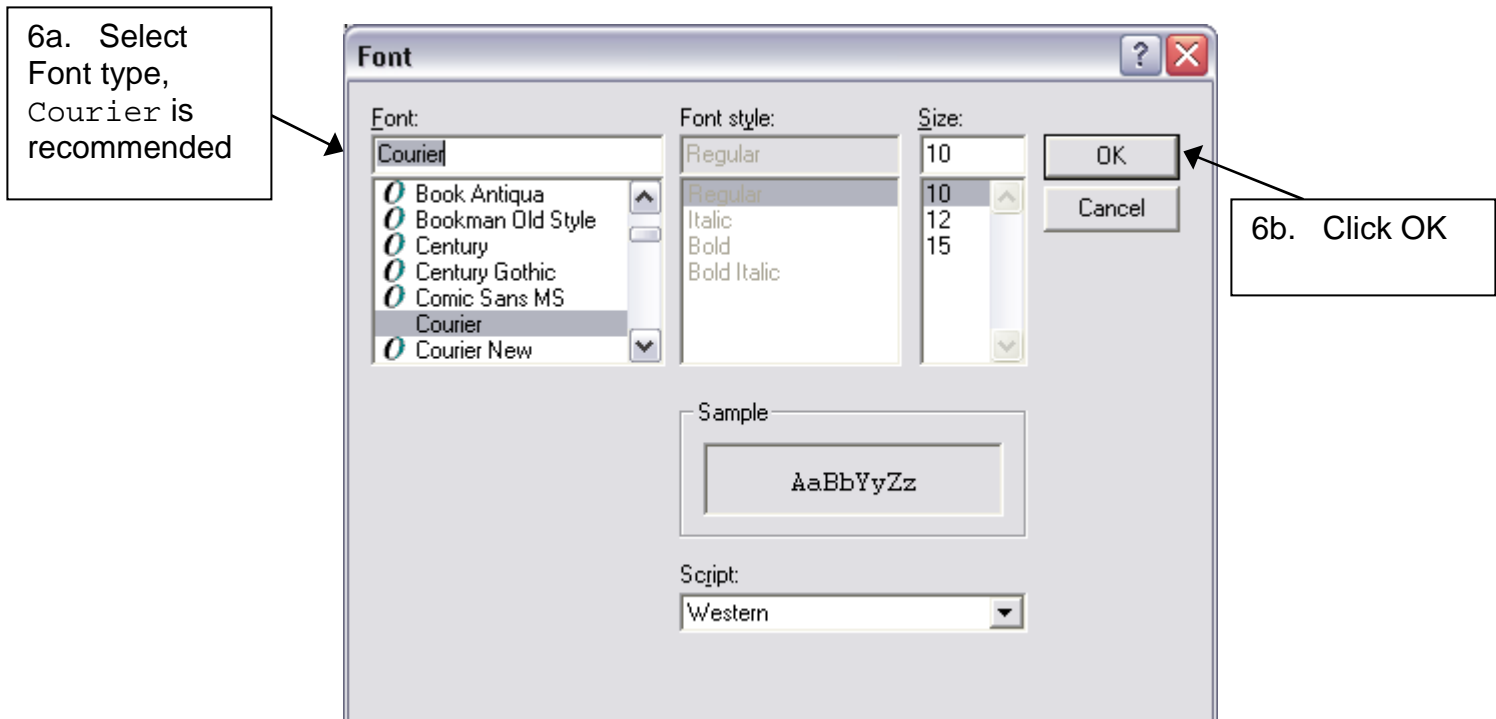
4. Right Mouse Click in the white portion of the e-mail. Another pop-up menu will open. Select the Display Options as below. (NOTE: Steps 4 through 6 may only be required once and then all subsequent viewings will be correctly displayed. This depends on system settings.) (Go to Step 5)



