
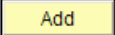





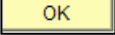



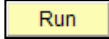

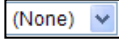
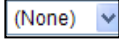
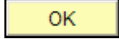
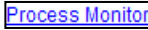






Batch Transcripts

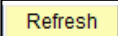

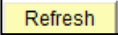
Navigation: Home > Academic Advisement > Advisement Processes > Generate Report Requests

1.	<p>Mini-Process #1. Generate Report Requests</p> <p>First time: Click the Add a New Value tab and follow steps.</p> <p>Future returns: Click Find an Existing Value and select appropriate run control ID.</p> <p><i>For this example, use the First Time procedure.</i></p> <p>Click the Add a New Value tab.</p> 
2.	<p>Enter an appropriate title for this process in the Run Control ID box.</p> <p><i>For this example, enter batch_transcripts</i></p>
3.	<p>Click the Add button.</p> 
4.	<p>Enter appropriate Report Type or choose from magnifying glass search.</p> <p><i>For this example, enter DPR</i></p>
5.	<p>Enter the appropriate Report Identifier or choose from the magnifying glass search.</p> <p>NOTE: For academic departments, choose your department name.</p>
6.	<p>Check the Population Selection box.</p> 
7.	<p>Choose PS Query from the Selection Tool list.</p> 
8.	<p>Click the magnifying glass associated with the Query Name.</p> 
9.	<p>Click on the appropriate query name.</p> <p>NOTE: If you're an academic department, click on SAA_RPT_PROGRAM.</p> 
10.	<p>Click the Edit Prompts link.</p> 
11.	<p>Enter the appropriate information as prompted.</p>
12.	<p>Click the OK button.</p> 
13.	<p>Click the Preview Selection Results link.</p> 

14.	Click the Return button. 
15.	Click the Run button. 
16.	Choose the PSUNX as the server name . 
17.	Choose the Web as the Type . 
18.	Choose TXT as the Format . 
19.	Click the OK button. 
20.	Click the Process Monitor link. 
21.	Click the Refresh button until: 1. Run Status = Success 2. Distribution Status = Posted. 
22.	Click on the Details link. 
23.	Click on the Message Log link. 
24.	As a check, make sure there are lines that indicate the advisement report is being processed for your students.
25.	Mini-Process #2: Generate Advisement Reports If your advisement report was processing correctly, click on the Generate Advisement Reports link in the main menu. 
26.	Click on the Add a New Value tab. 
27.	Enter a "title" / Run Control ID for this next mini-phase of the process. <i>Example: generate_advisement_rpts</i>
28.	Click the Add button. 

29.	Enter or choose the desired Report Type . <i>For this example, type in dpr</i>
30.	Click on the calendar icon for the From date. 
31.	Choose the date. <i>For this example, choose December 15</i> 
32.	Enter the report identifier used earlier in this process. NOTE: For academic departments, select your department's name.
33.	Click the Run button. 
34.	Choose PSUNX as the Server Name . 
35.	Choose (None) as the Type . 
36.	Choose (None) as the Format . 
37.	Click the OK button. 
38.	Click the Process Monitor link. 
39.	Click the Refresh button until: 1. Run Status = Success 2. Distribution Status = Posted 
40.	Once report is posted, click on the Details link. 
41.	Click the Message Log link. 
42.	As a check, make sure there are lines that indicate the advisement report is being processed for your students.
43.	Mini-Process #3: Print Batch Reports Once the report is Success / Posted, click on the Print Batch Reports link in the main menu. 

44.	Click on the Add a New Value tab. 
45.	Enter a "title" / Run Control ID for this next mini-phase of the process. <i>Example: print_batch_rpts</i>
46.	Click the Add button. 
47.	Enter or choose the desired Report Type . <i>For this example, type in dpr</i>
48.	Click on the calendar icon for the From date. 
49.	Choose the date. <i>For this example, choose December 15</i> Click the 15 link. 
50.	Click on the calendar icon for the To date. 
51.	Choose the date. <i>For this example, choose December 15</i> 
52.	Enter the report identifier used earlier in this process. NOTE: For academic departments, select your department's name.
53.	Click the Run button. 
54.	Choose PSUNX as the Server Name . 
55.	Choose Web as the Type . 
56.	Choose PDF as the Format . 
57.	Click the OK button. 
58.	Click the Process Monitor link. 

59.	Click the Refresh button until: 1. Run Status = Success 2. Distribution Status = Posted 
60.	Click the Go back to Print Batch Reports link. Go back to Print Batch Reports
61.	Click the Report Manager link. 
62.	Click the Refresh button until the Status is Posted. 
63.	Click on the link to view the PDF Batch Transcripts. SAA_BATCH_DS Batch Advisement Reports
64.	The PDF appears in a new window, so turn off ALL pop-up blockers!!
65.	End of Procedure.