

## How to view Offer Holder Programme Summaries

To locate and view an Offer Holder Programme Summary PDF (in Portico);

1. Navigate to Curricular Management and click on 'Programme Summary Offer Holder PDFs' in the Curriculum Data Maintenance container.

### Curricular Management

The screenshot shows the Curricular Management interface. On the left, under 'Curriculum Data Maintenance', the option 'Programme Summary Offer Holder PDFs' is circled in red. Other options in this menu include 'Modules and Assessments', 'Programmes', 'Programme Diet Status report', 'Programme Diet Training', 'Programme Summary Access Management', 'Programme Summary Review and Approval Report', 'Create Programme Summary', 'Clone a Programme Summary to Create a New PS', 'Programme Summary Rollovers', 'Programme Summaries - Copy Data to New Levels', and 'Programme Summary Offer Holder PDFs'. On the right, there are sections for 'Online Programme Management', 'Student Lifecycle Data Maintenance', and 'Key Information Set (KIS)'.

2. Enter Programme Code or Name and click 'Retrieve'.

The screenshot shows the PORTICO interface. The 'Retrieve Programme Summary Offer Holder PDFs' form is displayed. The 'Enter Programme Code or Name' field contains 'UBSASTSPHY18' and 'BSc Astrophysics', which is circled in red. The 'Retrieve' button is also visible.

3. Click on 'PDF file' button to download the Offer Holder PDF. If multiple versions have been generated due to changes to the programme, then ensure the highest number in the PDF Version column is selected to view the latest document.

The screenshot shows the 'List of Programme Summary Offer Holder PDFs' interface. The table displays the following data:

Programme Code	Entry Year	PDF Version	Created Date	Created Time	File Download
UBSASTSPHY18	2023	1	02/Nov/2022	14:33:24.00	<a href="#">↓ PDF File</a>

The 'File Download' button is circled in red.