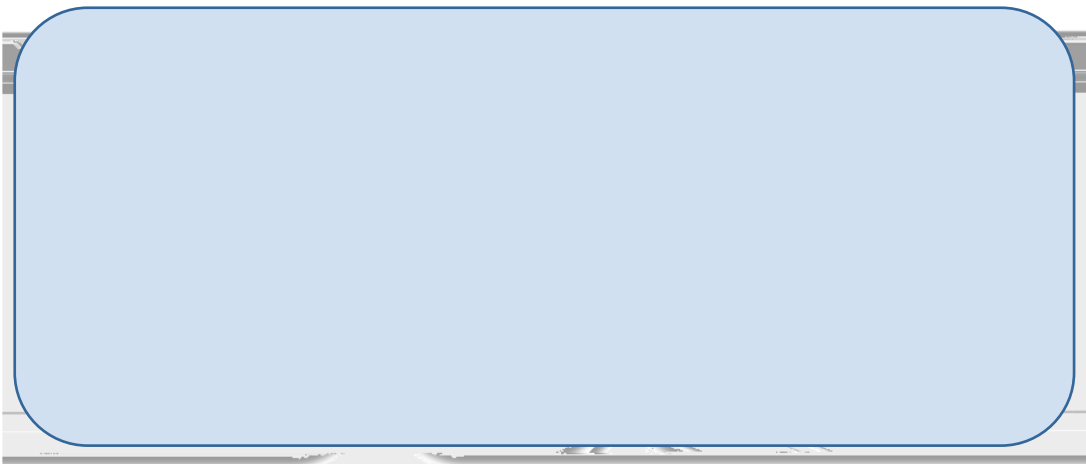


What-If Audits

What-





PDF, you will need to name the file and direct it to an appropriate folder on your PC so that you can locate the file later for reference. Follow prompts to complete the printing/saving PDF process.



8. To return to the What If screen to run different criteria, click Back and repeat steps 3-7 outlined above.

Method 2: Print/Save PDF

1. Login to DegreeWorks and you will automatically see your degree audit screen in the Worksheet.
2. Click What If in the left navigation panel. (If you have been working elsewhere in your record, it is important to note that What If is located on the Worksheet tab.)
3. To generate a What If degree audit, select the requirements against which you wish to audit Degree, Catalog Year, Major, Minor if applicable, and Concentration if applicable. In addition, you may also add classes planned for the future. The selected items will be added to the audit.



6. From this display you can use browser tools at the top of the window to navigate, print or download the document. Choose the appropriate tool(s).

10

7. Print the document by clicking the Printer icon. The output will be directed to the default printer or you may choose to redirect to a different printer or to PDF by selecting it from the list of available printers in the dialogue box. If you choose to send output to a PDF, you will need to name the file and direct it to an appropriate folder on your PC so that you can easily locate the file later for reference.
8. You may also wish to use the Download function. You may choose between opening the file with Adobe Acrobat or Acrobat Reader. Check the appropriate box in the dialogue box displayed.
9. To save the Whatif for later reference, select Save File and click OK.
10. When saving the PDF, you should be certain to browse to an appropriate folder on your PC, name the file logically (perhaps using the date the Whatif is created). Be sure to add .pdf as the file extension and change the file type to All Files and click Save



To review previously saved What-If Audits, browse where you saved your PDF file in step 7 or step 10.