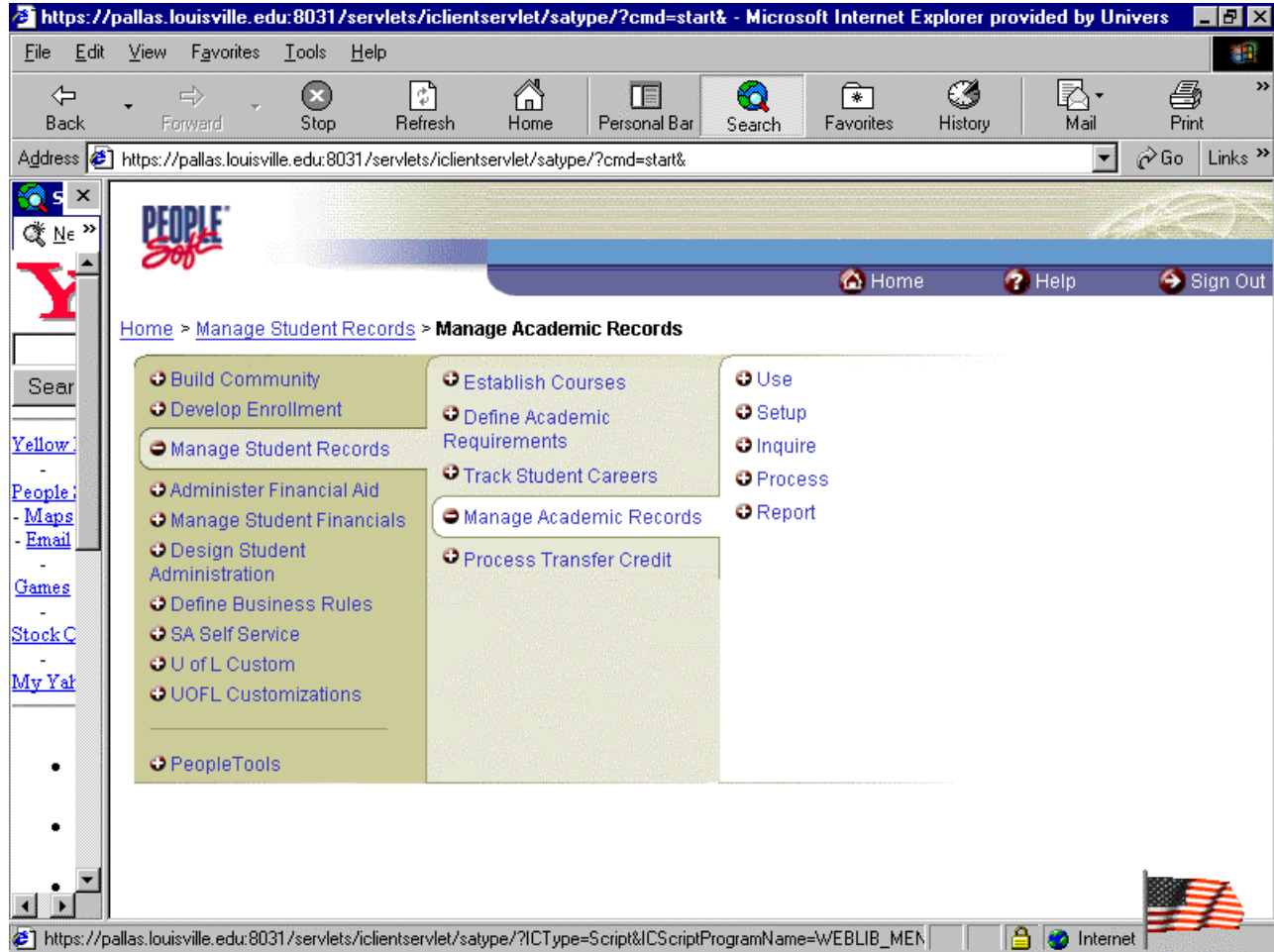


How to Print Unofficial Transcript from Student Administration 8.0 System

Navigation: Home—Manage Student Records, Manage Academic Records, Inquire, Transcript Request



