

# EMORY



## OPUS Staff Training Manual

*Unofficial Transcript and Batch  
Transcript Process*





## Records Tab Layout

Depending on the users role, the **Records Tab** will include page links to the most frequently used student records pages. The page may also include important notices from the Office of the Registrar, and currently, an Instructional Center with videos and documentation for various student records operations.

The screenshot displays the Emory Records Tab interface, which is organized into several key sections:

- Records Admin Management Dept:** A sidebar menu with categories such as Academics, Student Personal Information, Enrollment, Courses / Class Information, Departmental Queries, and Student Services Ctr (StudentID).
- Registrar's Notices:** A central area featuring a banner for the 175th anniversary and a notice titled "Notices from the Registrar's Office" with a link to [www.emory.edu/REGISTRY](http://www.emory.edu/REGISTRY).
- Student Records Instructional Center:** A section providing resources for students, including:
  - Permission Numbers
  - Email Grade Roster Print - NEW
  - Class Roster Print - NEW
  - Class Roster View - NEW
  - Class Roster Email Student Photo Page - NEW
  - Assignments - NEW
  - Batch Transcripts - NEW
  - Assessing Advisers - NEW
  - How to complete withdrawal L.O.A. form - NEW
  - Print Internal (Audit) Transcript - NEW
- Records Admin Links: School:** A list of links for course and class management, course audits, and school queries.
- Oxford Advisort Links:** Links to academic advisement reports.
- Student Records Instructional Center (repeated):** A second instance of the instructional center resources, including links to permission numbers, rosters, assignments, transcripts, and advisers.



## Academics Folder

OPUS links live within folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the top right side of the page and begin with the Academics folder.



### Academics

[View Student Academic Summary](#)

[View Unofficial Transcript](#)

[Produce Batch Transcripts](#)

[Student Grades](#)

[Enrollment History](#)

[Enrollment History No GPA](#)

[Undergraduate GER Queries](#)

[Update Expected Grad Date](#)

[Update Student Advisor](#)



## View Unofficial Transcript Search Page

Click on the [View Unofficial Transcript](#) link to view or print a student's unofficial transcript located in the [Academics](#) folder on the [Records Tab](#) in OPUS

### Transcript Request Search Page

Always click on **Add a New Value**. *(Do NOT USE - Find an Existing Value)*

**Transcript Request**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)
←
Click on 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

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



## View Unofficial Transcript Request Header Page

- In Transcript Type, select **INTRN** by using the down arrow. This is the preferred choice for a quick look at the student's transcript.

Depending on the user's OPUS access, choices may include

- INTRN (basic advising transcript)
- ADV (degree audit transcript for particular school)
- TREVL (transfer credit evaluation transcript)

- Choose **Printer** for the Output Destination.

- Future Release – choose **Immediate Processing**

**Request Header** | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 02/24/2008 User ID: SHARR13

\*Institution: EMORY Emory University

\*Transcript Type: INTRN Advising Document Chrono

Freeze Record

Override Service Indicator

\*Output Destination: Printer

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 02/24/2008

Request Reason:




Cancel Request

Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors



## View Unofficial Transcript Request Detail Tab

- Enter the student's emplID and the number of copies requested, if other than 1. If you don't know the student's emplID, click on the magnifying glass  in the ID field to search for the student.
- If you need to add an additional request for a different student, click on  to add another row. Enter the additional student's emplID. Continuing adding rows with the  until all student emplIDs have been entered for this request.
- Do not use **SEND** as this feature is not operational.
- Results can be printed or saved as a PDF after processing.



## View Unofficial Transcript Completed Request Detail Page

The screenshot displays the 'Request Detail' page with the following elements:

- Navigation tabs: Request Header, Request Detail (selected), Report Results, Report Errors.
- Report Request Nbr: 000000000 On Request
- Transcript Type: INTRN Advising Document
- Buttons: Process Request (circled in red), Print, Report Manager.
- Table with columns: \*Seq Nbr, \*ID, Number of Copies.
- Table content:

*Seq Nbr	*ID	Number of Copies
1	0022365 James Dooley	1
2		1
3		1
- Buttons at bottom: Save, Notify, Add, Update/Display.
- Footer links: Request Header | Request Detail | Report Results | Report Errors.

- After all students for this request have been entered, click on **PROCESS REQUEST** at the top of the page. When the request is processed, the **Report Results** page is displayed with the requested transcript(s).



