



# Student Records Reference



[SYR Advising Transcript Rqst](#)

SYR Advising Transcript Rqst

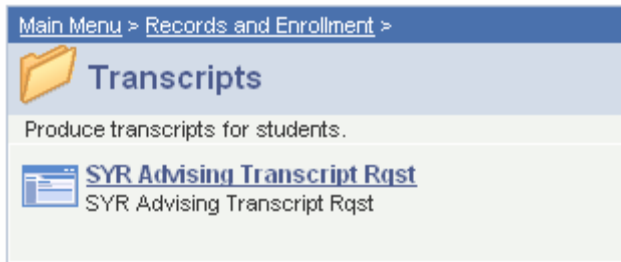
## ◆ Advising Transcripts

◆ RUN

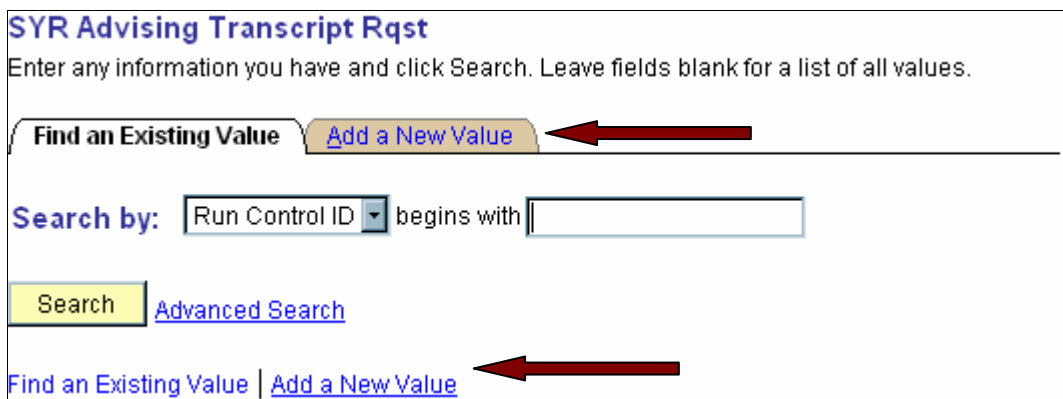
◆ PRINT

Printing Advising Transcript:

Path: Records and Enrollment>Transcript>SYR Advising Transcript Rqst

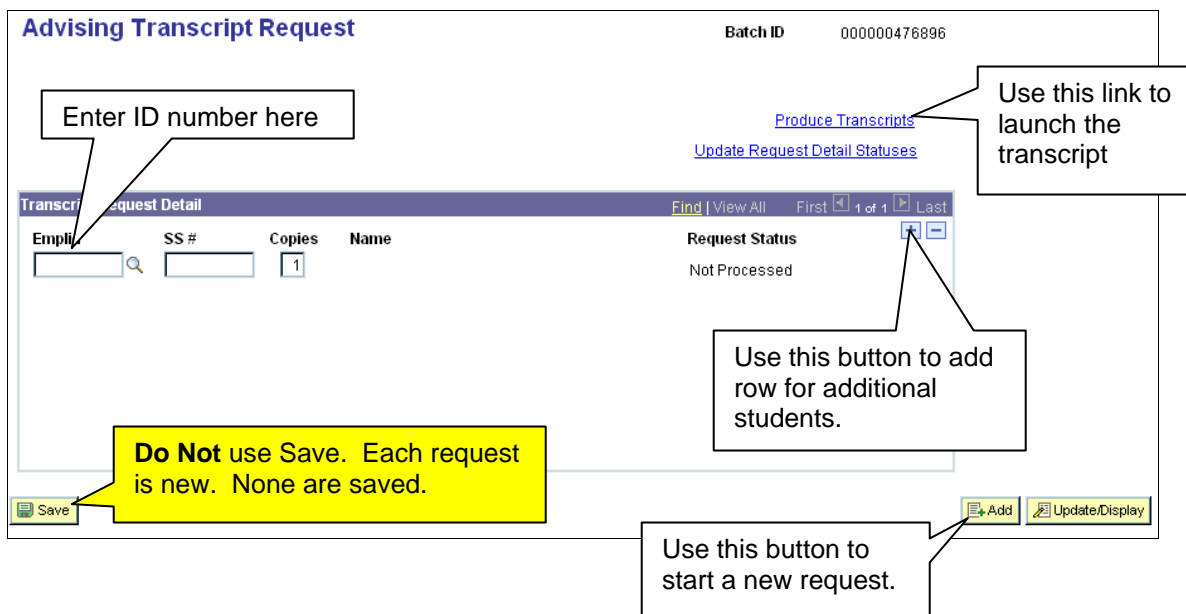


Select the Add a New Value tab or link:



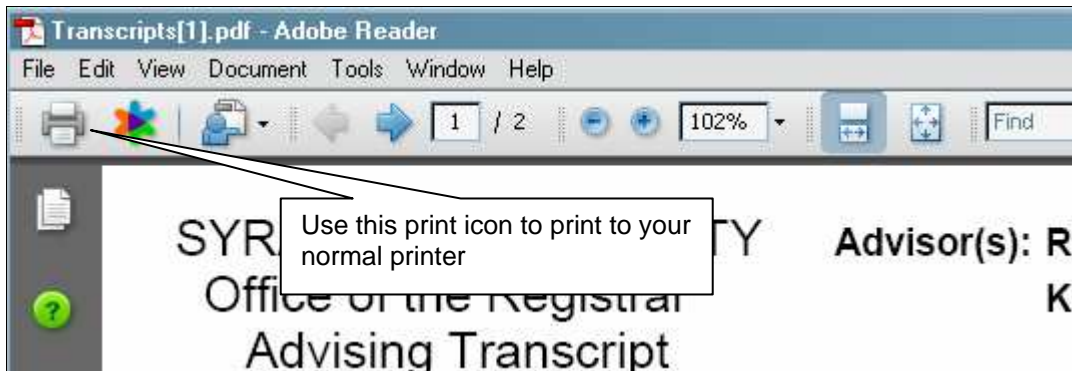
Enter the SUID for the student in the Emplid field. If you are printing transcripts for more than one student add a new row using the Add (+) button and enter all the SUIDs.

Press the Produce Transcripts link to start the process. The transcript will run in a new window (pop-up). Make sure your browser does not block pop-ups from HRSA. Print from that new window when it appears.



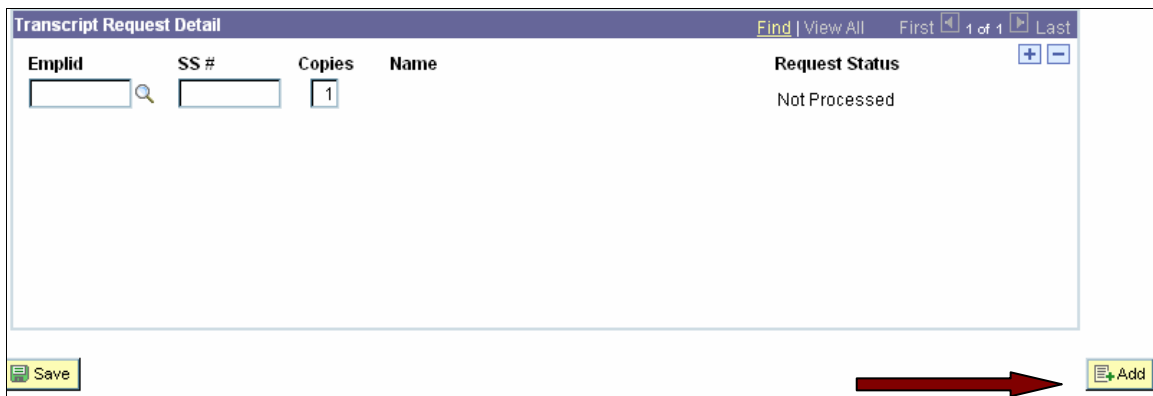
Once the process has run the transcript will appear in an Adobe Acrobat window.

Use the print button in Acrobat to print the transcript(s).



Close the Adobe page when printing is complete. You will also need to close the processing window which contains the Success message.

To print new advising transcripts or reprint the ones that just ran you must use the add button at the bottom of the page to begin a new transcript print request. **The page you just used is cannot be used again.**



Once you have closed your pop-up windows you can still access the transcripts you ran for the next 24 hours. The path is Main Menu>Reporting Tools>Report Manager



This will show everything you have run:

Administration Archives

View Reports For

User ID:  Type:  Last: 1 Days

Status:  Folder:  Instance:  to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date	Format	Status	Details
<input type="checkbox"/>	6120	1955459	<a href="#">SU Transcript</a>	09/29/2008 11:08:31AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5779	1955104	<a href="#">SU Transcript</a>	09/29/2008 8:54:58AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select Details and then Transcripts.pdf which will open the transcript for you to print as above.

Report Detail

Report

Report ID: 6120 Process Instance: 1955459 [Message Log](#)

Name: SUSR001 Process Type: SQR Report

Run Status: Success

SU Transcript

Distribution Details

Distribution Node: HTTP\_PSNT Expiration Date: 10/06/2008

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SUSR001_1955459.log</a>	1,633	09/29/2008 11:08:46.000000AM EDT
<a href="#">Transcripts.PDF</a>	208,870	09/29/2008 11:08:46.000000AM EDT
<a href="#">susr001_1955459.out</a>	325	09/29/2008 11:08:46.000000AM EDT

Distribute To

Distribution ID Type Distribution ID

User