# PRINTING TRANSCRIPTS FROM BANNER 7.2

- Type **SHARQTC** in the "Go To:" field (Transcript Request Form**)**

- **SOADEST** is displayed for Printer Selection (Distribution Parameters)

- Type **%transcript%** in the Transcripts field ➔ press Enter
    List of valid transcript printers is displayed.

- Highlight the correct printer and click ➔OK

- Click **X** (Exit) on the toolbar.

Once a printer has been selected, it is used for the entire Banner session. SOADEST will not be automatically displayed.
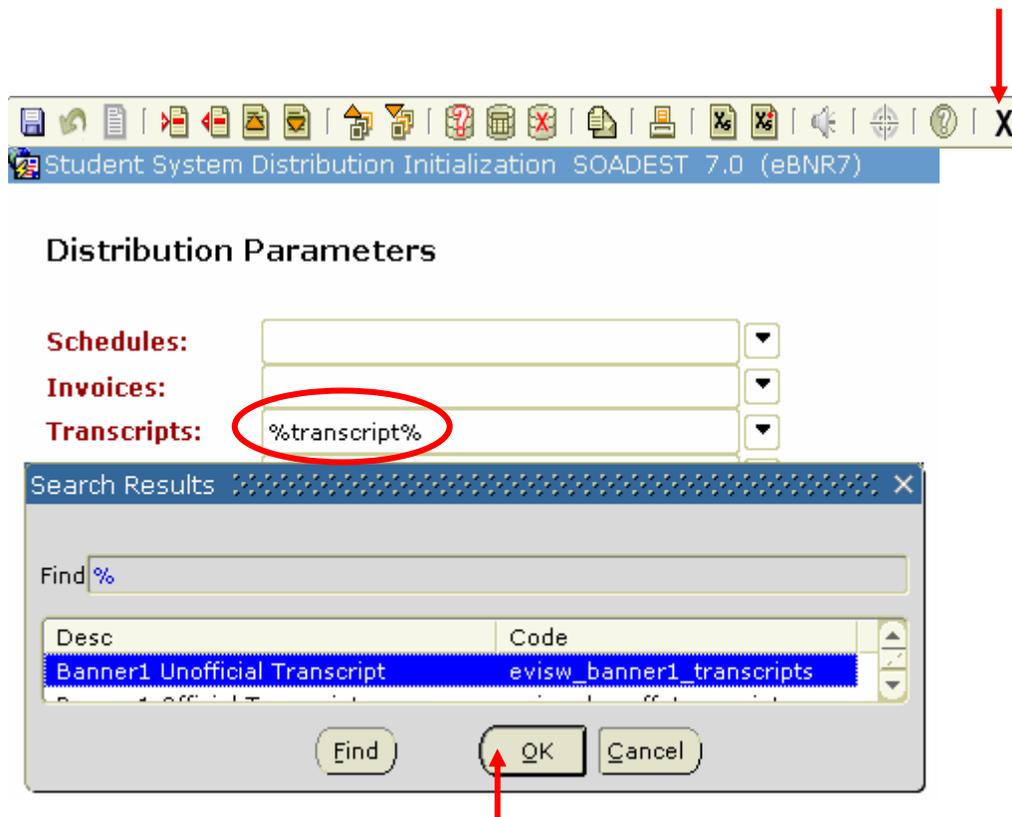
SHARQTC - TRANSCRIPT REQUEST

1. Enter the student's ID or tab to name field, type name or perform a Name Search.
2. Click "Next Block" on the toolbar.
3. If a request already exists (data fields are not blank), click "Insert Record" on the toolbar.
4. If Holds Exist –Transcripts for the advisor/faculty may be printed. Type 'Y' to override.
   Note: Refer students requesting transcripts to the Registrar's Office or Web for Student for more information regarding the Holds.
5. In Level, Type **UG** for Undergraduate or **GR** for Graduate
6. In Type, Type **ADVR** (Advisor Transcript)
7. In Copies, Type the number of copies you want to print (default = 1)
8. Official must be left blank. If box is checked, transcript will not print.
9. Click "Issue Information" tab

10. In Issued, Type first and last name (using upper/lower case) of the person requesting the transcript.
11. In Street Line 1, Type the department of the person requesting the transcript.
12. In Street Line 2, Type the location (building & room) of the person requesting the transcript.
13. Click "Save" on the toolbar. **This will send the transcript(s) to the selected printer.**
14. Click "Exit" to leave the Transcript Request form or the "Rollback" button to return to the keyblock to enter another request.

| Transcript Request | Issue Information | Current Student Status |

Transcript Destination

External Institution Code: ▼
Output Type:

Forward to Internal College: ▼

10 → Issued:

Student Address Ty ▼
11 → Street Line 1:
12 → Street Line 2:
Street Line 3:
City:
State or Province: ▼
ZIP or Postal Code: ▼
Nation: ▼
Phone:

13 Save   **14 Exit**

14 Rollback