## View Unofficial Transcript Report Results with Preview of Transcript(s)

Request Header Request Detail Report Results Report Errors

Find | View 1 | 13 of 3 |

Seq Nbr: 1 [Print](#)

ID: 0022365 James Dooley [Report Manager](#)

Advising Document - Do Not Disseminate

Emory University

Name : James Dooley

Student ID: 0022365

Address : Therese May  
325 Melrose Ave  
Decatur, GA 300302853  
United States


Print Date : 2008-03-07

Any Emory University courses taken while the University was on a quarter hour system are not included on this transcript page. Courses taken at Emory on the quarter hour system will be reported on a separate page of the transcript.

Specifically, courses not included on this page are:

Law courses taken summer 1976 and earlier,

If requested only one student's transcript, you may print the results from this page. If you choose your browser print button to print, the results will be multiple pages and the format may not be attractive. If you choose the **PRINT** and **Report Manager** options on this page, the results will produce a **PDF report** that looks much nicer. Instruction for using this feature follows on the next page.

If you requested more than one student's transcripts, they will be stacked behind the 1<sup>st</sup>. Look at the dark blue line under the tabs. By clicking  you can scroll through to each student's transcript result.





## View Unofficial Transcript Printing Single Transcript

Request Header | Request Detail | **Report Results** | Report Errors

Find | View All | 1 of 1

Seq Nbr: 1 [Print](#)

ID: 0022365 James Wayne Dooley [Report Manager](#)

**Advising Document - Do Not Disseminate**

Emory University

Name : Dooley, James Wayne

Student ID: 0022365

Address : 1525 Clifton Rd

Atlanta, GA 30322-4200

United States

Print Date : 2014-07-30

List | Explorer | Administration | Archives

View Reports For

User ID: SHARR13 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Date Instance	Description	Reported Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5987616	6517727	Print Internal Transcripts	07/30/2014 10:04:35AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

[Click to Print](#)

Select All  Deselect All

Click the delete button to delete the selected report(s)

[Go back to Transcript Request](#)

Save

If you requested only one student's transcript, you can print from the **Report Results** page. Click on **PRINT**. In the far right corner of the page **SAVED** briefly displays. When **SAVED** disappears, click the **REPORT MANAGER** link. A new screen will appear. Click **REFRESH** until the process line changes the status from initiated to **POSTED**. Notice that the **POSTED** line has a link appear under the "**Description**". Click this link to open the transcript and print.

If you ordered more than one transcript, click the link "**go back to transcript request.**" From the **Report Results** page, you can scroll to the next student's transcript by clicking the **▶** on the dark blue line and process that transcript using the **PRINT** and **REPORT MANAGER** process. However, if you want to print **ALL** transcripts at once, return to the second tab by clicking the **Request Details** tab at the top of the page.



## View Unofficial Transcript Printing Multiple Transcripts – Back to Request Detail Tab

The screenshot shows the 'Request Details' page with the following information:

- Report Request Nbr: 001167242
- Completed
- Transcript Type: INTRN
- Advising Document

Buttons visible include 'Process Request', 'Print', and 'Report Manager'. A 'Send' button is also present.

The 'Report Manager' window is open, showing a 'View Reports For' section with the following details:

- User ID: SPARR13
- Type: Last
- Instance: 1
- Days: 1
- Refresh button

The 'Report List' table contains the following data:

Select	Report ID	Pace Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5067615	6517727	Print Internal Transcripts	07/30/2014 10:04:35AM	Acrobat (*.pdf)	Posted	Details

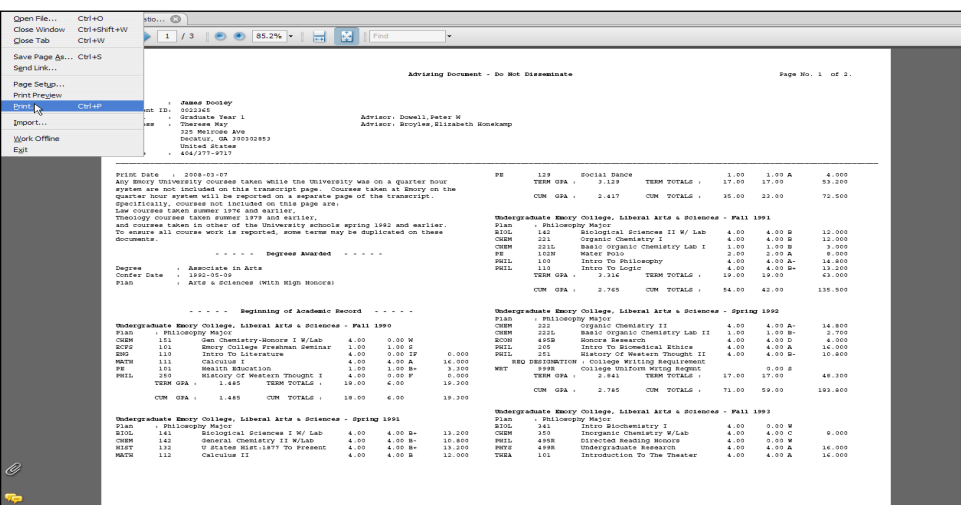
A red arrow points to the 'Print Internal Transcripts' link in the description column, with the text 'Click to Print' below it.

