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J. How to Display Recent Equivalency Updates

This function may be used to review equivalencies that have been updated or added within a specific period of time. It is useful in reviewing your updates and/or updates to your equivalencies performed by other staff at your institution. It also may be useful in reviewing updates that other institutions have made to transfer equivalencies of your institution's courses.

After a list of equivalencies or a specific equivalency resulting from a search is returned, a "Staff Course Equivalency Report" may be generated using the F6 (Print) key. The report will include detailed information about the equivalency(s). Refer to "How to Print Staff Reports" [Sect. Q] and "Staff Course Equivalency Reports" [Chapter VI, Sect. D] for more information about staff reports.

The following steps are recommended to display equivalency updates:

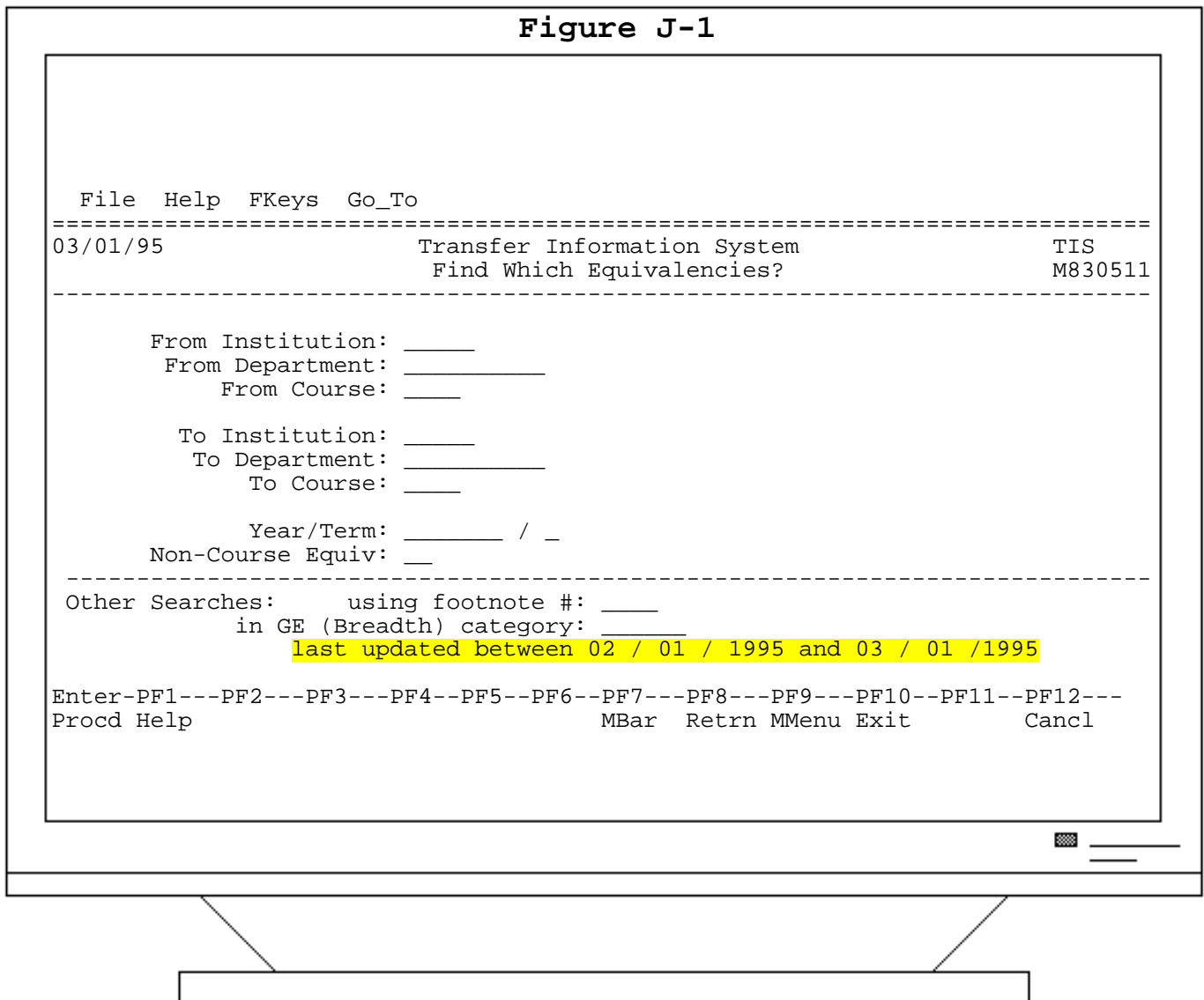
1. Select "Recent Equivalency Updates" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. The "Find Which Equivalencies" screen is returned with the Beginning and Ending Dates filled in (Figure J-1). The Beginning Date will default to the date of your last TIS Login. The Ending Date will default to the current date. You may change the Beginning Date and/or the Ending Date to search for updates during a different time period.
3. Enter any other search criteria in the other key fields. At a minimum, the From Institution or the To Institution must be entered (Figure J-2). Entering From Institution, From Department, and/or From Course will search for updates to another institution's equivalencies. Entering To Institution, To Department, and/or To Course will search for updates to your institution's equivalencies.
4. Press ENTER to start the search.
5. The "Equivalency List" screen will be returned listing the equivalencies that were updated during the specified range (Figure J-3). If only one transaction occurred during the specified period, the equivalency will be displayed on the "Equivalency Detail" screen.