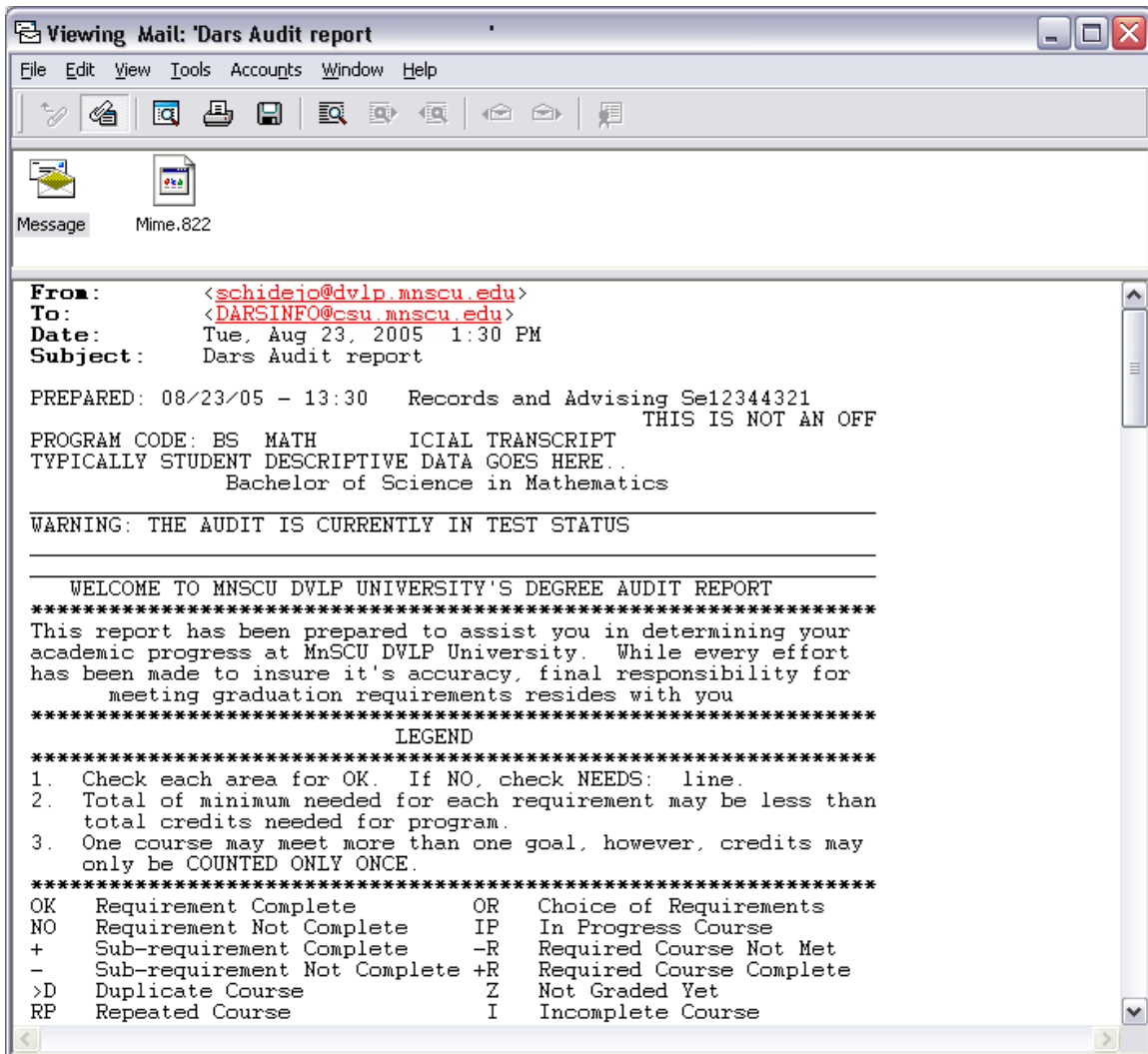
5. The following window will appear. Single Click the “Change” button in the Default font box.



6. The Font dialog will appear. To get the best results, an equal character spacing font should be used. Courier is recommended as the closest to the actual audit. Select Courier and Click OK. The window in step five will be in focus, Click OK.