To print **ALL** requests at once, click on **PRINT** on the **Request Details** page. The image will not change. **SAVED** will appear briefly in the top right of the page. When **SAVED** disappears, click the **REPORT MANAGER** link on this page. The process page will appear. Click **REFRESH** until the process line changes the status from initiated to **POSTED**. Notice that the **POSTED** line has a link appear under the **"Description"** heading. Click this link to open the transcript and all transcripts will be listed in one PDF ready for printing.



# View Unofficial Transcript

## Printing Results



**Advising Document - Do Not Disseminate** Page No. 1 of 2.

**James Dooley**  
 Student ID: 002242  
 Graduate Year 1  
 Theology MA  
 225 Nelson Ave  
 Decatur, GA 30032-8823  
 United States  
 404/377-9717

**Advisor: Dowell, Peter M**  
**Advisor: Boyles, Elizabeth Rosecamp**

**Print** **Report Manager**

PRISM Date : 2008-03-07  
 Any Emory University courses taken while the University was on a quarter hour system are not included on this transcript page. Courses taken at Emory on the quarter hour system will be reported on a separate page of the transcript.  
 Theology courses taken summer 1979 and earlier.  
 Law courses taken in other of the University schools spring 1982 and earlier.  
 To ensure all courses were reported, some terms may be duplicated on these documents.

Courses	Plan	Grades	Credits
<b>PHIL 101</b>	Emory College Freshman Seminar	4.00	1.00 S
<b>MATH 101</b>	Calculus I	4.00	4.00 A
<b>PHIL 101</b>	History of Western Thought I	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought II	4.00	4.00 P
<b>PHIL 101</b>	History of Western Thought III	4.00	4.00 F
<b>PHIL 101</b>	History of Western Thought IV	4.00	4.00 W
<b>PHIL 101</b>	History of Western Thought V	4.00	4.00 Th
<b>PHIL 101</b>	History of Western Thought VI	4.00	4.00 F
<b>PHIL 101</b>	History of Western Thought VII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought VIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought IX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought X	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XIV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XVI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XVII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XVIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XIX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXIV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXVI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXVII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXVIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXIX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXIV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXV	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXVI	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXVII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXVIII	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XXXIX	4.00	4.00 S
<b>PHIL 101</b>	History of Western Thought XL	4.00	4.00 S

The transcript can be printed from the browser directly from the **Report Results** page, but by using the **PRINT** and **REPORT MANAGER** features, the user will have a compact easy to read PDF document that is easier to work with.

**X** to close all windows or click **HOME** to begin your next OPUS adventure.



## Produce Batch Transcripts Imagine the Process

Transcripts can be produced in a group or batch. As you prepare to create a batch of transcripts, it helps to have a mental picture of the batch process. There are three steps involved in creating batch transcripts. To be successful, all steps must be followed in this order.



Step 1 - choose the students – ***Transcript Request***



Step 2 - construct the transcripts – ***Transcript Generation***



Step 3 - print the transcripts – ***Internal Transcript Print***



# Produce Batch Transcripts

## Getting Started

Go to the **Records Tab** and the **Academics folder** click the link for **Produce Batch Transcripts**.

A new screen appears to guide you through the process.

Produce Batch Transcripts		Edit "Records Admin Links-Department" Collection
To produce transcripts in batch, follow these three steps:		
<p><b>1. Request a Batch</b> Produce a large batch of transcript requests.</p>	<p><b>2. Generate a Batch</b> Generate previously created transcript requests.</p>	<p><b>3. Print a Batch</b> Internal Transcript Batch Print</p>
<p><b>3A. BATCH PRINT - ADVISEMENT</b> Print a Range of transcripts - use to print batch advisement transcripts</p>		

Notice that there are two methods listed on this link to Print a Batch. *This document will only cover the "Internal Transcript Batch Print" option. Batch printing for advisement documents would be located under "Degree Audit" documentation.*



# Produce Batch Transcripts

## Step 1 – Transcript Request

Click link 1. Request a Batch.

