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 \rightarrow 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.

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🙀 Student System Distribution Initialization SOADEST 7.0 (eBNR7)	

Distribution Parameters

Schedules: Invoices: Transcripts:	%transcript%					
Search Results 🔅	000000000000000000000000000000000000000	000000000000000000000000000000000000000	00000000000 ×			
Find %						
Desc		Code				
Banner1 Unofficia	Transcript	evisw_banner1	_transcripts			
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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

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	Holds Exist View Holds: 💌 Override Holds:
Transcript Request Issue Information Current Stude	ent Status
Transcript Request	
	<mark>9</mark>
Iranscript Request	ue Information Current Student
Transcript Request	
Poquest Number	
Request Date:	
$\frac{1}{1}$	ADVR Advisor Transcript
Number of Conjest 7	
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Billina Term:	200640 Spring 2006
Detail:	
Amount:	
Student Information Term:	200440 Spring 2004
Receipt Number:	
In-Progress Cutoff Term:	200640 🔽 Spring 2006
Transcript Sent Date:	
Transcript Print Date:	
User ID:	

- 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
<mark>10</mark>	Transcript Destination External Institution Code: Output Type: Forward to Internal College:	Student Address Tv Street Line 1: 11 Street Line 2: 12 Street Line 3: City: State or Province: ZIP or Postal Code: Nation:
<mark>13</mark>	Save	Priorie. 14 Exit 8 • • • • • • • • • • • • • • • • • •