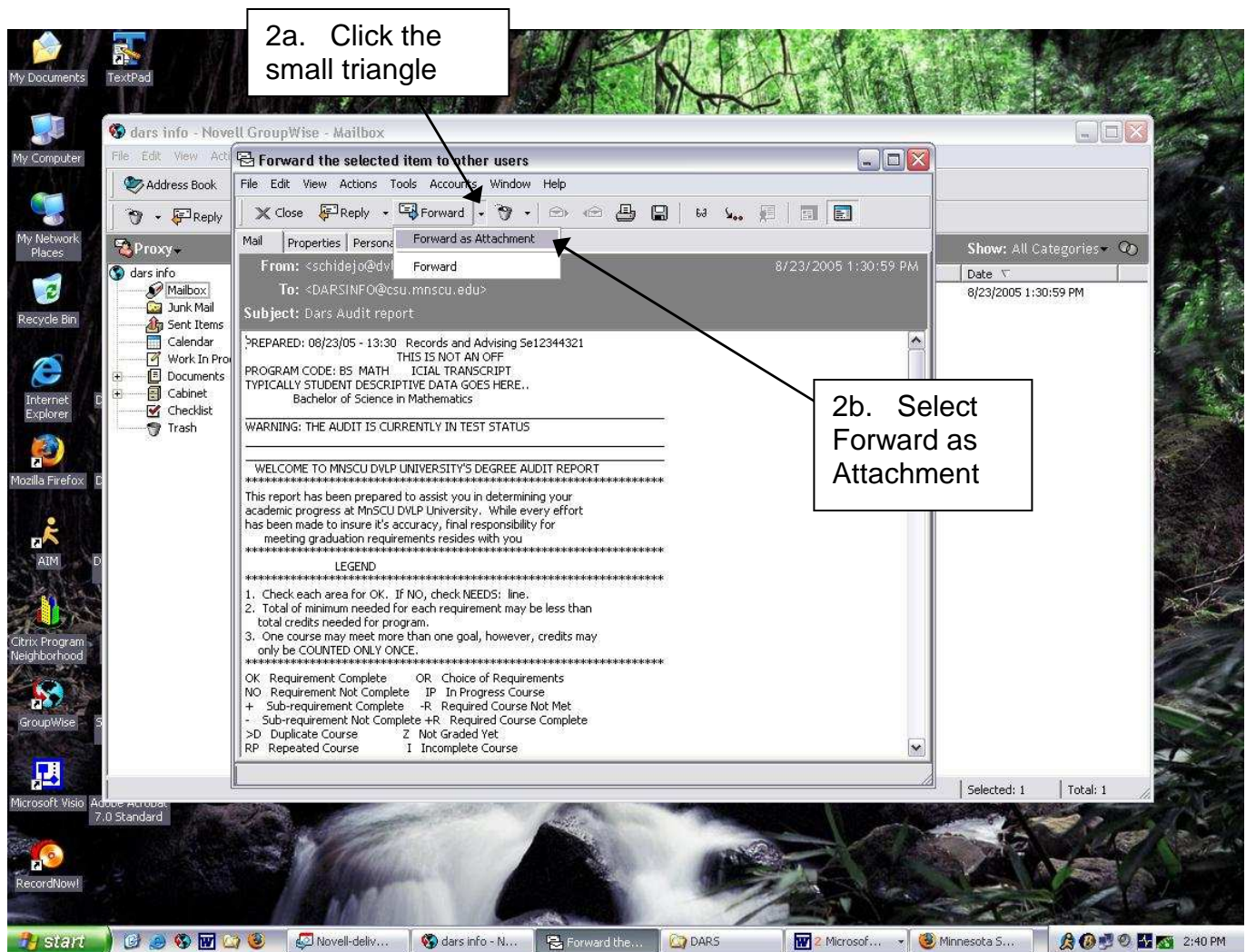
7. The audit will now look similar to the actual web audit. (Again, printing will not print the font changes.)



