

Advisor APEX: Requesting An Audit.

NOTE: APEX defaults to the "Audit Request" page. Follow the below instructions #1 & #2 if needing to produce an audit if not on the "Audit Request" page.

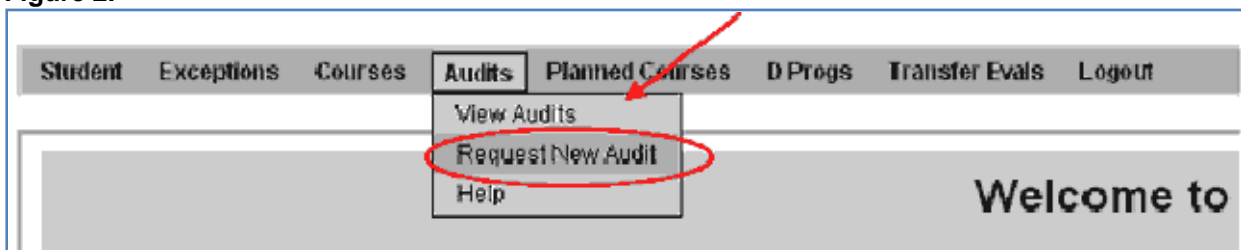
1. Next, click on the "Audits" tab from the top menu. (See Figure 1.)

Figure 1.



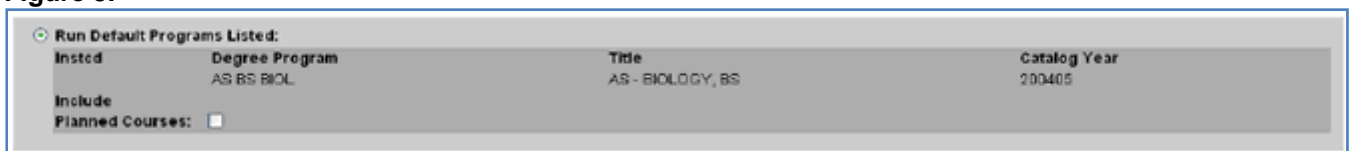
2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 2.)

Figure 2.



3. The student's degree program should automatically be listed under "Run Default Program Listed". (See Figure 3.)

Figure 3.



4. When the default program is correct, then click on “Submit a New Audit” at the bottom of the “Audit Request” page. (See Figure 4.)

Figure 4.

The screenshot shows a web form for running an audit. It is divided into several sections:

- Run Default Programs Listed:** A table with columns for School, Degree Program, Title, and Catalog Year. The data row shows: School (AS BS BIOL), Degree Program (AS-BS: Biology), Title (AS-BS: Biology), and Catalog Year (200710). Below this are checkboxes for 'Include Planned Courses' and 'Exclude IP Courses'.
- Run Selected Program:** A section for selecting a specific program. It includes a 'School' dropdown (set to University of Kentucky), 'College', 'Major', and 'Degree/Minor' dropdowns (all set to 'Please Select a...'), a 'Degree Options (if applicable)' dropdown (set to 'Please Select an Option'), and a 'Catalog Year' dropdown (set to '2008 Spring'). It also has checkboxes for 'Include Planned Courses' and 'Exclude IP Courses'.
- Additional Run Options:** A section with two dropdown menus: 'Run Type' and 'List All'.
- Submit a New Audit:** A button at the bottom center of the form, circled in red.

5. The audit is currently processing the student’s classes and putting them into the correct requirements. This page might refresh several times before the finished audit appears on the screen. (Approximately 10 to 60 seconds)

6. The audit now appears in the list of completed audits and is ready to view. Note that this list will keep the last ten audits that have been run on any one student with the most current audit on top. Click on “Open Audit” to view the audit for this student. (See Figure 5.)

Figure 5.

The screenshot shows the 'Audits' page for student TESTASBIOL01. It includes a 'Refresh List' button and a table of completed audits. The table has columns for Webtitle, Catalog Year, Run Date, and Run Time. The first row of data is circled in red.

Student Number: TESTASBIOL01		Student Name: STUDENT, AS BIOL01	
The "Refresh List" Button Updates the List of Audits			
Refresh List			
APEX Audits Completed for Student Number: TESTASBIOL01			
The "Open Audit" Button Opens the Detailed Audit in a New Window			
Open Audit	Webtitle	Catalog Year	Run Date
Open Audit	AS-BS: Biology	200710	2008-01-25
			Run Time
			10:49:02
			Delete Select/Deselect All
			<input type="checkbox"/> Select for Deletion
			Delete Select/Deselect All

7. Use the menu at the top of the screen to “Logout”, run other “Audits”, or select another “Student”. (See Figure 6.) Please send your questions, comments, fixes, and/or problems with the audit to your College Contact..

Figure 6.

