

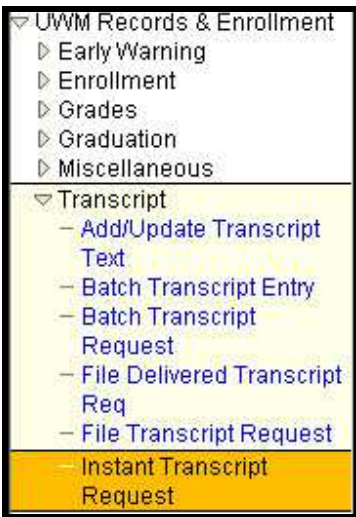
PRINTING TRANSCRIPTS

Overview



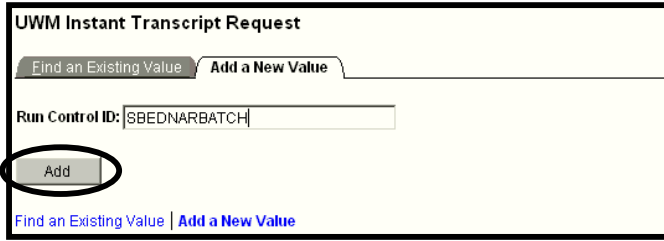
Transcripts are used to review a student's academic record/(s). For example, a student may be or has been an undergraduate student and/or a graduate student. A transcript can be run to see a summary of UWM course work and transfer credit from other institutions.

The following procedures will allow you to efficiently run and print a UWM transcript 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) and review the PAWS manual titled "Printing Transcripts and Class Rosters".


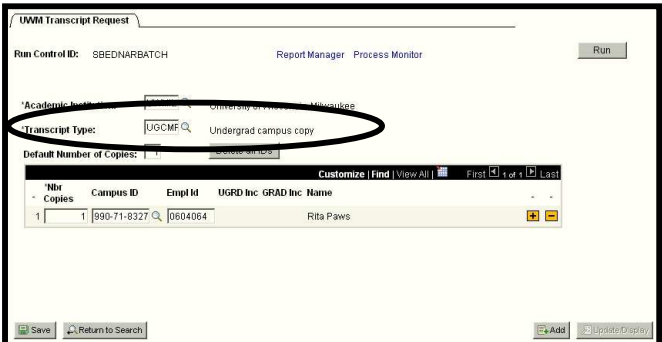
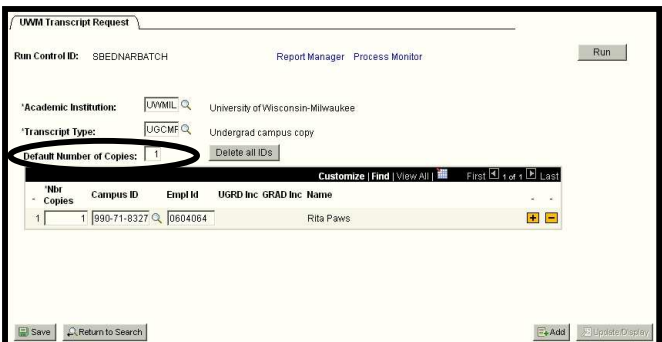

