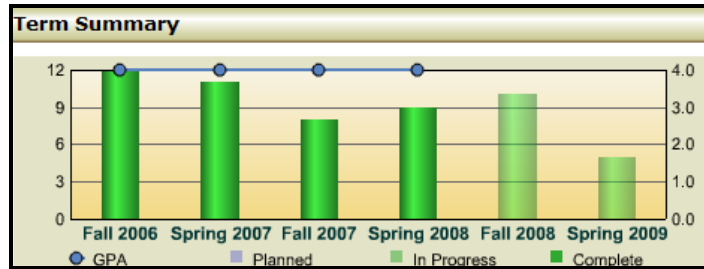


# TRANSCRIP requirement for Interactive Audit Annual Maintenance

## How to add new or future Academic Year Terms to the TRANSCRIP Requirement to reflect courses in the View Course History in Interactive Audit

The TRANSCRIP requirement creates the Course History (Courses by Term) for Interactive Audit and has a 30 maximum Sub-requirement limit. Each sub-requirement creates term information (Term Summary) for the View Course History.



Therefore, to add the next consecutive academic Year/Terms, the first sub-requirement (Sub 1) will need to be adjusted forward one year (ex. Prior to Fall 2000 needs to be changed to Prior to Fall 2001) and the Effective Date needs to be adjusted to reflect the next year forward (ex. 0000 00 – 2001 1 needs to be changed to 0000 00 – 2002 1).

The screenshot shows the configuration window for requirement 'TRANSCRIP 000000'. The 'Sub-Requirement 1' section includes fields for Required Count (0), Required Hours (0.0), Required GPA (0.0), and Maximum Hours (999.9). The 'Matching Rules' section has 'Accept' and 'Reject' options with 'OR' and 'AND' logic. A table below shows the 'Effective Date' for sub-requirement 1, which is currently '0000 00 - 2001 1'. A red circle highlights this date field.

| Sub-req | Text               | OK | No |
|---------|--------------------|----|----|
| 1       | Prior to Fall 2000 |    |    |

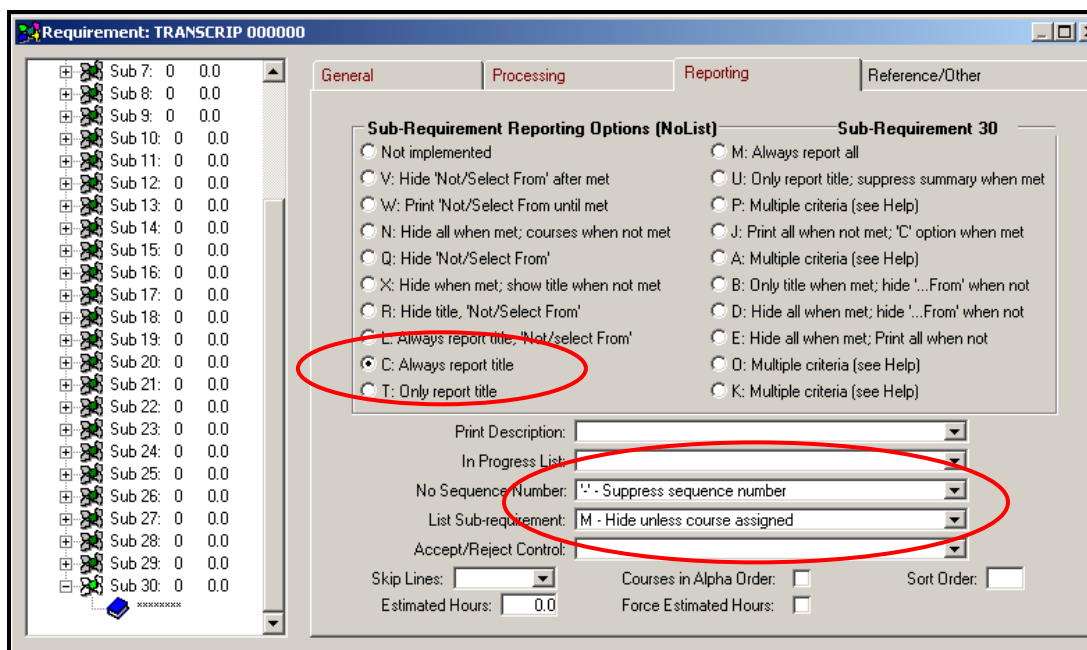
  

| Course | M | Title | T | CLim | CFlo | A | R | Effective Date   |
|--------|---|-------|---|------|------|---|---|------------------|
| 1      | A | ***** |   |      |      |   |   | 0000 00 - 2001 1 |

