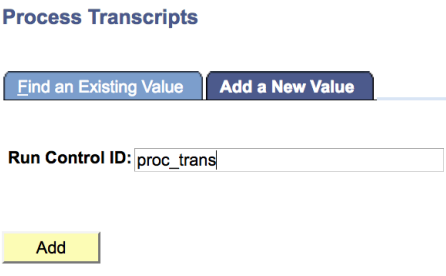

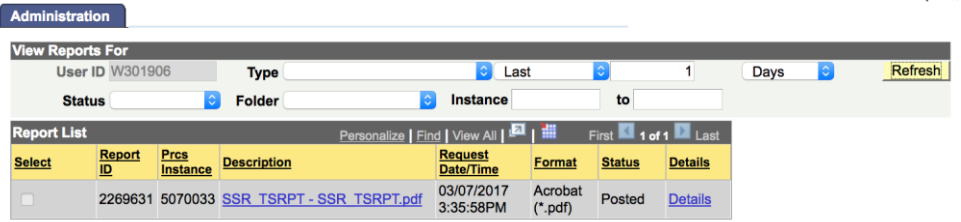


Batch-Printing Student Transcripts

Navigation: Home > Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts

Step	Action
1.	Click the Add a New Value tab.
2.	Run Control ID: Enter a title for the process.
3.	Click the Add button.  <p>The screenshot shows the 'Process Transcripts' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a text input field labeled 'Run Control ID:' containing the text 'proc_trans'. At the bottom of the visible area is a yellow 'Add' button.</p>
4.	Institution: Select Univ of Southern Mississippi
5.	Transcript Type: Select correct type of transcript.
6.	Process Action: Select Request, Generate, and Print
7.	Check the “Use Student Select” box.
8.	Enter the ID number.
9.	Press the Tab key on your keyboard to verify the student name.
10.	Click the  button to add multiple IDs.

Step	Action																				
11.	<p>Click the Run button.</p> <p>Process Transcripts</p> <p>Run Control ID: proc_trans Report Manager Process Monitor Run</p> <p>*Academic Institution: Univ of Southern Mississippi</p> <p>*Transcript Type: USMVE</p> <p>Process Action: Request, Generate and Print</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Options</p> <p><input type="checkbox"/> Override Service Indicator</p> <p>Number of Copies: 1</p> <p>Population Selection</p> <p><input type="checkbox"/> Population Selection</p> <p>Student Select List</p> <p><input checked="" type="checkbox"/> Use Student Select Clear List</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 860396</td> <td>Hutson, Maranda Alene</td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>2 944460</td> <td>Williamson, Madelynne Nicole</td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>3 176871</td> <td>Best, John Greyson</td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>4 825163</td> <td>Jaynes, Lance Tyler</td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p>Additional Options</p> </div>	Empl ID	Name			1 860396	Hutson, Maranda Alene	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	2 944460	Williamson, Madelynne Nicole	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	3 176871	Best, John Greyson	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	4 825163	Jaynes, Lance Tyler	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Empl ID	Name																				
1 860396	Hutson, Maranda Alene	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
2 944460	Williamson, Madelynne Nicole	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
3 176871	Best, John Greyson	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
4 825163	Jaynes, Lance Tyler	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
12.	Server Name: Select PSUNX																				
13.	Type: Select Web																				
14.	Format: Select PDF																				
15.	<p>Click the OK button.</p> <p>Process Scheduler Request</p> <p>User ID: W301906 Run Control ID: proc_trans</p> <p>Server Name: PSUNX Run Date: 03/06/2017</p> <p>Recurrence: Recurrence Run Time: 3:20:37PM Reset to Current Date/Time</p> <p>Time Zone: Time Zone</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Process transcripts</td> <td>SSR_TSRPT</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> </div> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Process transcripts	SSR_TSRPT	BI Publisher	Web	PDF	Distribution						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution															
<input checked="" type="checkbox"/>	Process transcripts	SSR_TSRPT	BI Publisher	Web	PDF	Distribution															
16.	<p>Click the Report Manager link.</p> <p>Process Transcripts</p> <p>Run Control ID: proc_trans Report Manager Process Monitor Run</p> <p>Process Instance: 5070033</p> <p>*Academic Institution: Univ of Southern Mississippi</p> <p>*Transcript Type: USMVE</p> <p>Process Action: Request, Generate and Print</p>																				
17.	Click the Refresh button until "Posted" is displayed in the Status column.																				

Step	Action																
18.	Click the SSR TSRPT-SSR TSRPT.pdf link.  <p>The screenshot shows a web application interface. At the top, there is a navigation bar with 'Administration' and a link for 'SSR TSRPT-SSR Login'. Below this is a 'View Reports For' section with filters for 'User ID' (W301906), 'Type', 'Last' (1), and 'Days'. There are also fields for 'Status', 'Folder', and 'Instance'. Below the filters is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with the following data:</p> <table border="1" data-bbox="391 317 1110 411"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2269631</td> <td>5070033</td> <td>SSR TSRPT - SSR TSRPT.pdf</td> <td>03/07/2017 3:35:58PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	2269631	5070033	SSR TSRPT - SSR TSRPT.pdf	03/07/2017 3:35:58PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	2269631	5070033	SSR TSRPT - SSR TSRPT.pdf	03/07/2017 3:35:58PM	Acrobat (*.pdf)	Posted	Details										
19.	NOTE: Transcript displays in a new window, so turn off your pop-up blocker.																
20.	End of Process																