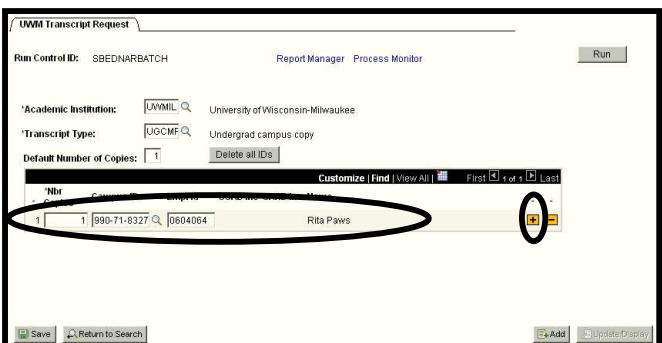
Printing a Transcript

Step	Action	Result
1.	Navigate to: UWM Records and Enrollment > Transcript > Instant Transcript Request	 <ul style="list-style-type: none"> ▼ UWM Records & Enrollment <ul style="list-style-type: none"> ▷ Early Warning ▷ Enrollment ▷ Grades ▷ Graduation ▷ Miscellaneous ▼ Transcript <ul style="list-style-type: none"> - Add/Update Transcript Text - Batch Transcript Entry - Batch Transcript Request - File Delivered Transcript Req - File Transcript Request - Instant Transcript Request








<p>2.</p>	<p>Click the Search button, if a Run Control has already been set-up.</p> <p>OR</p> <p>Select Add a New Value link, if a Run Control has not been set-up.</p> <p>Type your ePanther ID and the word Batch in the Run Control ID field. (Ex. SBEDNAR_BATCH)</p> <p>Click Add button. This will create the run control id.</p>	<p>If Run Control exists.</p>  <p>UWM Instant Transcript Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p> <p>If Run Control does not exist.</p>  <p>UWM Instant Transcript Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p>  <p>UWM Instant Transcript Request</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: SBEDNARBATCH</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
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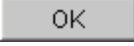



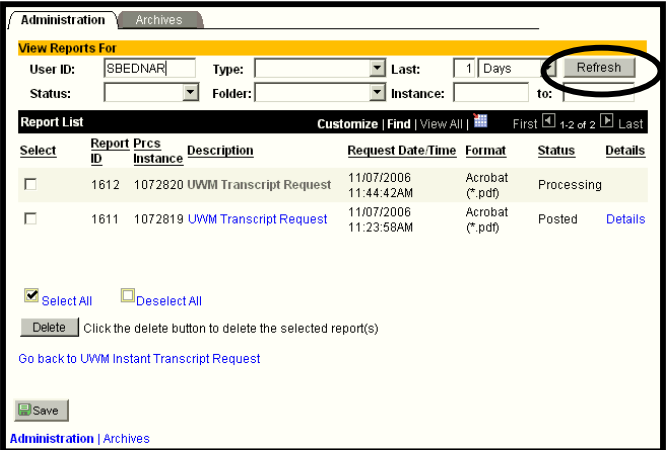
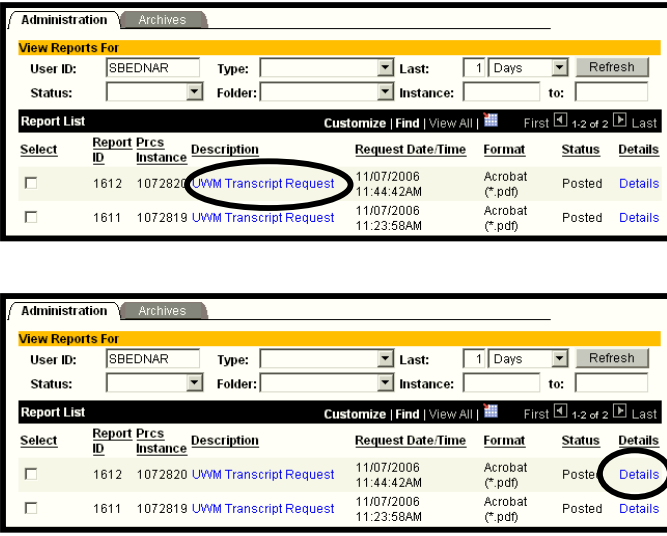