Scroll to the bottom and click “Add a New Value”

PEOPLE Soft

Home Help Sign Out

Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request [New Window](#)

Transcript Request

Find an Existing Value

Report Request Nbr:

ID:

Academic Institution:

Transcript Type:

User ID:

Request Date:

Future Release:

Term:

Requested Print Date:

First Name:

Last Name:

[Basic Search](#)

[Add a New Value](#)

For Transcript Type, select "UTALL" (transcripts for all careers) or "UTGR" (transcripts for Graduate career only)
Make sure for Output Destination, select "Printer"

PEOPLE Soft

Home Help Sign Out

Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request [New Window](#)

Request Header Request Detail Report Results Report Errors

Report Request Nbr: 000000000 Request Date: 01/25/2002 User ID: L0BRAG01

*Institution: UOFL1 University of Louisville

*Transcript Type: UTALL Unofficial Transcript

Freeze Record

Override Service Indicator

*Output Destination: Printer

Number of Copies: 1

Future Release: ImedProc

Academic Career:

Term:

Print Date: 01/25/2002

Request Reason:

Cancel Request

Save Add Update

Go to next tab, Request Detail and put in the student ID

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with the PEOPLE Soft logo and links for Home, Help, and Sign Out. Below this is a breadcrumb trail: Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request. The main content area has four tabs: Request Header, Request Detail (selected), Report Results, and Report Errors. Under the Request Detail tab, there are two rows of information: 'Report Request Nbr: 000000000 On Request' and 'Transcript Type: UTALL Unofficial Transcript'. To the right of this information are buttons for 'Process Request', 'Print', and 'Report Manager'. Below this is a search area with a table header containing '*Seq Nbr', '*ID', and 'Number of Copies'. The table has one row with '1' in the first column, an empty field in the second, and '1' in the third. There are search and 'Send' buttons. At the bottom of this section are 'Save', 'Lookup ID', 'Add', and 'Update/Display' buttons.

The screenshot shows the PEOPLE Soft web application interface with the 'Lookup ID' form. The breadcrumb trail is the same as in the previous screenshot. The 'Lookup ID' section has several input fields: 'EmpID:', 'National ID:', 'Campus ID:', 'Last Name:', and 'First Name:'. Below these fields are buttons for 'Lookup', 'Clear', 'Cancel', and 'Basic Lookup'. The 'Basic Lookup' button is a blue link.



NOTE: It is to your advantage to have the student ID handy before you request transcripts, if not, you can click on the Lookup ID button and put in a last name, or social security number.

Once you have the student ID inputted, hit your tab key on your keyboard to verify the name with the student ID. This is helpful so that you have the right student. The name should appear on the right hand side of the student ID .

Next, click on the Process Request button on the top of this screen. This will automatically pop you into the third tab, where you will see the unofficial transcript.

The screenshot shows a web browser window with the PEOPLE Soft logo and navigation links: Home, Help, and Sign Out. The breadcrumb trail is: Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request. A 'New Window' link is also present.

Navigation tabs include: Request Header, Request Detail, Report Results, and Report Errors. The 'Report Results' tab is active.

Form fields and buttons:


- Report Request Nbr: 000000000 On Request
- Transcript Type: UTALL Unofficial Transcript
- Buttons: Process Request, Print, Report Manager

Table with 3 columns: *Seq Nbr, *ID, and Number of Copies.

*Seq Nbr	*ID	Number of Copies
1	313835 Test,Advising	1

Buttons: Save, Add, Update/Display

Footer: Request Header | Request Detail | Report Results | Report Errors



This is the unofficial transcript located on the Report Results panel. To begin the printing process at your workstation, click on the Print Button in the upper right hand corner of this page. This sends the file to the Report Manager.

