

## University of Delaware - Office of the Registrar

### Producing an Electronic file of Transcripts

UD staff with the required UDSIS access permission may create a file of student transcripts.

Go to: **Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts**

- 1) Create a Run Control ID and click **Add a New Value**.
- 2) In the **Academic Institution** dropdown box, choose **University of Delaware**.
- 3) In the **Transcript Type** dropdown box, choose **Unofficial Transcript**.
- 4) In the Process Action dropdown box, choose **Request, Generate and Print**.
- 5) Check the **Override Service Indicator** box.
- 6) The Population Selection box should **NOT be checked**.
- 7) Check **Use Student Select**.

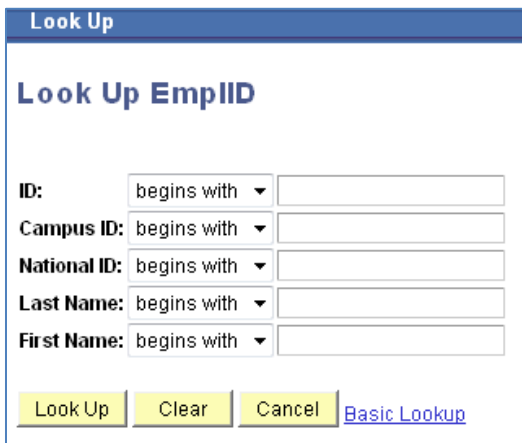
You will be presented with an **EmplID** line, where you can enter a Student ID.



A screenshot of a form field for entering a Student ID. It consists of two input boxes. The first box is labeled '\*Seq Nbr' and contains the number '1'. The second box is labeled '\*ID' and is empty. A magnifying glass icon is positioned to the right of the second box.


If you don't know the Student ID, click the magnifying glass next to the ID box, and click on

#### **Advanced Lookup.**



A screenshot of a dialog box titled 'Look Up' with a subtitle 'Look Up EmplID'. It contains five rows of search criteria, each with a dropdown menu set to 'begins with' and an adjacent text input field. The criteria are: ID, Campus ID, National ID, Last Name, and First Name. At the bottom, there are three buttons: 'Look Up' (highlighted in yellow), 'Clear' (highlighted in yellow), and 'Cancel' (highlighted in yellow). A blue link labeled 'Basic Lookup' is located to the right of the 'Cancel' button.

- 8) Use the **+** on the right to add another row and specify an additional Student ID.
- 9) Click the **Save** button periodically if entering many Student ID numbers, and when finished entering IDs.
- 10) In the Additional Options box, in the **Print Sort Option** area, choose the desired sort option. The other Additional Options should be left as is.


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## Process Transcripts

Run Control ID: test16
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**Run**

\*Academic Institution:

\*Transcript Type:

Process Action:

**Request Options**

Override Service Indicator

Number of Copies:

**Population Selection**

Population Selection

**Student Select List**

Use Student Select **Clear List**

#	EmpID	Name		
1	<input type="text" value="UD ID 1"/> 🔍	<input type="text" value="Student Name 1"/>	+	-
2	<input type="text" value="UD ID 2"/> 🔍	<input type="text" value="Student Name 2"/>	+	-

**Additional Options**

Print Sort Option:

Report Name:  🔍

Template ID:  🔍

Output XML File:

Output File Path:

Save
 Notify
 Add
 Update/Display

11) Hit the **Run** button at the top of the page and you will receive a screen similar to this:

**Process Scheduler Request**

User ID: 45728      Run Control ID: test1127

Server Name:       Run Date: 11/27/2011

Recurrence:       Run Time: 10:00:52PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Process transcripts	SSR_TSRPT	XML Publisher	Web	PDF	<a href="#">Distribution</a>

12) Hit the **OK** button at the bottom of the screen, which will return you to the Process Transcripts screen.

13) Click the “Report Manager” link at the top of the page.

**Process Transcripts**

Run Control ID: test1127      [Report Manager](#)      [Process Monitor](#)     

\*Academic Institution: University of Delaware

\*Transcript Type: Unofficial Transcript

Process Action: Request, Generate and Print

14) Go to the Administration tab and hit the **Refresh** button until you see that **SSR\_TSRPT – SSR\_TSRPT.pdf** is posted.

Search:

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Favorites | Main Menu > Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts

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**View Reports For**

User ID:  Type:  Last  1 Days  Refresh

Status:  Folder:  Instance:  to:

**Report List** Customize | Find | View All |  First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	491723	691282	<a href="#">SSR_TSRPT - SSR_TSRPT.pdf</a>	11/27/2011 10:03:35PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

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

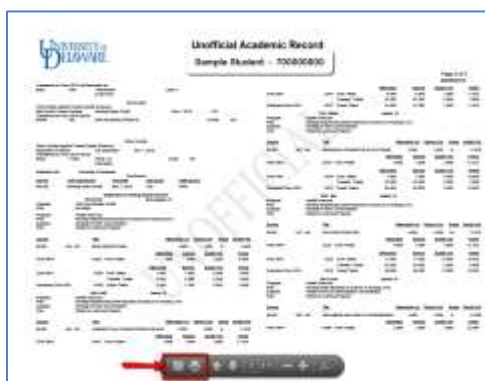
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15) Click the .pdf link in the Description column.

16) If you receive a pop-up window, allow pop-ups for the server listed, and then click the .pdf link again.

- A) A single pdf with all the requested transcripts will load in a separate tab or window, depending upon your browser setup. Cursor over the bottom of the page in the pdf window to display a menu bar.



B) Click the desired button to print or save the file to a secure site.

C) If you have any questions, please contact the Office of the Registrar at 302-831-2131.