
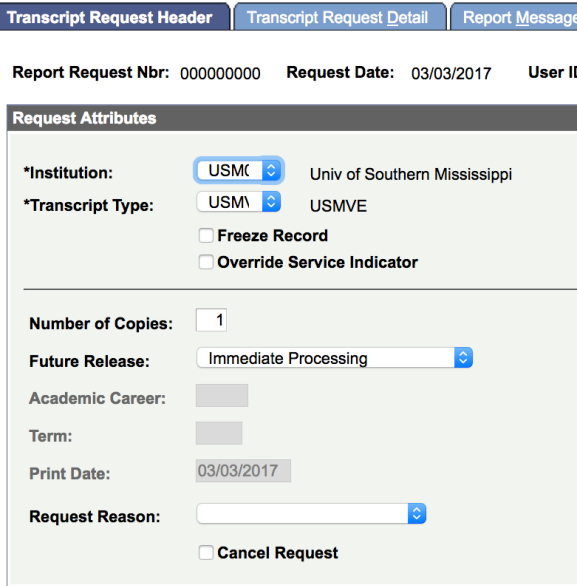




Creating an ongoing group of transcripts for batch-printing

Preparing and Adding to the Batch

Navigation: Home > Records and Enrollment > Transcripts > Request Transcript Report

| Step | Action |
|------|--|
| 1. | <p>Click the Add a New Value tab.</p> <p>Request Transcript Report</p> <p>Enter any information you have and click Search. Leave fie</p>  |
| 2. | Institution: Select USM01 |
| 3. | Transcript Type: Select correct type of transcript. |
| 4. | <p>Click the Transcript Request Detail tab.</p>  |
| 5. | Enter the ID number. |
| 6. | Press the Tab key on your keyboard to verify the student name. |
| 7. | Click the  button to add multiple IDs. |
| 8. | Click the  button. |

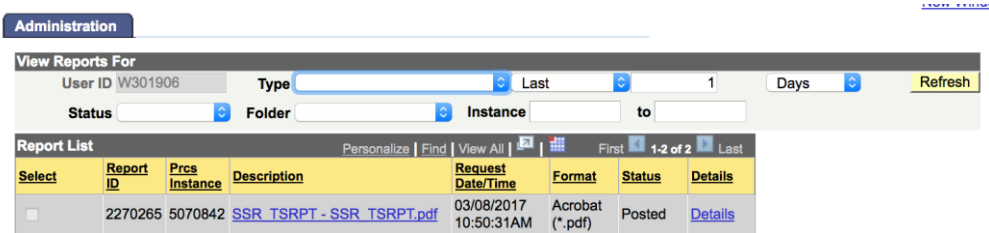
| Step | Action |
|------|--|
| 9. | <p>Record the Report Request Nbr so that you can continue to add students to this batch.</p> |

Generating and Printing the Batch

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

| Step | Action |
|------|---|
| 1. | For first time: Click the Add a New Value tab. Return visits: Use Find an Existing Value tab and select the pre-saved title. |
| 2. | Run Control ID: Enter the 'title' of the process. No spaces allowed. |
| 3. | <p>Click the Add button.</p> |
| 4. | Academic Institution: Select Univ of Southern Mississippi |
| 5. | Transcript Type: Select the appropriate transcript type. It must match the transcript type you used when preparing your batch. |
| 6. | Process Action: Select Generate and Print Transcript |
| 7. | Report Request Number From: Enter the saved Report Request Number from your saved batch |

| Step | Action | | | | | | | | | | | | | | |
|-------------------------------------|---|--------------|--------------|--------------------------------------|--------------------------------------|------------------------------|---------|--------------|-------------------------------------|---------------------|-----------|--------------|--------------------------------------|--------------------------------------|------------------------------|
| 8. | <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 <input type="button" value="v"/></p> <p>*Transcript Type: USMVE <input type="button" value="v"/></p> <p>Process Action Generate and Print Transcript <input type="button" value="v"/></p> <p>Generate and Print Options</p> <p>Generate Transcripts By Request Nbr <input type="button" value="v"/></p> <p>Report Request Number: From 002121459 <input type="button" value="🔍"/> To 002121459 <input type="button" value="🔍"/></p> <p>Additional Options</p> <p>Print Sort Option Student ID <input type="button" value="v"/></p> <p>Report Name <input type="text"/> <input type="button" value="🔍"/></p> <p>Template ID <input type="text"/> <input type="button" value="🔍"/></p> <p>Output XML File No <input type="button" value="v"/></p> <p>Output File Path <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/></p> | | | | | | | | | | | | | | |
| 9. | Server Name: Select PSUNX | | | | | | | | | | | | | | |
| 10. | Type: Select Web | | | | | | | | | | | | | | |
| 11. | Format: Select PDF | | | | | | | | | | | | | | |
| 12. | <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 <input type="button" value="v"/> Run Date 03/08/2017 <input type="button" value="📅"/></p> <p>Recurrence <input type="button" value="v"/> Run Time 10:47:29AM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/> <input type="button" value="🔍"/></p> <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 <input type="button" value="v"/></td> <td>PDF <input type="button" value="v"/></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | Process transcripts | SSR_TSRPT | BI Publisher | Web <input type="button" value="v"/> | PDF <input type="button" value="v"/> | Distribution |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | |
| <input checked="" type="checkbox"/> | Process transcripts | SSR_TSRPT | BI Publisher | Web <input type="button" value="v"/> | PDF <input type="button" value="v"/> | Distribution | | | | | | | | | |
| 13. | <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:5070842</p> | | | | | | | | | | | | | | |
| 14. | Click the Refresh button until "Posted" is displayed in the Status column. | | | | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | | | |
|--------------------------|---|---------------|---|-----------------------|-----------------|-------------------|-------------------------|--------|---------|--------------------------|---------|---------|---|-----------------------|-----------------|--------|-------------------------|
| 15. | Click the SSR TSRPT-SSR TSRPT.pdf link.  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Administration tab selected. View Reports For section: <ul style="list-style-type: none"> User ID: W301906 Type: [Dropdown] Last: [Dropdown] 1 Days: [Dropdown] Refresh button Status: [Dropdown] Folder: [Dropdown] Instance: [Text] to: [Text] Report List table: <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce 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>2270265</td> <td>5070842</td> <td>SSR TSRPT - SSR TSRPT.pdf</td> <td>03/08/2017 10:50:31AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> | Select | Report ID | Prce Instance | Description | Request Date/Time | Format | Status | Details | <input type="checkbox"/> | 2270265 | 5070842 | SSR TSRPT - SSR TSRPT.pdf | 03/08/2017 10:50:31AM | Acrobat (*.pdf) | Posted | Details |
| Select | Report ID | Prce Instance | Description | Request Date/Time | Format | Status | Details | | | | | | | | | | |
| <input type="checkbox"/> | 2270265 | 5070842 | SSR TSRPT - SSR TSRPT.pdf | 03/08/2017 10:50:31AM | Acrobat (*.pdf) | Posted | Details | | | | | | | | | | |
| 16. | NOTE: Transcript displays in a new window, so turn off your pop-up blocker. | | | | | | | | | | | | | | | | |
| 17. | End of Process | | | | | | | | | | | | | | | | |