

| Processing Steps                     | Screen Shots  |                      |                |                      |            |      |              |                    |  |
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| typically found on summary or detail | Completed Term is equal to Sprng 2013, Fall 2012, Fall2012, Summ 2012   |                      |                |                      |            |      |              |                    |  |
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| Step 1:                              |   | <u>Refresit</u> P    |                | NOTE .               |            |      |              | _                  |  |
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| Step 2:                              |   | 725                  | 227            | 4                    | 150<br>120 | 131  | 808          |                    |  |
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| PDE (Adobe Acrobat PDE file)         |   |                      |                |                      |            |      |              |                    |  |
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| Step 3:                              |   |                      |                |                      |            |      |              |                    |  |
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| toolbar to print or save the         | PE  | Rec                  | quisition Sumr | mary                 |            |      | _            |                    |  |
| document.                            | REQ # REQ DATE APPROVAL DATE REQ STATUS REQUESTOR REQ AMOUNT REQ LINE DESCRIPTION 000000867 06192010 050502010 A Block_conte 5,507.00 3 year watterly Bridgeway 0.650. Covered dates 3602010 thru 3652013 |                      |                |                      |            |      |              |                    |  |
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|---|---|
| Refresh   |   |
| Refresh updates your status with<br>the Data Warehouse server so you<br>are not timed out. This link appears<br>on most Pages.<br>Typically the Refresh link is<br>found at the bottom of summary or<br>detail Pages. | Return Refresh Print - Export - Create Bookmark Link<br>Degrees: Degrees Awarded By Major > Degree Awarded By   |
| Click on the <b>Refresh</b> link.   |   |
| Your status with the server has now been updated.   |   |
| <b>Return</b><br>The Return link takes you back to<br>your previous screen. Use this link<br>instead of your browser's Back<br>button.  | Return Refresh - Print - Export - Create Bookmark Link<br>Degrees: Degrees Awarded By Major > Degree Awarded By |
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