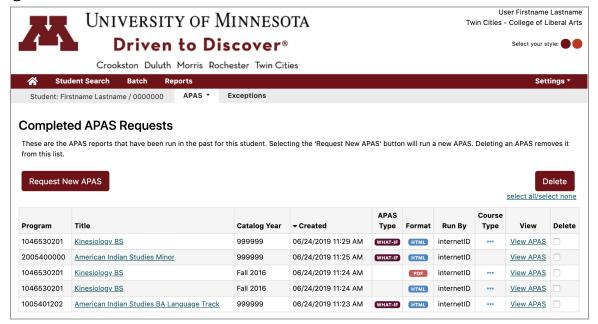


## **View completed APAS requests**

The completed APAS requests page provides a table view of previously run APAS reports for a given student. It is the page that appears after you run declared programs.



- The table is sorted by the Created date. Recent APAS reports default to the top.
- Format and Course Type are selected in Advanced Settings on the Request an APAS page.
  - Format options are PDF or HTML. The default is HTML.
  - Course Type options are including or excluding in-progress courses.
    The default is to include in-progress courses.
- Deleting an APAS report from this list removes it permanently from all users' view.
- Click the link in the **Title** or **View** column to view details of a specific APAS report.

## What APAS reports show here?

- Reports run by you and others with the same level of APAS access as you.
  - Reports belonging to active students will show here until they graduate or discontinue their student status.
  - Reports belonging to graduated or discontinued students will be removed.

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- Reports run by students.
  - Student-run APAS reports are retained for seven days, after which they will be removed.
- APAS reports run while logged into a different campus will not show. To change the campus view, click the **Gear** icon in the top right corner, and then select **Change Campus View**.