Run Transfer Evaluations

1.	Click the **SMU Custom Programs** link. ▷ SMU Custom Programs
2.	Click the **SMU Manage Student Records** link. SMU Manage Student Records
3.	Click the **Transfer** link. Transfer
4.	Click the **Transfer Evaluation Report** link. Transfer Evaluation Report
5.	Click the **Add a New Value** tab. Add a New Value
6.	The first time you run the transfer evaluation report you will want to create a run control id (report name). Once the **Run Control ID** is set up, the next time you return to this page, simply click the Search button from the Find an Existing Existing Value page. Enter the desired information into the **Run Control ID** field. You will want to select a Control ID that will be used each time you run this report.
7.	Click the **Add** button. Add
8.	Enter the desired information into the **Student ID** field.
9.	Click the **Run** button. Run
10.	Click the **Server Name** list.
11.	Click the **PSNT** list item.
12.	Click the **Select** option next to **U_SRXFER**.
13.	Click the **OK** button. OK
14.	Click the **Run** button. Run
15.	Click the **Process Monitor** link. Process Monitor
16.	If your report has not been posted yet, periodically click the **Refresh** button until the status appears as Success. Refresh
17.	Click the **Details** link. Details
18.	Click the **View Log/Trace** link. View Log/Trace
19.	Click the **U_SRXFER_xxxxxxx.PDF** link.
20.	The Transfer Evaluation report is now displayed.
21.	**End of Procedure.**