

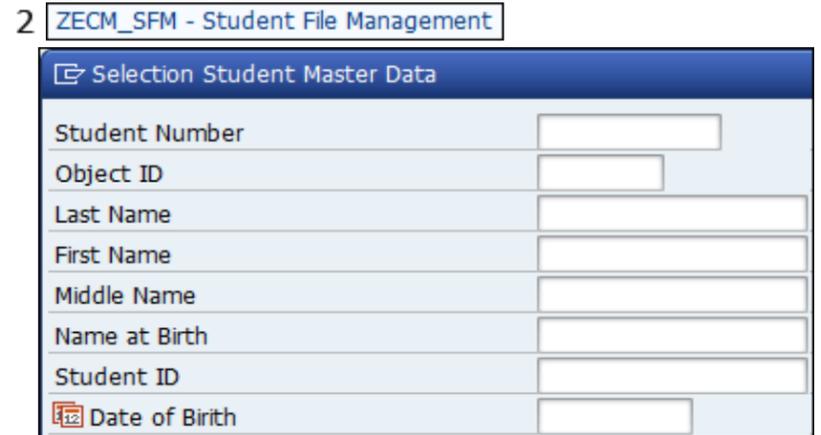
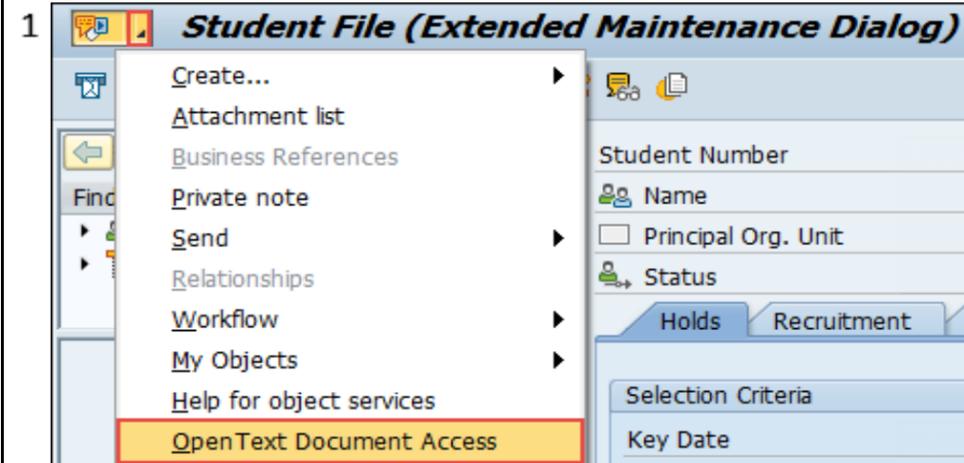
# Student File Management

