

## Print Unofficial Transcripts

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- ✿ ALWAYS click the **Add a New Value** link on the *Find an Existing Value* page. DO NOT search for an existing transcript request.
- ✿ Click the **Lookup** button  on the *Request Detail* page if you do not know the student's ID
- ✿ Unofficial transcripts will be generated in **pdf format** so you will need **Adobe Acrobat** to print them
- ✿ The **Report Manager** is a depository for all of your reports. Once you've generated your transcript request you will go to the **Report Manager** to retrieve and print your unofficial transcript.

**Navigation:**

**Records and Enrollment > Transcripts > Transcript Request**

Find an Existing Value | **Add a New Value**

Report Request Nbr: begins with [ ]

ID: begins with [ ]

Academic Institution: begins with [ ]

Transcript Type: begins with [ ]

User ID: begins with [ ]

Request Date: = [ ]

Future Release: = [ ]

Term: begins with [ ]

Requested Print Date: = [ ]

First Name: begins with [ ]

Last Name: begins with [ ]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Do not enter anything.

Just click the **Add a New Value** tab to add a new transcript request.

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 04/28/2004 User ID: KMRANT

\*Institution: USBNY SUNY at Stony Brook

\*Transcript Type: UNOFF Unofficial

Freeze Record

Override Service Indicator

\*Output Destination: Printer

Number of Copies: 1

Future Release: ImedProc

Academic Career: [ ]

Term: [ ]

Print Date: 04/28/2004

Request Reason: [ ]

Cancel Request

Save Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

Transcript Type:  
Select **UNOFF**

Output Destination:  
Select **Printer**

Click the **Request Detail** tab to move to that page.....

Enter the student's **ID**.

 If you do not know the ID and would like to search for the student by name or SS#, click the **Lookup** button next to the ID field



It's possible to process multiple students on one request. To add additional ID's, click the **Add a new row** button

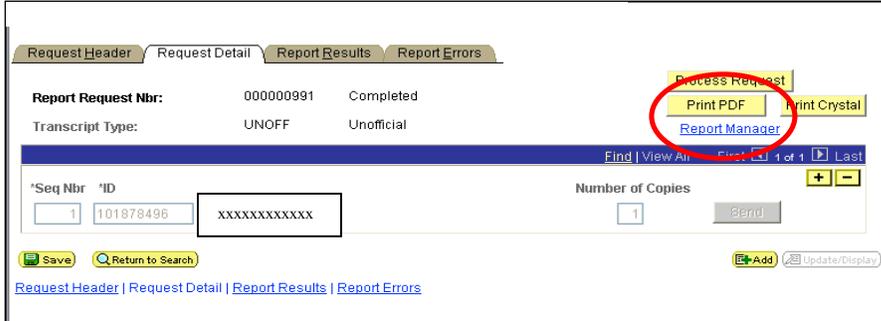


When you are finished adding student IDs click the **Process Request** button

You will see the word "**Processing**" blinking in the upper right corner of the window. When it is done processing, the transcript will be displayed in the **Report Results** page:

## To print the transcript:

Click the **Request Detail** tab to return to that page.



The screenshot shows the 'Request Detail' tab selected. The 'Report Request Nbr' is 00000991 and the status is 'Completed'. The 'Transcript Type' is 'UNOFF' and 'Unofficial'. In the top right corner, there are buttons for 'Process Request', 'Print PDF', 'Print Crystal', and 'Report Manager'. The 'Print PDF' button is circled in red. Below these buttons is a search bar with 'Find | View All | First | 1 of 1 | Last'. There is also a table with columns for 'Seq Nbr', 'ID', and 'Number of Copies'. The first row has '1', '101878496', and 'XXXXXXXXXX'. There are 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons at the bottom.

**Print PDF** Click the **Print PDF** button to generate the transcript in .pdf format (using Adobe Acrobat to view/print it).

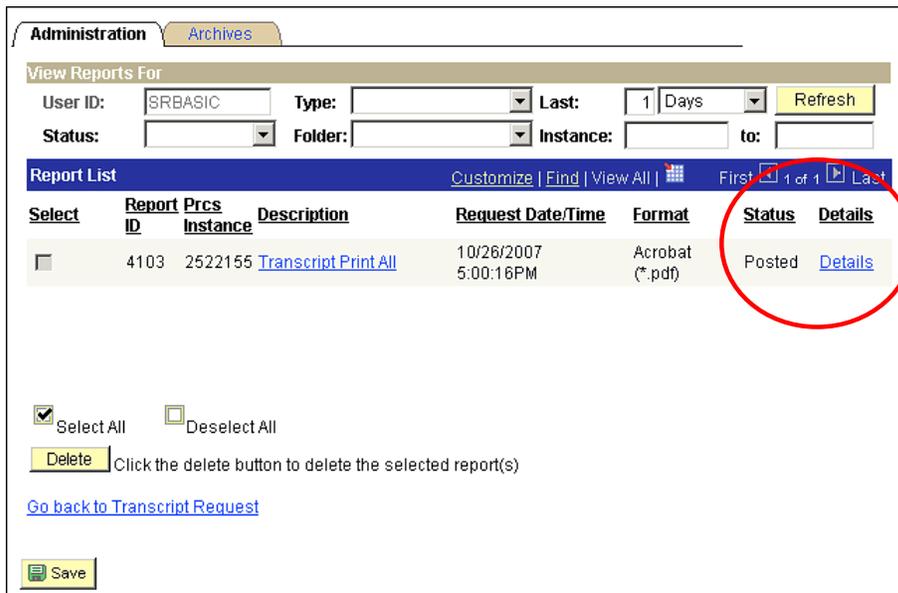
## To retrieve the pdf file:

- Click the **Report Manager** link on the **Request Detail** page.

