Running Quick "What If" or Exploratory Degree Progress Reports

1.	Click the **Records and Enrollment** link. Records and Enrollment
2.	Click the **Transcripts** link. Transcripts
3.	Click the **Transcript Request** link. Transcript Request
4.	Click the **Add a New Value** link. Add a New Value
5.	Click the **Transcript Type** list. UNOFF
6.	Click the **DPR** list item. DPR
7.	**Page** may be the default value in the **Output Destination** field, but if it is not, click the **Output Destination** list to select **Page**. Page
8.	Click the **Page** list item. Page
9.	**Analysis Database** may be the default value in the **Report Format** field, but if it is not, click the **Report Format** list to select **Analysis Database**. Analysis Database
10.	Click the **Analysis Database** list item. Analysis Database
11.	Click the **Request Detail** tab. Request Detail
12.	Enter the student's ID into the **ID** field. You can run this process for multiple students at the same time by inserting additional rows (click the **Add** button on the right side of the page) and entering the additional ID numbers.
13.	Click the **Expand section** button.
14.	Click the **Quick What-If** link. Quick What-If
15.	Enter the **Career** or click the **Look up Career (Alt+5)** button and select.
16.	Enter the **Program** or click the **Look up (Alt+5)** button and select.

17.	Click the **Look up (Alt+5)** button.
18.	You can only select one plan, either a **Major** or a **Minor**. Click an entry in the **Academic Plan** column.
19.	In the Override column, enter the new **Program** or click the **Look up Program Override (Alt+5)** button to select from the list.
20.	Click the **Look up Plan Override (Alt+5)** button.
21.	Use the scroll bar to view all **Academic Plans** listed.
22.	Click an entry in the **Academic Plan** column.
23.	Under the **Requirement Term**, enter the desired information into the field on the **Program** row. Usually this is the current term.
24.	Enter the same term into the field on the **Plan** row under **Requirement Term**.
25.	Click the **OK** button. OK
26.	Click the **Process Request** button. The word '**Processing**' will continue to flash in the upper right hand corner of the page until the process has completed. When the process finishes, the **Report Results** page will be displayed. Process Request
27.	Click on the '**Single/Group Custom DPR**' link in the **Description** column. Single/Group Custom DPR
28.	Click the **Maximize/Restore** button.
29.	The **Exploratory DPR** is displayed.
30.	**End of Procedure.**