Generating Batch Transcripts

Step	Action
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

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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.
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. Transcripts
33.	Click the **Batch Transcripts** link. Batch Transcripts
34.	Click the **Batch Transcript Generation** link. Batch Transcript Generation

Step	Action
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. Batch Transcript Print
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.

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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.**