


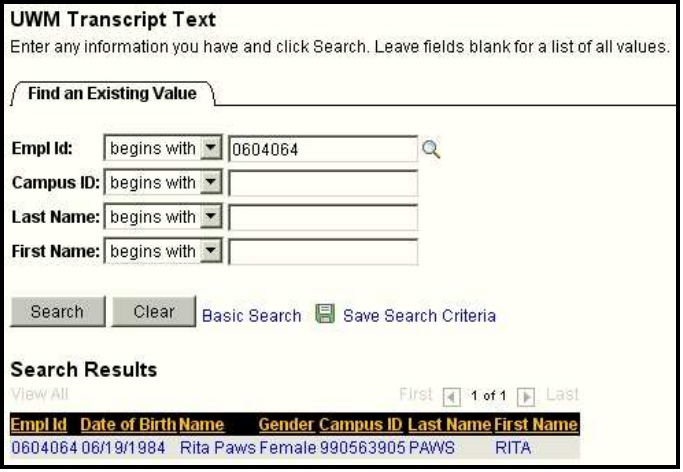
## ENTERING TRANSCRIPT TEXT ENTRIES

### Overview


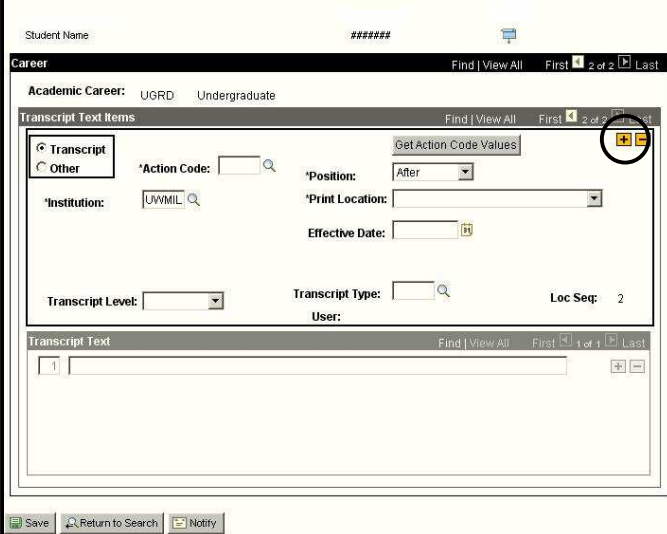
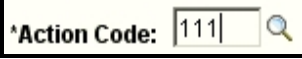
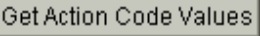
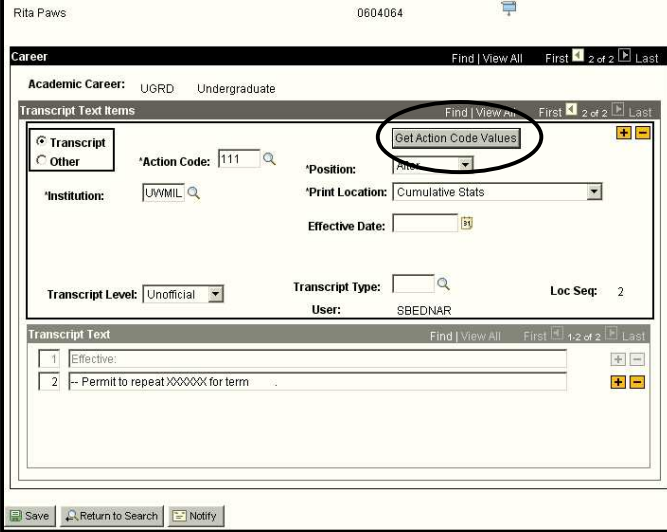
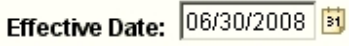
Transcript text is used to track specific actions for a student in PAWS. A couple of actions include, “Deans O.K. to Continue” or “Permission for a Third Repeat of a Class”. Transcript text is entered by those users who have been trained and granted PAWS security to add entries.

The following procedures will allow you to efficiently enter transcript text on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website ([www.pawstraining.uwm.edu](http://www.pawstraining.uwm.edu)) and review the PAWS manual titled “Student Records Basic Update” or for correction mode users review the “Student Records Advanced Update”.