This will bring you to the **Report List** page displaying all of the reports that you have generated in the last day.

Your report will only be posted in the Report List if the process has run successfully on the server.

Keep clicking the **Refresh** button to refresh the page status.



The screenshot shows the 'Report List' page. At the top, there are tabs for 'Administration' and 'Archives'. Below that is a 'View Reports For' section with fields for 'User ID' (BRBASIC), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. There is a 'Refresh' button. Below this is a table with columns: 'Select', 'Report ID', 'PrCs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The first row has a checkbox, '4103', '2522155', 'Transcript Print All', '10/26/2007 5:00:16PM', 'Acrobat (\*.pdf)', 'Posted', and 'Details'. The 'Posted' status is circled in red. At the bottom, there are 'Select All', 'Deselect All', 'Delete', and 'Save' buttons. A link 'Go back to Transcript Request' is also present.

When the transcript is ready you will see **“Posted”** in the *Status* column

Click the **Details** link.

**Report Detail**

Report

Report ID: 405      Process Instance: 2518244      [Message Log](#)  
 Name: SR778M--      Process Type: Crystal  
 Run Status: Success

Transcript Print All

**Distribution Details**

Distribution Node: psnsrepos1      Expiration Date: 12/10/2007

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CRW_SR778M--_2518244.log</a>	0	12/03/2007 4:13:38.000000PM EST
<b>SR778M--_2518244.PDF</b>	80,933	12/03/2007 4:13:38.000000PM EST
<a href="#">psnsrepos1.cac</a>	499	12/03/2007 4:13:38.000000PM EST

**Distribute To**

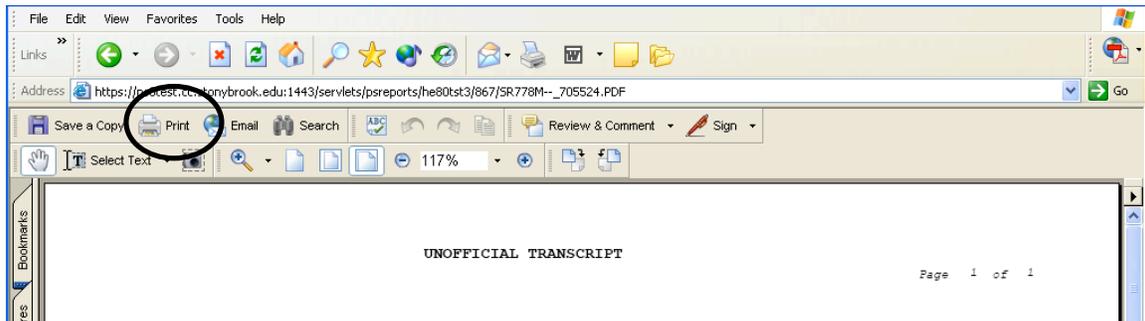
Distribution ID Type	*Distribution ID
User	SRSTAFF

OK      Cancel

This will bring you to the **Report Detail** page

Click the **pdf** file

Adobe Acrobat will open in a new browser window displaying the transcript.



Click the **Print** button in the Adobe Acrobat window to print the transcript.

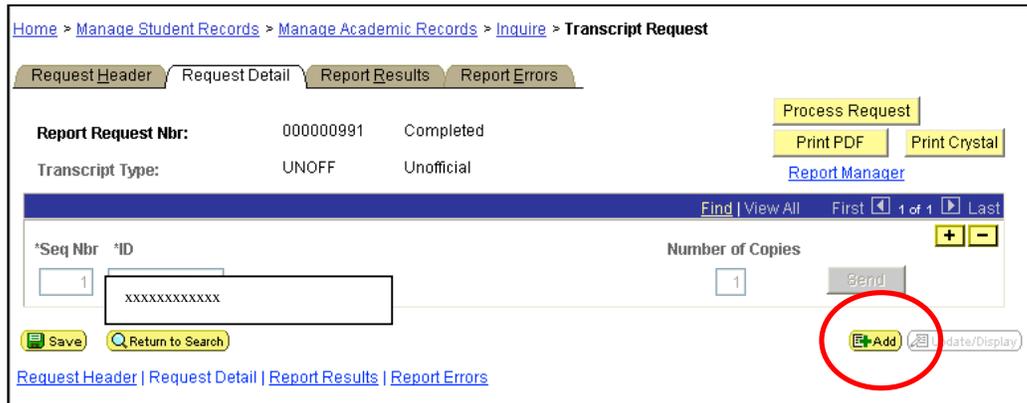
Click the Close button (X) in the upper right corner of this window.

Click **Cancel** at the Report Detail page.

Click the **Go back to Transcript Request** link to return to that page.

## To add another Transcript Request:

When you are at the **Transcript Request** component, click the  button.



The screenshot shows the 'Transcript Request' web application interface. At the top, there is a breadcrumb trail: [Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Inquire](#) > **Transcript Request**. Below this, there are tabs for 'Request Header', 'Request Detail', 'Report Results', and 'Report Errors'. The 'Request Header' tab is active, displaying the following information:

Report Request Nbr:	000000991	Completed
Transcript Type:	UNOFF	Unofficial

On the right side of the 'Request Header' tab, there are several buttons: 'Process Request', 'Print PDF', and 'Print Crystal'. Below these buttons is a link for 'Report Manager'. A table below the buttons shows the request details:

*Seq Nbr	ID	Number of Copies	
1	XXXXXXXXXX	1	Send

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Add'. The 'Add' button is circled in red. There are also links for 'Request Header', 'Request Detail', 'Report Results', and 'Report Errors' at the bottom of the page.