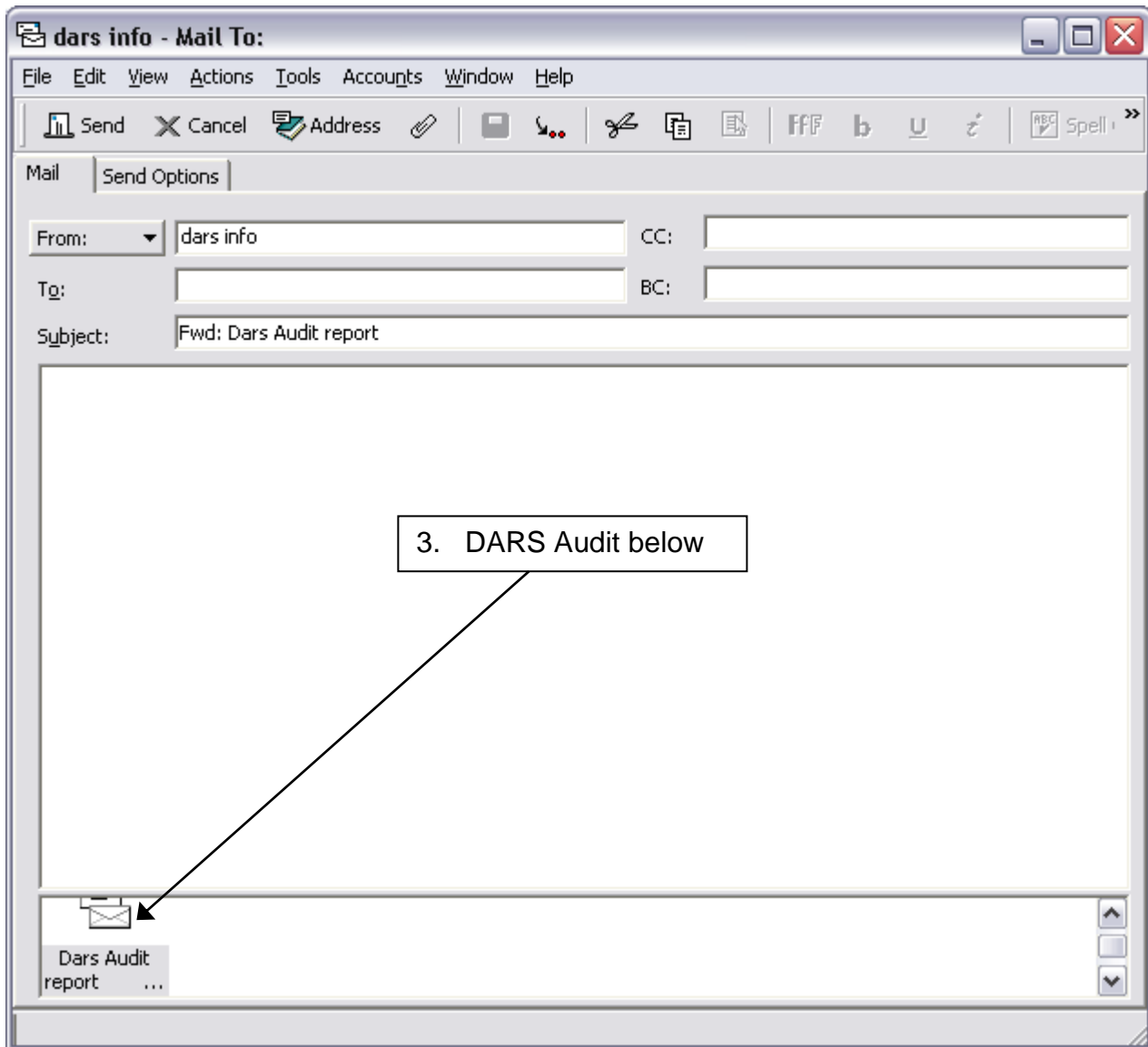
Forwarding an Audit

To forward an audit to someone using GroupWise, the message (e-mail) needs to be forwarded as an attachment. Some may have this set already as the default, and then the following steps need not be taken. The attachment will be truncated otherwise. Also, through the forwarding process the recipient will have to use the “View” option as described above. The e-mail does not retain the settings you may have selected. The steps on how to forward the audit are as follows.

1. Open the e-mail normally by either double clicking or doing a right click and selecting ‘Open’.
 2. On the open e-mail window click the small triangle drop down between the “Forward” button and the “Trash Can” button. A two option menu will open; select ‘Forward as Attachment’.
- (Go to step 3)



3. Type your message information and click send to send the e-mail as normal. The Dars Audit will be in the smaller window pane at the bottom.



Revised: 10/06/2008