Offerings Planner – Proof Copy

This is how to generate a Proof Copy in MAUI. The Proof Copy for a specific session will be available as soon as the session replication occurs.

1) Log into MAUI (http://www.mauu.uiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Offerings Planner.
   ➢ Please Note – To find the exact Replication of Session date, see below.
Academic Calendar – Finding Session Dates

This is how to find specific session dates in the Academic Calendar.

1) Log into MAUI (http://www.mauuiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Academic Calendar.
4) You will receive the Academic Calendar dashboard.
   A. Select the desired Session from drop down list.
   B. You can use the Search box as described below.
   C. The Registrar Dates is the default tab. Click on desired tab to see dates for the other areas.
   D. You can sort the Description, Begin Date, and End Date fields to find desired date.

➢ Replication of session is the highlighted example.
Offerings Planner – Proof Copy (cont.)

4) Click **Proof Copy**.

![Offerings Planner](image)

5) You will receive the **Proof Copy** screen.
   
   A. Select the desired **Session**.
   
   B. Select one (or more) of the following filters - **Course Subject**, **Management Type**, **Course Level**.
   
   C. Click **Add All** (or **Remove All**) to add all (or remove) **Field Options** to the proof copy, **OR** click on each option individually.
   
   D. Click **Go**.

![Offerings Planner > Proof Copy](image)

PDF output produces a document for printing that may take some time to generate depending on the size of the subject. Therefore the PDF request will be sent to the queue for later processing. You should receive an email in several minutes (depending on the size of the report requested and current mail traffic it may take longer). The email will be sent from maul-workflow@uiowa.edu with a subject that begins with **Proof Copy** for . If processing fails you should receive an email with a short reason.
Offerings Planner – Proof Copy (cont.)

6) You will receive the following message.
7) Check your email for the pdf proof copy.

- Below is a sample pdf proof copy.

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Description</th>
<th>Time &amp; Location</th>
<th>Reg Status</th>
<th>Planner Status</th>
<th>Opt</th>
<th>Hours Restrictions</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1000</td>
<td>First-year Seminar: Subtle Food and Cuisine in the Archaeological Record</td>
<td>3:30P - 4:45P M 112 MH</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
<td></td>
</tr>
<tr>
<td>ANTH 1200</td>
<td>First-year Seminar: Subtle sedan, Section: Anthropology</td>
<td>3:30P - 4:45P T</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to Honors Program members</td>
<td>Jan 20, 2012</td>
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<tr>
<td>ANTH 1200</td>
<td>First-year Seminar: Subtle Hollywood, Curry and Temples: How India Came to America</td>
<td>2:30P - 3:45P</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
<td>Jun 7, 2012</td>
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<tr>
<td>ANTH 1201</td>
<td>Issues in Anthropology: Subtle Anthropology of Colonization</td>
<td>10:30A - 11:30A</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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<tr>
<td>ANTH 1204</td>
<td>Issues in Anthropology: Subtle Anthropology of Slavery</td>
<td>11:30A - 12:25P</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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<tr>
<td>ANTH 1205</td>
<td>Anthropology of Violence</td>
<td>10:30A - 11:30A</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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<tr>
<td>ANTH 1206</td>
<td>The Evolution of Human Sex</td>
<td>5:00P - 6:15P</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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<tr>
<td>ANTH 1207</td>
<td>Anthropology of Virtual Worlds</td>
<td>3:30P - 4:45P</td>
<td>Open</td>
<td>Approved</td>
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<tr>
<td>ANTH 1208</td>
<td>Anthropology of Immigration</td>
<td>2:30P - 3:45P</td>
<td>Open</td>
<td>Approved</td>
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<tr>
<td>ANTH 1210</td>
<td>Cultural Anthropology</td>
<td>10:30A - 11:15A</td>
<td>Open</td>
<td>Approved</td>
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<td>ANTH 1211</td>
<td>Cultural Anthropology</td>
<td>12:30P - 1:45PM</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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