<p>3.</p>	<p>Enter Academic Institution of UWMIL.</p>	 <p>The screenshot shows the 'UWM Transcript Request' form. The 'Academic Institution' dropdown menu is open and 'UWMIL' is selected, with 'University of Wisconsin-Milwaukee' displayed next to it. This field is circled in red. Other fields include 'Transcript Type' (UGCMPF), 'Default Number of Copies' (1), and a table with one row for Rita Paws.</p>
<p>4.</p>	<p>Enter Transcript Type of: UGCMP = Undergraduate GCMP = Graduate</p>	 <p>The screenshot shows the 'UWM Transcript Request' form. The 'Transcript Type' dropdown menu is open and 'UGCMPF' is selected, with 'Undergrad campus copy' displayed next to it. This field is circled in red. Other fields include 'Academic Institution' (UWMIL), 'Default Number of Copies' (1), and a table with one row for Rita Paws.</p>
<p>5.</p>	<p>Enter Default Number of Copies. Note: We recommend 1.</p>	 <p>The screenshot shows the 'UWM Transcript Request' form. The 'Default Number of Copies' field is set to '1' and is circled in red. Other fields include 'Academic Institution' (UWMIL), 'Transcript Type' (UGCMPF), and a table with one row for Rita Paws.</p>
<p>6.</p>	<p>Enter the Campus Id of one or more students (up to 10). Note: Click  button to add multiple rows.</p>	 <p>The screenshot shows the 'UWM Transcript Request' form. The table row for Rita Paws is circled in red, and the plus button at the end of the row is also circled in red. Other fields include 'Academic Institution' (UWMIL), 'Transcript Type' (UGCMPF), and 'Default Number of Copies' (1).</p>



<p>7.</p>	<p>Click Run button.</p>	 <p>The screenshot shows the 'UWM Transcript Request' form. At the top right, there is a 'Run' button which is circled in black. The form includes fields for 'Academic Institution' (University of Wisconsin-Milwaukee), 'Transcript Type' (Undergrad campus copy), and a table with one row containing student information.</p>
<p>8.</p>	<p>Enter Server Name of PSUNX.</p>	 <p>The screenshot shows the 'Process Scheduler Request' form. The 'Server Name' dropdown menu is set to 'PSUNX' and is circled in black. Other fields include 'Run Date' (11/07/2006) and 'Run Time' (11:00:39AM).</p>
<p>9.</p>	<p>Turn on the UWM Transcript checkbox.</p>	 <p>The screenshot shows the 'Process Scheduler Request' form. In the 'Process List' table, the checkbox for 'UWM Transcript Request' is checked and circled in black.</p>
<p>10.</p>	<p>Enter Type of Web.</p>	 <p>The screenshot shows the 'Process Scheduler Request' form. In the 'Process List' table, the 'Type' dropdown menu is set to 'Web' and is circled in black.</p>
<p>11.</p>	<p>Enter Format of PDF.</p>	 <p>The screenshot shows the 'Process Scheduler Request' form. In the 'Process List' table, the 'Format' dropdown menu is set to 'PDF' and is circled in black.</p>



<p>12.</p>	<p>Click  button.</p> <p>Note: Page will return to the “UWM Transcript Request ” page.</p>	
<p>13.</p>	<p>Select Report Manager link.</p>	
<p>14.</p>	<p>Click  button, until the job shows a Status of Posted.</p>	
<p>15.</p>	<p>When the job is Posted, select the UWM Transcript Request link.</p> <p>OR</p> <p>Select Details link.</p>	



When the **Report Details** page opens, select the **.PDF** file name.

Note: If “Pop-up Blocker” is turned on in your browser, use the [Details](#) link OR turn off your “Pop-Up Blocker”.

Report Detail

Report

Report ID: 1612 Process Instance: 1072820 [Message Log](#)

Name: USR00156 Process Type: SQR Report

Run Status: Success

UWM Transcript Request

Distribution Details

Distribution Node: SAREPORTS Expiration Date: 11/14/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,603	11/07/2006 11:45:03.000000AM CST
usr00156_1072820.PDF	8,445	11/07/2006 11:45:03.000000AM CST
Trace File	6,027	11/07/2006 11:45:03.000000AM CST

Distribute To

Distribution ID Type	Distribution ID		
User	SBEDN	<input type="button" value="+"/>	<input type="button" value="-"/>

OK Cancel