**Batch Transcript Request**  
[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

**Batch Transcript Request**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID:

Case Sensitive

**Search** | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If this is the first time is being created, the user should set-up a Run Control ID for the first phase. Click **Add a New Value**. Naming the run control **“transcript\_request”** is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name **“transcript\_request”** and **SEARCH**.

Transcript requests can be made using one of the following criteria.

- ❖ Academic Level
- ❖ Advisor
- ❖ Career/Program/Plan
- ❖ Student Group



## Produce Batch Transcripts Criteria for Career/Program/Plan

**Batch Transcript Request**

Run Control ID: TranscriptRequest [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13      Run Control ID: TranscriptRequest

Request No: 1      Product: SA      Application: SRTSRQST      When: Always

Instance: 200599      Status: Processing      06/19/2002 6:53:16AM

*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term				
EMORY	INTRN	Career/Program/Plan	GSAS	PHD	ECONPHD	5146	Economics	Graduate Arts and Sciences	Doctor of Philosophy	+
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONBA	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	+
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONND	5146	Economics	Undergraduate Emory College	Liberal Arts & Sciences	+

Save Return to Search Previous in List Next in List Notify
Add Update/Display

Institution - Defaults to **Emory**.

Transcript Type - Choose or enter **INTRN** – Advising Document

Transcript Request Criteria – Career/Program/Plan

Career – **Choose the appropriate career** (i.e. GSAS, UCOL, GNUR, etc.)

Acad Program – **Choose the appropriate program** (i.e. PhD, LIBAS, BSN, etc.)

Acad Plan – **Choose the appropriate plan or plans** (i.e. ECONPhD, ECONBA, CHEMBS, etc.)

Click **+** to choose more than one transcript group.



## Produce Batch Transcripts Other Criteria Options

Besides **Career/Program/Plan** criteria, there are other population choices available. Required fields for each criteria selection will differ.

### Transcript by Academic Level

**Batch Transcript Request**

Run Control ID: Transcript\_Request    [Report Manager](#)    [Process Monitor](#)    [Run](#)

User ID: SHARR13    Run Control ID: Transcript\_Request  
 Request No: 1    Product: SA    Application: SRTSRGST    When: Always  
 Instance:    Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Center	Acad Level	Term
EMORY	INTRN	Academic Level	UCOL	Freshman	5089

EMORY Undergraduate 2008 Emory College

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Add](#)   [Update Display](#)

### Transcript by Advisor ID

**Batch Transcript Request**

Run Control ID: Transcript\_Request    [Report Manager](#)    [Process Monitor](#)    [Run](#)

User ID: SHARR13    Run Control ID: Transcript\_Request  
 Request No: 1    Product: SA    Application: SRTSRGST    When: Always  
 Instance:    Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Term	Advisor
EMORY	INTRN	Advisor	5089	Advisor ID

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Add](#)   [Update Display](#)

### Transcript by Student Group

**Batch Transcript Request**

Run Control ID: Transcript\_Request    [Report Manager](#)    [Process Monitor](#)    [Run](#)

User ID: SHARR13    Run Control ID: Transcript\_Request  
 Request No: 1    Product: SA    Application: SRTSRGST    When: Always  
 Instance:    Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Term	Group Name
EMORY	INTRN	Student Group	5089	UTRN

GER Transfer Student Group

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Add](#)   [Update Display](#)





## Produce Batch Transcripts Processing the Request

If more than one group or population of transcripts is requested, click the **+** icon to add another row of criteria. Once all transcript request groups have been entered, click **SAVE**.

In the illustration below, the request is for students who have declared ECONBA as their priority major, students who have declared ECONND & BUSECON as their second major, and students who have declared ECONMIN as their minor. Notice that the career is different to capture the BUSECON group.

After the criteria is set, click the **RUN** button at top of page.

**Batch Transcript Request**

Run Control ID: TranscriptRequest [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13      Run Control ID: TranscriptRequest

Request No: 1    Product: SA    Application: SRTSGROST    When: Always

Instance: 200599    Status: Processing    06/19/2002 6:53:16AM

*Institution	*Transcript Type	**Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term				
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONBA	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONND	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UBUS	BBA	BUSECON	5146	Sum 2014	Undergraduate Business	Bachelor of Business Admin	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONMIN	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)
[Add](#)   [Update/Display](#)



## Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. If these are not already entered, Type = **Web** and Format = **PDF**. If everything looks good, click **OK** or you can click cancel to void the process.