Then, click on the Report Manager link (below "Print Button")

PEOPLE
Soft

Home Help Sign Out

Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request [New Window](#)

Request Header Request Detail Report Results Report Errors

View All 1 of 1

Seq Nbr: 1 [Print](#)

ID: 1313835 Test,Advising [Report Manager](#)

Unofficial Transcript

Print Date : 2002-01-25

Name : Test,Advising

Student ID: 1313835

SSN :

Birthdate :

----- Transfer Credits -----

Transfer Credit from tentative transfer evaluation

Applied Toward Arts & Sciences Degree Program - NOT POSTED

Credits Transferred : 0.00

This will bring you to a new tab "Report List". If the file is not showing, click on the refresh button periodical until the file pops in.

The screenshot shows a web browser window displaying the PEOPLE Soft application. The browser's address bar shows the path: Home > PeopleTools > Report Manager > Inquire > Report List. The application header includes the PEOPLE Soft logo and navigation links for Home, Help, and Sign Out. Below the header, there are tabs for 'Report List' and 'Archived Reports'. A search section titled 'View Reports For' contains fields for 'User' (LOBRAG01), 'Process Type', 'Status', and 'Last' (1 Days), along with a 'Refresh' button. Below this is a table titled 'Report List' with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, and Det. The table currently contains one empty row. At the bottom of the page, there is a 'Delete' button with the instruction: 'Click the delete button to delete the selected report(s)'. A link 'Go back to Transcript Request' is also present. The browser's taskbar at the bottom shows various open applications and the system clock at 9:33 AM.

Click on the View Icon

PEOPLE Soft

Home Help Sign Out

PeopleTools > Report Manager > Inquire > Report List [New Window](#)

Archived Reports

Reports For

LOBRAG01 Process Type: [dropdown] 遡口罫

[dropdown] Last: 1 Days Refresh

View All |< 1-4 of 4 >|

Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details
260	296858	Transcript	01/25/2002 5:06:47PM	Acrobat (*.pdf)	Posted	Details View
180	296765	Transcript Print SQR	01/25/2002 12:30:14PM	Acrobat (*.pdf)	Posted	Details View
177	296762	Transcript	01/25/2002 12:25:04PM	Acrobat (*.pdf)	Posted	Details View
168	296753	Transcript	01/25/2002 12:04:36PM	Acrobat (*.pdf)	Posted	Details View

