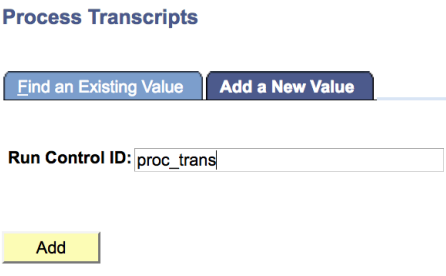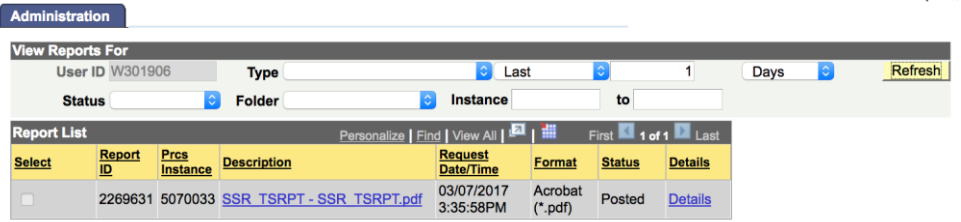# Batch-Printing Student Transcripts

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. **Process Transcripts** Find an Existing Value **Add a New Value** **Run Control ID:** proc_trans Add
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.	Click the **Run** button.
12.	Server Name: Select PSUNX
13.	Type: Select Web
14.	Format: Select PDF
15.	Click the OK button.
16.	Click the **Report Manager** link.
17.	Click the Refresh button until "Posted" is displayed in the Status column.

Step	Action
18.	Click the **SSR_TSRPT-SSR_TSRPT.pdf** link. Administration **View Reports For** User ID W301906 **Type** [ ] Last [ ] 1 Days [ ] Refresh **Status** [ ] **Folder** [ ] **Instance** [ ] to [ ] **Report List** Personalize | Find | View All | First 1 of 1 Last **Select** | **Report ID** | **Prcs Instance** | **Description** | **Request Date/Time** | **Format** | **Status** | **Details** ☐ | 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