Process Scheduler Request

User ID: SHARR13      Run Control ID: TranscriptRequest

Server Name:       Run Date: 07/30/2014

Recurrence:       Run Time: 1:35:27PM      [Reset to Current Date/Time](#)

Name:       Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SRTSRGOST	SRTSRGOST	Application Engine	Web	PDF	Distribution

[OK](#)   [Cancel](#)

Clicking **OK** returns the user back to the **Batch Transcript Request** page. Click **Process Monitor** to monitor this process.

Batch Transcript Request

Run Control ID: TranscriptRequest      [Report Manager](#)   [Process Monitor](#)   [Run](#)

Process Instance: 6517735

User ID: SHARR13      Run Control ID: TranscriptRequest

Request No: 1      Product: SA      Application: SRTSRGOST      When: Always

Instance: 200599      Status: Processing      06/19/2002 6:53:16AM

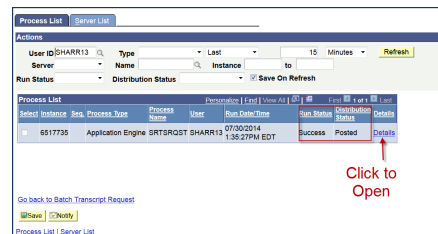
*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term				
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONBA	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONND	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UBUS	BBA	BUSECON	5146	Sum 2014	Undergraduate Business Admin	Bachelor of Business	<a href="#">+</a> <a href="#">-</a>
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONMIN	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	<a href="#">+</a> <a href="#">-</a>

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)      [Add](#)   [Update/Display](#)

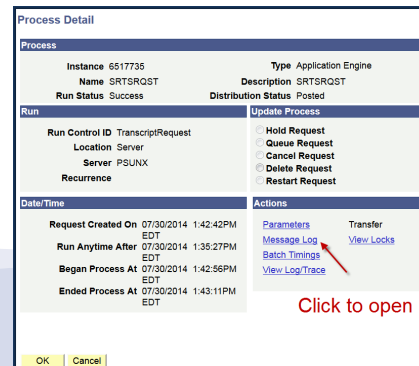


## Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link. (**Note:** the most recently generated process will appear at the top of the list that is displayed. This is the one you want to monitor. It may take a moment for you to see a new row appear for a newly requested process. Don't panic, the process will appear. **Hint:** To avoid confusion, the user should set the LAST data to 1 DAY. The user can also change this to smaller increments of time for easier monitoring.)



When the **DETAILS** link is clicked, a **Process Detail** page appears. Click the **MESSAGE LOG** link.





## Produce Batch Transcripts Message Log Results

The **Message Log** contains the emplids of all the students selected for this request. If necessary, use the scroll bar to see the full listing of student IDs. For our example there are 164 emplids.

Message Log			
Process			
Instance:	6517735	Type:	Application Engine
Name:	SRTSRQST	Description:	SRTSRQST
Personalize   Find   View 100   First 1-80 of 164   Last			
Severity	Log Time	Message Text	Explain
10	1:43:00PM	Transcript request detail record generated for student: [redacted]	Explain
10	1:43:02PM	Transcript request detail record generated for student: [redacted]	Explain
10	1:43:02PM	Transcript request detail record generated for student: [redacted]	Explain

**Important:** Each group within the request will be assigned a process number. Remember our request asked for students with the following majors - *ECONBA, ECONND, BUSECON, and ECONMIN*. There will be four process codes (one for each the groups requested). The user only needs the first and last process code to continue with the transcript generation process. Locate the first process number (you may see this on the first page, but it could also be on subsequent page – you must scroll down to find the number). **Note:** this process code is not the 1<sup>st</sup> emplid in the list. The process code will look like this.

10	1:43:05PM	Transcript Request Number generated: 002288208	Explain
----	-----------	--	---------

Once located, write down the first process number.

Scroll to the end of the list and the last process code will be located near the end of the list.

10	1:43:10PM	Transcript Request Number generated: 002288211	Explain
	1:43:11PM	Successfully posted generated files to the report repository	Explain
Return			

**Hint:** Two numbers 002288208 and 002288211 = range for 4 groups





## Produce Batch Transcripts Transcript Generation

The next process is similar to going to the file cabinet and pulling records. This process may take a little more time than the transcript request took. Close all windows and from the Records Tab, click on the Process Batch Transcript link again.

