

SETTING UP BATCH TRANSCRIPT GENERATION

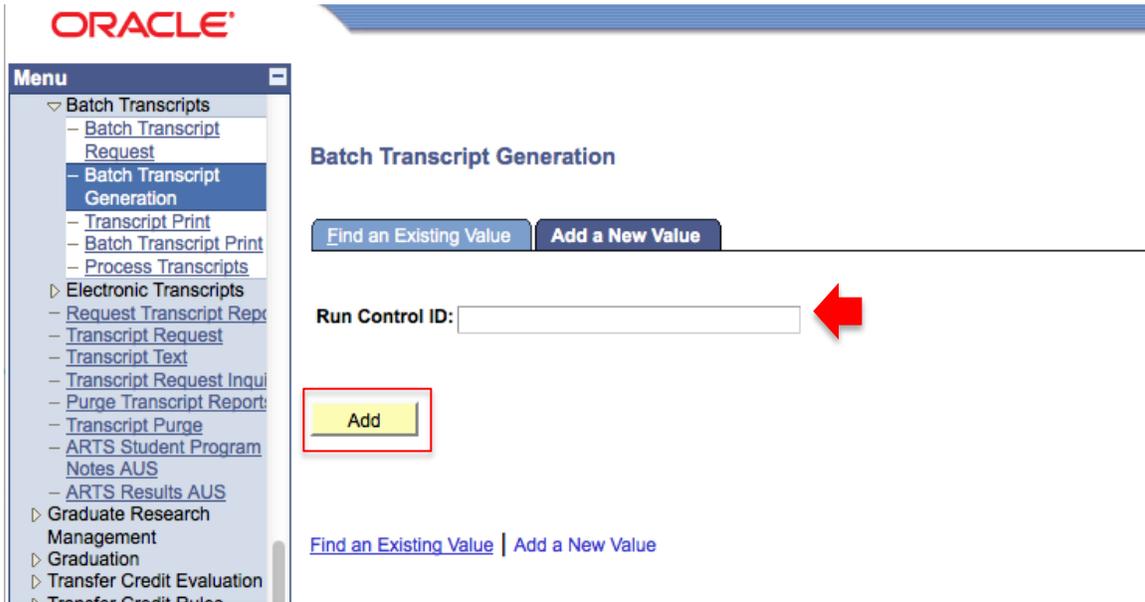
1. In Student Administration, click Records and Enrollment, and then click on Transcripts:

The screenshot shows the Oracle Student Administration interface. On the left, a 'Menu' sidebar is visible with 'Records and Enrollment' and 'Transcripts' highlighted by red boxes and numbered '1' and '2' respectively. The main content area is titled 'Main Menu > Records and Enrollment > Transcripts'. It contains several options: 'Request Transcript Report', 'Transcript Request', 'Transcript Request Inquiry', 'Batch Transcripts' (with sub-options: 'Batch Transcript Request', 'Batch Transcript Generation', 'Transcript Print', and '2 More...'), 'Purge Transcript Reports', and 'ARTS Results AUS'.

2. From the Batch Transcripts menu, select Batch Transcript Generation and click the Add New Value Tab

The screenshot shows the Oracle Student Administration interface. On the left, the 'Menu' sidebar is visible with 'Batch Transcript Generation' highlighted by a red box and numbered '2'. The main content area is titled 'Batch Transcript Generation'. It contains a search form with the following elements: 'Find an Existing Value' and 'Add a New Value' buttons (the latter is highlighted by a red box and numbered '3'), a 'Search Criteria' dropdown menu, a 'Run Control ID' field with a dropdown menu set to 'begins with', a 'Case Sensitive' checkbox, and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. Enter a name for the Run Control ID (e.g. Unofficial Transcripts, Official Transcripts, etc.) and click the Add button



The screenshot shows the Oracle interface for Batch Transcript Generation. On the left is a menu with 'Batch Transcript Generation' selected. The main area has a title 'Batch Transcript Generation' and two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Run Control ID:' with a red arrow pointing to it. A yellow 'Add' button is highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Make a selection from the Transcript Type drop-down menu and click the Save button



The screenshot shows the Oracle interface for Transcript Generation. On the left is a menu with 'Batch Transcript Generation' selected. The main area has a title 'Transcript Generation' and a 'Run Control ID' field with the value 'UNOFFICIAL_TRANSCRIPT'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this are two dropdown menus: '*Institution:' with 'PCCD1' selected and '*Transcript Type:' with 'UNOFF' selected. A 'Selection Criteria' table is shown with 'Request Date' selected and 'Requested Print Date' set to '07/31/2013'. At the bottom, a yellow 'Save' button is highlighted with a red box, along with 'Return to Search' and 'Notify' buttons. On the right, there are 'Add' and 'Update/Display' buttons.

Now you should be able to go into Transcript Request