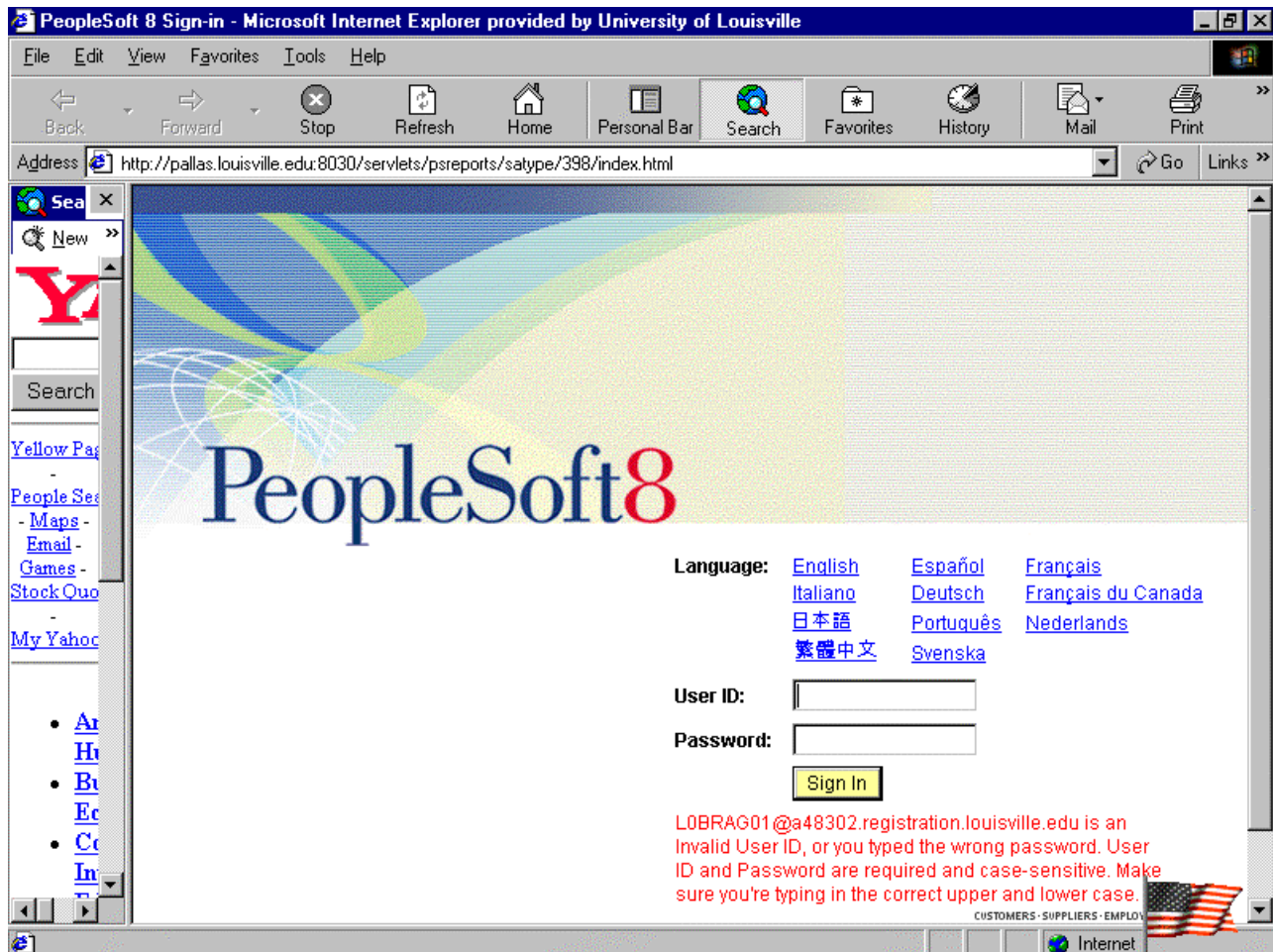
Click the delete button to delete the selected report(s)

[Transcript Request](#)

Archived Reports

This will bring up the Report Manager log in screen (This step may not be necessary if you have already logged in to Report Manager earlier).

NOTE: Make sure you log in with your user ID and password in ALL CAPS.



Once you log into to Report Manager, it will print up this screen. Click on the PDF file link and it will put the transcript into a PDF file.

NOTE: In order for this file to load, you must have Acrobat Reader loaded onto your computer workstation. If you do not currently have that software, you can find it in your NAL under the Utilities & Plug-in Folder.