Click link 2. Generate a Batch.

**Batch Transcript Generation**

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

Run Control ID:

**Add**

**Batch Transcript Generation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

**Search Criteria**

Run Control ID: begins with

Case Sensitive

**Search** **Clear** **Basic Search** **Save Search Criteria**

**Search Results**

View All First 1 of 1 Last

Run Control ID
transcript_generate

Find an Existing Value | [Add a New Value](#)

If this is the user's first time creating a batch, they should set-up a Run Control ID for the second phase. Click **Add a New Value**. Naming the run control "**transcript\_generate**" is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name "**transcript\_generate**" and **SEARCH**.



## Produce Batch Transcripts Transcript Generation Criteria

When the Transcript Generation page appears, the following information needs to be entered.

Institution = **Emory**

Transcript Type = **INTRN**

Under **Selection Criteria**

- Check the box next to Request Nbr and enter the two numbers that were written down from the previous process. **From** will be the first number (i.e. 002288208 and tab) and **To** will be the last number (i.e. 002288211 – when you tab the first number will automatically populate. If you had requested more than one group, you will have a process group range. Enter the last number in the range). After entering the numbers **SAVE**.
- Then click the **RUN** button at the top of the page.

**Transcript Generation**

Run Control ID: transcript\_generate [Report Manager](#) [Process Monitor](#) [Run](#)

\*Institution:  Emory University  
 \*Transcript Type:  Advising Document

**Selection Criteria**

Request Nbr Report Request Number:

Request Date

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click Run after entry is complete to start process



## Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. If everything looks good, click **OK** or you can click cancel to void the process.

**Process Scheduler Request**

User ID: SHARR13      Run Control ID: transcript\_generate

Server Name:       Run Date: 07/30/2014

Recurrence Name:       Run Time: 3:51:34PM     

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Batch Transcript Generation	SRPCTDRB	COBOL SQL	(None)	(None)	Distribution

Clicking **OK** returns the user back to the **Transcript Generation** page. Click **Process Monitor** to monitor the process.

**Transcript Generation**

Run Control ID: transcript\_generate      [Report Manager](#)   **Process Monitor**  

Process Instance: 6517741

\*Institution:       Emory University

\*Transcript Type:       Advising Document

Selection Criteria		From	To
<input checked="" type="radio"/>	Request Nbr	Report Request Number:	<input type="text" value="002288208"/> <input type="text" value="002288211"/>
<input type="radio"/>	Request Date		





## Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link. (This process may take longer than the previous process because the system is building the transcripts for printing. Don't panic. The length of time it takes depends on the number of transcript in each grouping.)

Select	Instance	Sec.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	6517741	COBOL	SQL	SRPCTDRB	SHARR13	07/30/2014 3:51:34PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6517735	Application	Engine	SRTSRQST	SHARR13	07/30/2014 1:35:27PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6517727	SQR	Report	EUSR027B	SHARR13	07/30/2014 10:04:35AM EDT	Success	Posted	<a href="#">Details</a>

The Process Detail page appears. Click the **MESSAGE LOG** link.

Process	
Instance	6517741
Type	COBOL SQL
Name	SRPCTDRB
Description	Batch Transcript Generation
Run Status	Success
Distribution Status	Posted
Run	
Run Control ID	transcript_generate
Location	Server
Server	PSUNX
Recurrence	
Date/Time	
Request Created On	07/30/2014 3:53:51PM EDT
Run Anytime After	07/30/2014 3:51:34PM EDT
Began Process At	07/30/2014 3:54:09PM EDT
Ended Process At	07/30/2014 3:56:54PM EDT
Update Process	
<input type="radio"/>	Hold Request
<input type="radio"/>	Queue Request
<input type="radio"/>	Cancel Request
<input type="radio"/>	Delete Request
<input type="radio"/>	Restart Request
Actions	
<a href="#">Parameters</a>	Transfer
<a href="#">Message Log</a>	
<a href="#">Batch Timings</a>	
<a href="#">View Log/Trace</a>	
Click to Open	

Viewing the Message Log for this phase is optional. By clicking the Message Log link, you will now see names appear with the student id number. This can be skipped and the user can move forward to the printing phase.



## Produce Batch Transcripts Internal Transcript Batch Print

The next process is similar to going to a printer with file folders and printing the records. Close all windows and from the **Records Tab**, **Process Batch Transcripts** link, click the link **Print a Batch – Internal Transcript Batch Print**.

