

# HOW TO PRINT AN ADVISING TRANSCRIPT

Printing a transcript is a two-step process in Banner. The first step tells the computer whose document to print (ordering the transcript) and the second step orders the printout. Order one transcript at a time; if you order more, they won't page-break in between.

To Order a Transcript, perform the following actions:

## Instructions

1. On the Main Menu, in the Go To field, type SHARQTC and press ENTER. The Transcript Request (SHARQTC) form displays.

Transcript Request: SHARQTC 7.3 (DBAN)

ID: 800016305 Galt, David F.  Holds Exist View Holds:  Override Holds:

Transcript Request Issue Information Current Student Status


**Transcript Request**

Request Number:   
Level:   
Request Date:   
Transcript Type:   
Number of Copies:   
 Official  
Billing Term:   
Detail:   
Amount:   
Student Information Term:   
Receipt Number:   
In-Progress Cutoff Term:   
Transcript Sent Date:   
Transcript Print Date:   
User ID:

**Hold Processing**  
 Hold for Grades  Hold for Degrees

**Electronic Transcript Status**  
Run Date:   
Status:   
Status Date:

**Self-Service Request Details**  
Self Service Option:   
Payment Option:


2. In the ID field, perform one of the following actions:
  - a. Type the student ID, OR
  - b. Type the student's Name in field to the right of the ID field, OR
  - c. Click the Search button . The Person Search (SOAIDEN) form is displayed.

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- i. In the Last Name field, enter the student's Last Name.




*Searches can also be done by first name, middle name, or by using wild cards (%) in any of the fields.*

- ii. Click the Execute Query button .  
A list is displayed.
- iii. Scroll down the list and double click on the specified student's ID.  
The ID field on the SHARQTC form is automatically filled.

3. Click the Next Block button .



*If any information from a previous request exists, perform the following action: in the Record menu, click Insert. The form will be cleared.*

4. In the Level field, enter the appropriate code:
  - a. UG – Undergraduate
  - b. GR- Graduate
  - c. AL- All
5. In the Transcript Type field, either:
  - a. Type the Transcript Type Code, OR
  - b. Click the Search button .  
The Transcript Type Code Validation form appears.

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Transcript Type Rules SHARQTC 7.3 (UBAN)

Type: **ADMA** Admission Advising

Print Options    Curriculum Print Options    Personalization Print Options    Self Service Print Options

Print Options

<input type="checkbox"/> Transcript Type Description	<input type="checkbox"/> Level Comments	<input checked="" type="checkbox"/> Academic Standing by Term
<input checked="" type="checkbox"/> Transcript Type	<input checked="" type="checkbox"/> Term Comments	<input type="checkbox"/> Last Academic Standing
<input type="checkbox"/> Student Address	<input checked="" type="checkbox"/> Course Comments	<input checked="" type="checkbox"/> