# 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.
3. Click the **Transcripts** link.
4. Click the **Batch Transcripts** link.
5. Click the **Batch Transcript Request** link.
6. Click the **Add a New Value** tab.
7. Create a unique **Run Control ID**.
8. Click the **Add** button.
9. Click the **Transcript Type** list.
10. Select the **UNOFF** item from the options.
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**.
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.
15. Select the appropriate item from the search result.
16. Click the **Look up Acad Prog** icon.
17. Enter the desired information into the **Academic Program** field.
18. Click the **Look Up** button.
19. Select the appropriate item from the search results.
20. Click the **Save** button.

21. Click the **Run** button.

22. Click the **OK** button.

23. Click the **Process Monitor** link.

24. Click the **Refresh** button until the **Run Status** shows **Success** and **Distribution Status** shows **Posted**.

25. Click the **Details** link.

26. Click the **View Log/Trace** link.

27. Click the **Message Log** link.

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.

30. The first part in requesting a batch transcript is complete.

31. The second part is **Batch Transcript Generation**.

32. Click the **Records and Enrollment** button.

33. Click the **Transcripts** menu.

34. Click the **Batch Transcripts** link.

35. Click the **Batch Transcript Generation** link.

36. Click the **Add a New Value** tab.

37. Create a unique **Run Control ID** field.

38. Click the **Transcript Type** list.

39. Select the **UNOFF** item from the options.

40. Enter the transcript request number that was created in the first part into the **Report Request Number** fields.

41. Click the **Run** button.

42. Select the checkbox of the **Batch Transcript Generation** row.

43. Click the **OK** button.
44. Click the **Process Monitor** link.

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.

48. Click the **Transcripts** link.

49. Click the **Batch Transcripts** link.

50. Click the **Batch Transcript Print** link.

51. Click the **Add a New Value** tab.

52. Enter a unique value into the **Run Control ID** field.

53. Click the **Add** button.

54. Click the **Transcript Type** list.

55. Select the **UNOFF** item from the options.

56. Enter the transcript request number generated in the first part into the **Report Request Number** field.

57. Click the **Run** button.

58. Verify that **Type** and **Format** fields have **None** as their selected value.

59. Click the **OK** button.

60. Click the **Process Monitor** link.

61. Click the **Refresh** button until the **Run Status** shows **Success** and **Distribution Status** show **Posted**.

62. Click the **SRTSBATC** link.

63. Click on the link that ends with **SR778BT - Success** in the second row.

64. Click the **View Log/Trace** link.

65. Click on the link that ends with **.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.**