Click link 3. **Print a Batch – Internal Transcript Batch Print**.

**Internal Transcript Batch Print**

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

Run Control ID:

Add

**Internal Transcript Batch Print**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
Transcript Print	English
transcript_print	English

When printing a batch for the first time, the user should set-up a Run Control ID for the second phase. Click **Add a New Value**. Naming the run control "**transcript\_print**" is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name "**transcript\_print**" and **SEARCH**.



## Produce Batch Transcripts Print Criteria

A new page will appear. Again the user will enter the request number range that was generated in the transcript request phase. The user will enter the first number in the **From** and last number in the **To** fields and **SAVE**.

Then click **RUN**.

Internal Trans Prt

**Run Control** transcript\_print  
ID:

[Report Manager](#) [Process Monitor](#)

Run

**Report Request Nbr From:** 00228820

**Report Request Nbr To:** 00228821

To Print to a Network-Defined HP Printer, use: Type = Printer, Format = HP, Output Dest = printer name

To Print to a Network Defined Line Printer, use: Type = Printer, Format = LP, Output Dest = printer name

To Print to a Local PC Printer, use: Type = Web, Format = PDF, Output Dest = Blank (View in Acrobat, then print to local printer)

Save Notify

Add Update/Display



## Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. Type = **Web** and Format = **PDF** and if everything looks good, click **OK** or you can click cancel to void the process.

**Process Scheduler Request**

User ID: SHARR13      Run Control ID: transcript\_print

Server Name:       Run Date: 07/30/2014

Recurrence Name:       Run Time: 4:21:57PM     

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Print Internal Transcripts	EUSR027B	SQR Report	Web	PDF	<a href="#">Distribution</a>

Clicking **OK** returns the user back to the **Internal Trans Prt** page. Click **Process Monitor** to monitor the process.

**Internal Trans Prt**

Run Control ID: transcript\_print      [Report Manager](#)           

Process Instance: 6517742

Report Request Nbr From: 00228820

Report Request Nbr To: 00228821

To Print to a Network-Defined HP Printer, use:      Type = Printer, Format = HP, Output Dest = printer name

To Print to a Network Defined Line Printer, use:      Type = Printer, Format = LP, Output Dest = printer name

To Print to a Local PC Printer, use:      Type = Web, Format = PDF, Output Dest = Blank (View in Acrobat, then print to local printer)



## Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link.

Process List		Server List							
<b>Actions</b> User ID: SHARR13   Type:   Last:   1 Days   <a href="#">Refresh</a> Server:   Name:   Instance:   to:   Run Status:   Distribution Status:   <input checked="" type="checkbox"/> Save On Refresh   <a href="#">Click Details</a>									
Select	Instance	Sqg	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	6517742	SQR	Report	EUSR027B	SHARR13	07/30/2014 4:21:57PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6517741	COBOL	SQL	SRPCTDRB	SHARR13	07/30/2014 3:51:34PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6517735	Application	Engine	SRTSRQST	SHARR13	07/30/2014 1:35:27PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6517727	SQR	Report	EUSR027B	SHARR13	07/30/2014 10:04:35AM EDT	Success	Posted	<a href="#">Details</a>

The **Process Detail** page appears. Click the **View Log/Trace** link.

Process Detail	
<b>Process</b>	
Instance: 6517742	Type: SQR Report
Name: EUSR027B	Description: Print Internal Transcripts
Run Status: Success	Distribution Status: Posted
<b>Run</b>	
Run Control ID: transcript_print	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	
<b>Date/Time</b>	
Request Created On: 07/30/2014 4:24:50PM EDT	<a href="#">Parameters</a>   Transfer
Run Anytime After: 07/30/2014 4:21:57PM EDT	<a href="#">Message Log</a>
Began Process At: 07/30/2014 4:25:04PM EDT	Batch Timings
Ended Process At: 07/30/2014 4:25:34PM EDT	<a href="#">View Log/Trace</a>

Click View Log/Trace



## Produce Batch Transcripts View Trace Log/Print PDF Output

A new page will appear. In the middle of the page under **FILE LIST** is a **PDF** file.

