Generating Batch Transcripts
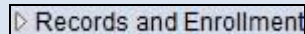
1.	**There are three parts in requesting a Batch Transcript.** **1. Requesting a Batch Transcript Request.** **2. Generating the Batch Transcript.** **3. Printing the Batch Transcript.**	
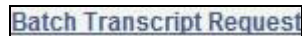
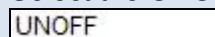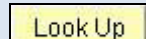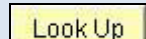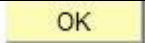|	
2.	Click the **Records and Enrollment** link. ▷ Records and Enrollment
3.	Click the **Transcripts** link. Transcripts
4.	Click the **Batch Transcripts** link. Batch Transcripts
5.	Click the **Batch Transcript Request** link. Batch Transcript Request
6.	Click the **Add a New Value** tab. Add a New Value
7.	Create a unique **Run Control ID**.
8.	Click the **Add** button. Add
9.	Click the **Transcript Type** list.
10.	Select the **UNOFF** item from the options. UNOFF
11.	Transcripts may be selected by Academic Level, Advisor (if the students' have been assigned to an advisor), Career/Program/Plan, or Student Group. Select the appropriate **Transcript Request Criteria**. Career/Program/Plan
12.	Click the **Look up Career** icon. **Note:** Depending on the value selected in the Transcript Type field, specific additional fields may be displayed. Select the appropriate values from these fields if needed. 🔍
13.	Enter the desired information into the **Academic Career** field.
14.	Click the **Look Up** button. Look Up
15.	Select the appropriate item from the search result. UG
16.	Click the **Look up Acad Prog** icon. 🔍
17.	Enter the desired information into the **Academic Program** field.
18.	Click the **Look Up** button. Look Up
19.	Select the appropriate item from the search results. EVBAC
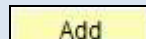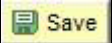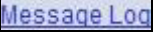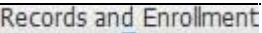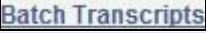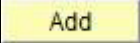
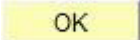|	
20.	Click the **Save** button. ⊞ Save
21.	Click the **Run** button. Run
22.	Click the **OK** button. OK
23.	Click the **Process Monitor** link. Process Monitor
24.	Click the **Refresh** button until the **Run Status** shows **Success** and **Distribution Status** shows **Posted**.
25.	Click the **Details** link. Details
26.	Click the **View Log/Trace** link. View Log/Trace
27.	Click the **Message Log** link. Message Log
28.	A **Transcript Request Detail Record** is displayed. Make note of the generated transcript request number. You will need to enter this number later.
29.	Click the **Close** button. X
30.	The first part in requesting a batch transcript is complete. The second part is **Batch Transcript Generation**.
31.	Click the **Records and Enrollment** button. Records and Enrollment
32.	Click the **Transcripts** menu.
33.	Click the **Batch Transcripts** link. Batch Transcripts
34.	Click the **Batch Transcript Generation** link. Batch Transcript Generation
35.	Click the **Add a New Value** tab. Add a New Value
36.	Create a unique **Run Control ID** field.
37.	Click the **Add** button. Add
38.	Click the **Transcript Type** list.
39.	Select the **UNOFF** item from the options. UNOFF
40.	Enter the transcript request number that was created in the first part into the **Report Request Number** fields.
41.	Click the **Run** button. Run
42.	Select the checkbox of the **Batch Transcript Generation** row. ☐
43.	Click the **OK** button. OK

44.	Click the **Process Monitor** link. Process Monitor
45.	Click the **Refresh** button until the **Run Status** shows **Success** and **Distribution Status** show **Posted**.
46.	The second part, Batch Transcript Generation, is now complete. Printing the transcript is the third and final part to be completed.
47.	Click the **Records and Enrollment** link. Records and Enrollment
48.	Click the **Transcripts** link. Transcripts
49.	Click the **Batch Transcripts** link. Batch Transcripts
50.	Click the **Batch Transcript Print** link.
51.	Click the **Add a New Value** tab. Add a New Value
52.	Enter a unique value into the **Run Control ID** field.
53.	Click the **Add** button. Add
54.	Click the **Transcript Type** list.
55.	Select the **UNOFF** item from the options. UNOFF
56.	Enter the transcript request number generated in the first part into the **Report Request Number** field.
57.	Click the **Run** button. Run
58.	Verify that **Type** and **Format** fields have **None** as their selected value.
59.	Click the **OK** button. OK
60.	Click the **Process Monitor** link. Process Monitor
61.	Click the **Refresh** button until the **Run Status** shows **Success** and **Distribution Status** show **Posted**.
62.	Click the **SRTSBATC** link. SRTSBATC
63.	Click on the link that ends with **SR778BT - Success** in the second row. 4895509 SR778BT- Success
64.	Click the **View Log/Trace** link. View Log/Trace
65.	Click on the link that ends with **.PDF**. SR778BT- 4895509.PDF
66.	The unofficial transcript is displayed in a popup window. **Note:** Pop-up blockers must be disabled on your internet browser.
67.	**End of Procedure.**