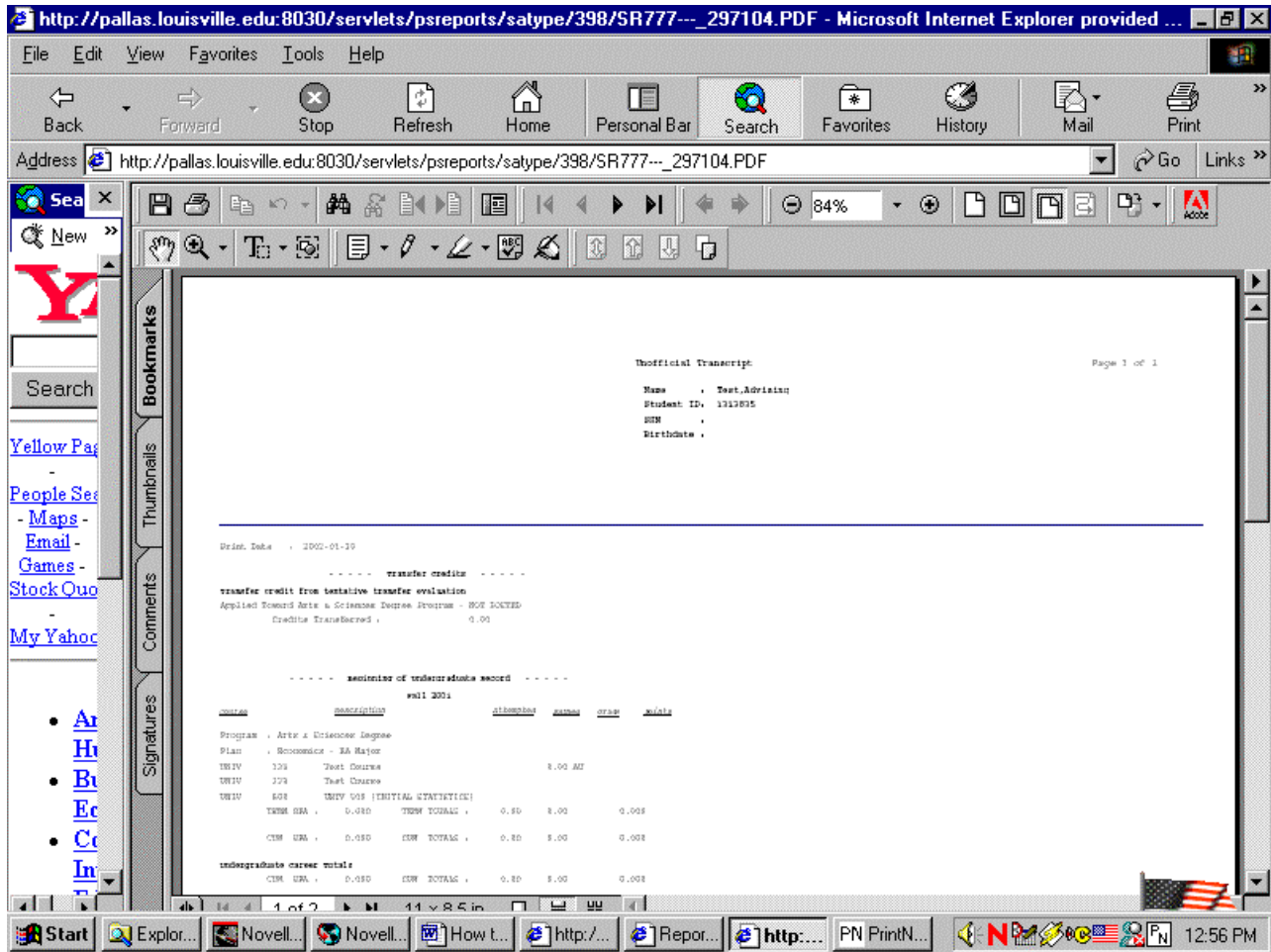
Report/Log Viewer

Instance:	297104	Type:	Crystal
Name:	SR777---	Run Cntl ID:	LOBRAG01
Status:	Success	Submitted By:	LOBRAG01
Server:	PSNT	Recurrence:	

Transcript

Name	Size	Creation Date
Message Log	0 bytes	Tue Jan 29 11:39:58 2002
SR777---_297104.PDF	12535 bytes	Tue Jan 29 11:40:01 2002

Your Transcript will display on your screen in a PDF file. You can now print it to any printer using the Print icon on your browser or use the File, Print menu items.



NOTE: With this new upgrade, you do not need Oracles or any other special software to print unofficial transcripts. This can be printed from any accessible printer from your workstation. Since it is in a PDF file, Acrobat Reader and a browser is all you need.