View Log/Trace

**Report**

Report ID: 5067628      Process Instance: 6517742      [Message Log](#)

Name: EUSR027B      Process Type: SQR Report

Run Status: Success

Print Internal Transcripts

**Distribution Details**

Distribution Node: SATEST9      Expiration Date: 10/28/2014

**File List**

Name	File Size (bytes)	Datetime Created
SQR_EUSR027B_6517742.log	1,901	07/30/2014 4:25:34.005558PM EDT
<b>sqr027b_6517742.pdf</b>	610,713	07/30/2014 4:25:34.005558PM EDT
sqr027b_6517742.out	49,151	07/30/2014 4:25:34.005558PM EDT

**Distribute To**

Distribution ID Type: \*Distribution ID

User: SHARR13

Double click this link to open the **PDF** file containing the transcript(s) ready for printing to your local printer.

Advising Document - Do Not Reselect      Page No. 1

Name

Student ID: Identifying information has been removed - FERPA      Address:

Level: removed - FERPA

Phone:

Print Date: 2018-04-11

TERM	CRS	CRS	CRS	CRS	CRS	CRS
TERM TOTAL	3.392	15.00	17.00	67.500		
CRS	3.443	90.00	90.00	169.750		

----- Beginning of Academic Record -----

**Undergraduate Emory College, Liberal Arts & Sciences - Fall 2007**

Plan - Undergrad - Arts & Sciences

CRS	CRS	CRS	CRS	CRS	CRS	CRS
ARTIST 199	Principles of American History	4.00	4.00 A	13.000		
REQ DEPARTMENT	College Freshman Seminar					
FORM 150	French Speaking And Meeting	3.00	3.00 B			
MAIR 110	Mathematical Proofs I	4.00	4.00 B-	16.000		
PHYS 140	Elementary Portuguese I	4.00	4.00 B	16.000		
REL 210	Classical Religious Texts	4.00	4.00 A-	14.000		
TERM CRS	3.392	TERM TOTAL	37.00	37.00		
CRS	3.392	CRS TOTAL	37.00	37.00		

**Undergraduate Emory College, Liberal Arts & Sciences - Spring 2007**

Plan - Undergrad - Arts & Sciences

CRS	CRS	CRS	CRS	CRS	CRS	CRS
REIT 310	Latin America Since Independence	4.00	4.00 B-	12.000		
JRNG 2100	Open Reporting And Writing	4.00	4.00 C+	9.000		
REQ DEPARTMENT	First Freshman College Writing Requirement					
LAP 100	Open Reporting And Writing	4.00	4.00 B-	10.000		
BIOL 100	Course Topics: Cells & Molecules In Cells And					
BIOL 100	Course Topics: Cells & Molecules In Cells And					
BIOL 100	Course Topics: Cells & Molecules In Cells And					
TERM CRS	3.392	TERM TOTAL	46.00	46.00		
CRS	3.392	CRS TOTAL	46.00	46.00		

**Undergraduate Emory College, Liberal Arts & Sciences - Summer 2007**

Plan - Undergrad - Arts & Sciences

CRS	CRS	CRS	CRS	CRS	CRS	CRS
ARTH 101	Introduction To Art History	4.00	4.00 B-	12.000		
LANG 101	First Of The American Languages	4.00	4.00 B	12.000		
TERM CRS	3.392	TERM TOTAL	8.00	8.00		
CRS	3.392	CRS TOTAL	74.00	74.00		

**Undergraduate Emory College, Liberal Arts & Sciences - Fall 2007**

Plan - Undergrad - Arts & Sciences

CRS	CRS	CRS	CRS	CRS	CRS	CRS
BIOL 100	Cellular Biology	4.00	4.00 B	12.000		
BIOL 100	Cellular Biology	4.00	4.00 B-	10.000		
BIOL 100	Cellular Biology	4.00	4.00 B-	10.000		
TERM CRS	3.392	TERM TOTAL	36.00	36.00		
CRS	3.392	CRS TOTAL	36.00	36.00		

**Undergraduate Emory College, Liberal Arts & Sciences - Fall 2008**

Plan - Undergrad - Arts & Sciences

CRS	CRS	CRS	CRS	CRS	CRS	CRS
REIT 310	Latin America Since Independence	4.00	4.00 B	12.000		
RE 101	Health Education	2.00	2.00 B-	7.000		
LAP 101	Open Reporting And Writing	4.00	4.00 B-	10.000		
REQ DEPARTMENT	College Advanced Seminar					
BIOL 100	Course Topics: Cells & Molecules In Cells And					
BIOL 100	Course Topics: Cells & Molecules In Cells And					
BIOL 100	Course Topics: Cells & Molecules In Cells And					
TERM CRS	3.392	TERM TOTAL	36.00	36.00		
CRS	3.392	CRS TOTAL	90.00	90.00		