You will then need to delete the following three sub-requirements (in this case, Fall 2000 (Sub 2), Spring 2001 (Sub 3), and Summer 2001 (Sub 4)). Save your new settings. You should now have three fewer sub-requirements, allowing you to add the next Academic Year terms to the end of the list of sub-requirements.

After adding the next Academic Year to your TRANSCRIP Requirement, in each of the newly added sub-Requirements, remember to go the Alternate View to encode your Reporting Options settings.

In the following example there are three settings. Example: 1) C: Always report title, 2) '-' – Suppress sequence number, and 3) M – Hide unless course assigned.



(Sample encoding details on the following page)

## TRANSCRIP Requirement – (Maximum of 30 Sub-requirements)

|        | <b>Text</b>        | <b>Course</b> | <b>Effective Date</b> |
|--------|--------------------|---------------|-----------------------|
| Sub 1  | Prior to Fall 2001 | *****         | 0000 00 – 2002 1      |
| Sub 2  | Fall 2001          | *****         | 2002 3 – 2002 3       |
| Sub 3  | Spring 2002        | *****         | 2002 5 – 2002 5       |
| Sub 4  | Summer 2002        | *****         | 2003 1 – 2003 1       |
| Sub 5  | Fall 2002          | *****         | 2003 3 – 2003 3       |
| Sub 6  | Spring 2003        | *****         | 2003 5 – 2003 5       |
| Sub 7  | Summer 2003        | *****         | 2004 1 – 2004 1       |
| Sub 8  | Fall 2003          | *****         | 2004 3 – 2004 3       |
| Sub 9  | Spring 2004        | *****         | 2004 5 – 2004 5       |
| Sub 10 | Summer 2004        | *****         | 2005 1 – 2005 1       |
| Sub 11 | Fall 2004          | *****         | 2005 3 – 2005 3       |
| Sub 12 | Spring 2005        | *****         | 2005 5 – 2005 5       |
| Sub 13 | Summer 2005        | *****         | 2006 1 – 2006 1       |
| Sub 14 | Fall 2005          | *****         | 2006 3 – 2006 3       |
| Sub 15 | Spring 2006        | *****         | 2006 5 – 2006 5       |
| Sub 16 | Summer 2006        | *****         | 2007 1 – 2007 1       |
| Sub 17 | Fall 2006          | *****         | 2007 3 – 2007 3       |
| Sub 18 | Spring 2007        | *****         | 2007 5 – 2007 5       |
| Sub 19 | Summer 2007        | *****         | 2008 1 – 2008 1       |
| Sub 20 | Fall 2007          | *****         | 2008 3 – 2008 3       |
| Sub 21 | Spring 2008        | *****         | 2008 5 – 2008 5       |
| Sub 22 | Summer 2008        | *****         | 2009 1 – 2009 1       |
| Sub 23 | Fall 2008          | *****         | 2009 3 – 2009 3       |
| Sub 24 | Spring 2009        | *****         | 2009 5 – 2009 5       |
| Sub 25 | Summer 2009        | *****         | 2010 1 – 2001 1       |
| Sub 26 | Fall 2009          | *****         | 2010 3 – 2010 3       |
| Sub 27 | Spring 2010        | *****         | 2010 5 – 2010 5       |
| Sub 28 | Summer 2010        | *****         | 2011 1 – 2011 1       |
| Sub 29 | Fall 2010          | *****         | 2011 3 – 2011 3       |
| Sub 30 | Spring 2011        | *****         | 2011 5 – 2011 5       |

Posted: 12/16/2008