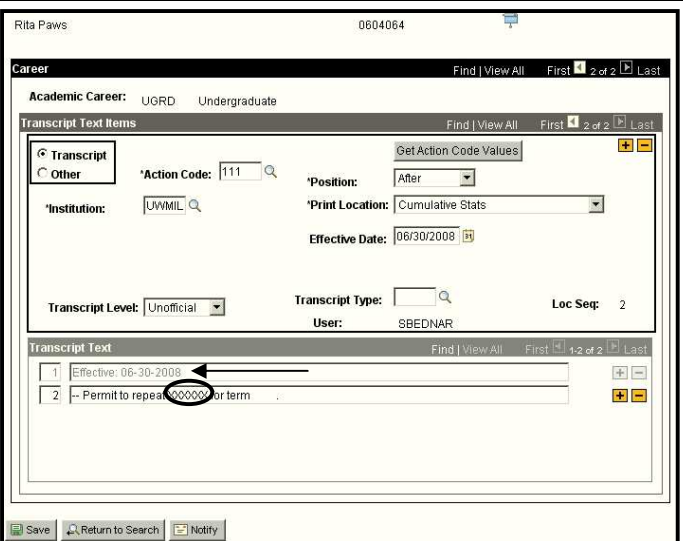
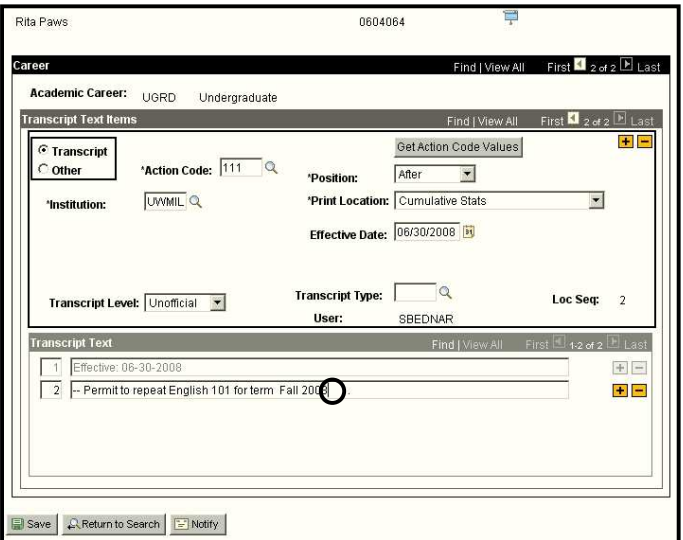
### Entering Transcript Text

Step	Action	Result
1.	Navigate to:  <b>UWM Records and Enrollment &gt; Transcript &gt; Add/Update Transcript Text</b>	
2.	Search for Student.	




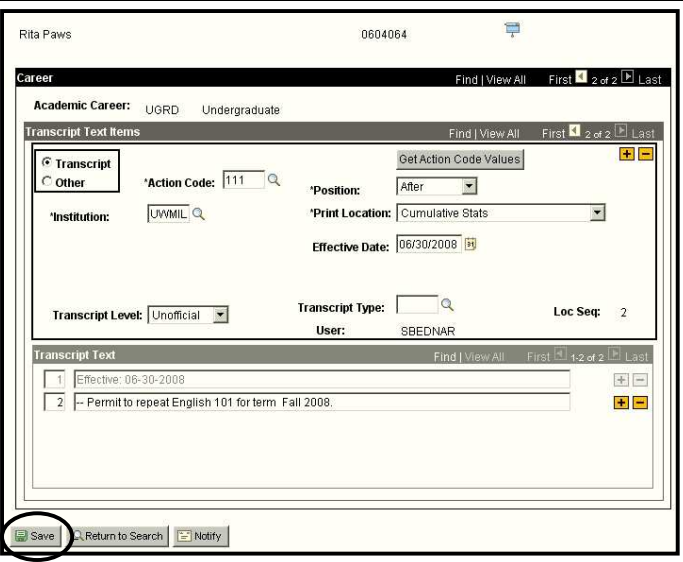
<p>3. Click  button.</p>		
<p>4. Type <b>Action Code</b> value in <b>Action Code</b> field.</p>		
<p>5. Click  button.</p>		
<p>6. Enter the <b>Effective Date</b> for transcript text.</p>		



<p>7. Replace “XXX’s” with the appropriate information.</p> <p><b>Note: Effective Date pulls from the Transcript Text Items section.</b></p>	
<p>8. Delete any extra spaces in the transcript text note.</p>	



9. Click the  Save button.



The screenshot displays the PAWS system interface for entering transcript text. At the top, the user's name 'Rita Paws' and ID '0604064' are visible. The main section is titled 'Career' and shows 'Academic Career: UGRD Undergraduate'. Below this is the 'Transcript Text Items' section, which includes a form with the following fields: 'Transcript' (selected), 'Action Code: 111', 'Position: After', 'Institution: UWMIL', 'Print Location: Cumulative Stats', 'Effective Date: 06/30/2008', 'Transcript Level: Unofficial', 'Transcript Type', 'User: SBEDNAR', and 'Loc Seq: 2'. At the bottom of the form, a 'Save' button is circled in red. The interface also includes navigation buttons like 'Return to Search' and 'Notify'.

