

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**.

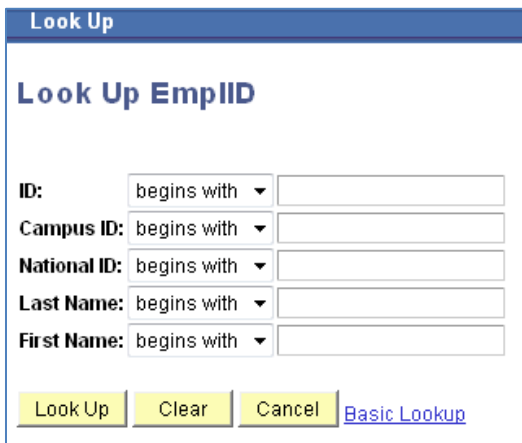
You will be presented with an **EmpIID** line, where you can enter a Student ID.



A screenshot of a web form showing two input fields. The first field is labeled '*Seq Nbr' and contains the number '1'. The second field is labeled '*ID' and is empty. A magnifying glass icon is positioned to the right of the *ID field.


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 sub-header 'Look Up EmpIID'. 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.


Search: _____

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Process Transcripts

Run Control ID: test16 [Report Manager](#) [Process Monitor](#) **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"/>			<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="UD ID 2"/>	<input type="text" value="Student Name 2"/>			<input type="button" value="+"/> <input type="button" value="-"/>

Additional Options

Print Sort Option:

Report Name:

Template ID:

Output XML File:

Output File Path:

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	Distribution

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

View Reports For

Folder: Instance: to:

Name: Created On: Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

[Go back to Process Transcripts](#)

List | [Explorer](#) | [Administration](#) | [Archives](#)

- 13) Go to the Administration tab and hit the Refresh button until you see that **SSR_TSRPT – SSR_TSRPT.pdf** is posted.

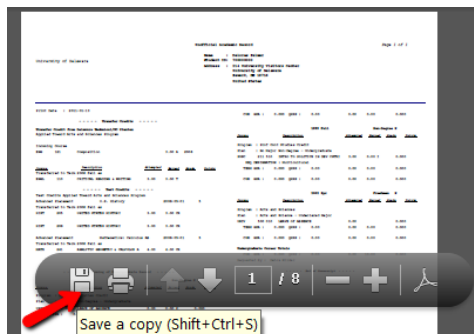
The screenshot shows the BSIS web application interface. At the top, there is a search bar and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts. There are also links for New Window, Help, and Customize Page. The 'Administration' tab is selected in the navigation bar. Below the navigation bar, there is a 'View Reports For' section with fields for User ID (45728), Type, Last, 1 Days, Status, Folder, Instance, and a Refresh button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with Report ID 491723, Prcs Instance 691282, Description 'SSR_TSRPT - SSR_TSRPT.pdf', Request Date/Time '11/27/2011 10:03:35PM', Format 'Acrobat (*.pdf)', Status 'Posted', and a Details link. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button with a tooltip, a 'Go back to Process Transcripts' link, and a 'Save' button. At the bottom, there are links for List, Explorer, Administration, and Archives.

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

- 14) Click the .pdf link in the Description column.

- 15) 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.