## Degree Audit Exceptions

### Quick Reference Card

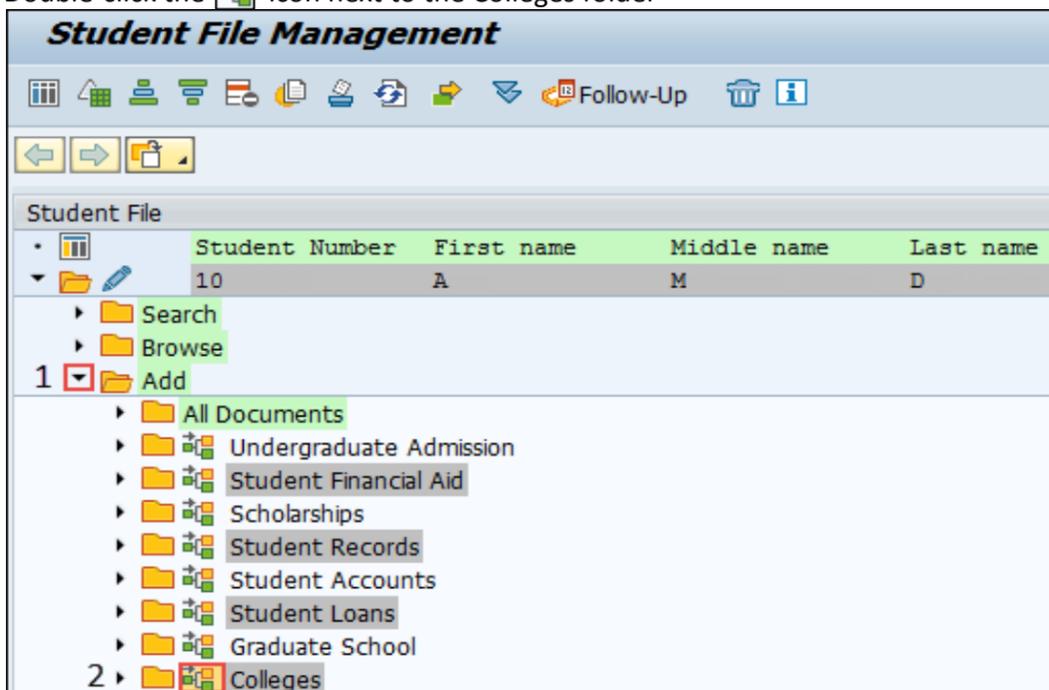
#### Accessing SFM

SFM can be accessed 1) from transactions containing Student master data or 2) by using the ZECM\_SFM t-code and searching for students

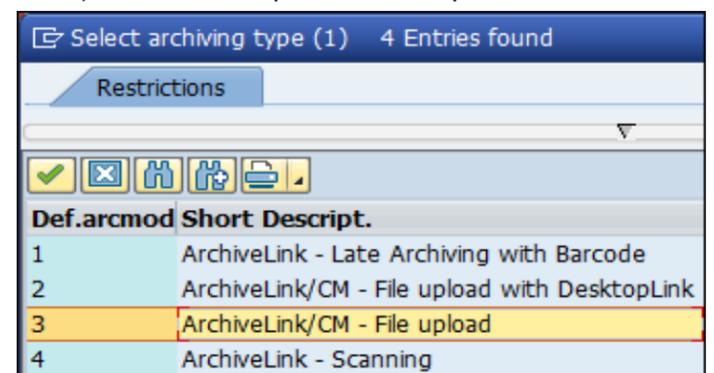


#### Adding a Document for Processing

- 1) Expand the Add folder
- 2) Double-click the icon next to the Colleges folder

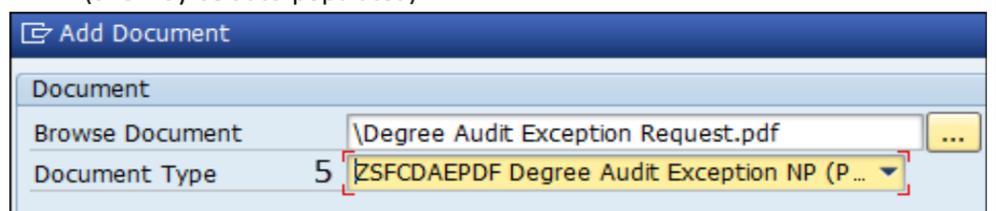
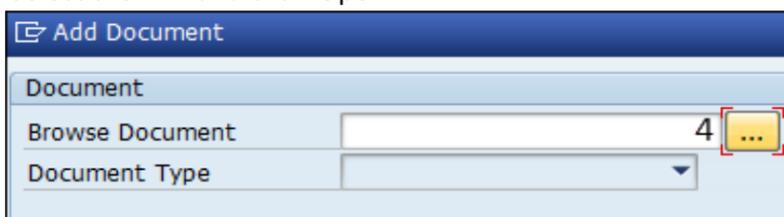


- 3) Double-click option 3 - File upload



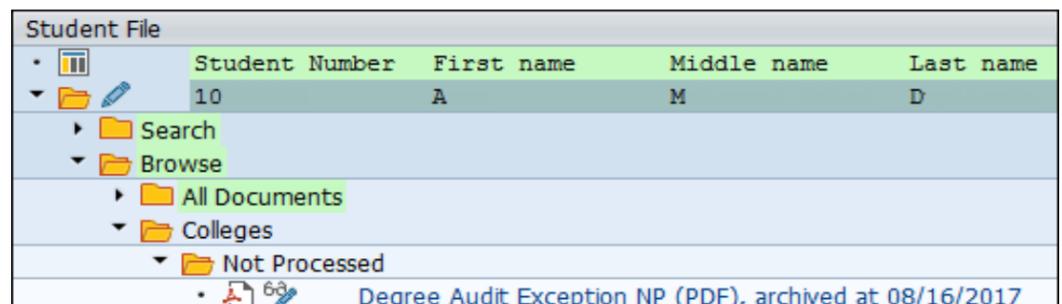
- 4) Click the icon to the left of the 'Browse Document' field. Select the PDF and click 'Open'

- 5) Select 'Degree Audit Exception NP' in the 'Document Type' field (this may be auto-populated)



- 6) Click the icon to complete adding the document

SFM may need to be refreshed before the document is displayed in the new folder



#### Viewing Processed Documents

Within the given student file in SFM, expand the folders  
 Browse  
 > Student Records  
 > Change Request  
 to view the processed 'Degree Audit Exception' documents