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FIGURES J-1 THROUGH J-3 SHOW HOW TO DISPLAY RECENT EQUIVALENCY UPDATES:

Figure J-1 shows that when the "Recent Equivalency Updates" option is selected from the Maintenance Menu a date range is automatically entered beginning with the date of your last TIS Login and ending with the current date. This range may be adjusted as desired.

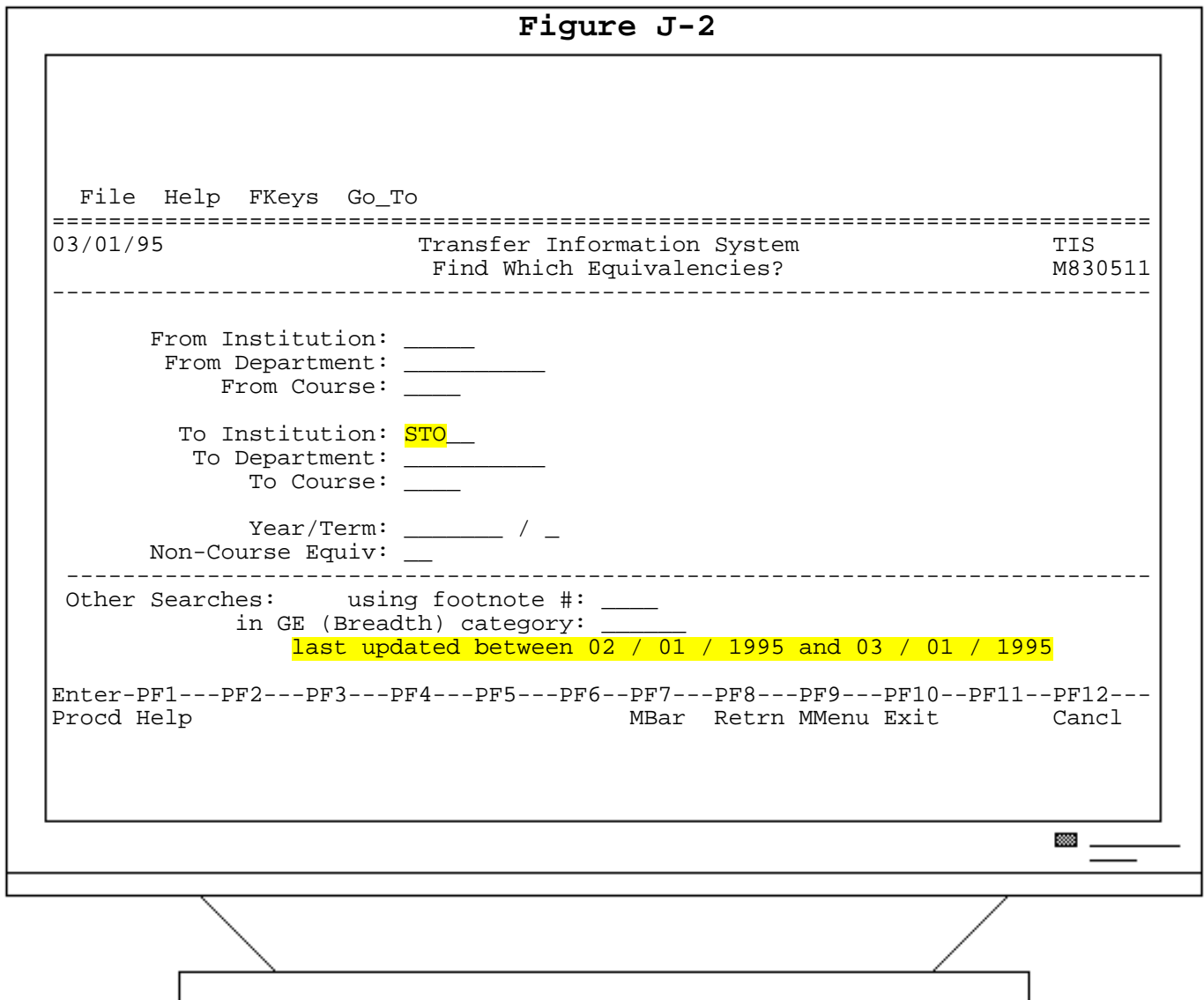
Figure J-1



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Figure J-2 shows how to search for equivalency updates at UW-Stout transacted between February 1, 1995 and March 1, 1995.

Figure J-2



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Figure J-3 shows a list of equivalency updates transacted at UW-Stout between February 1, 1995 and March 1, 1995.

Figure J-3

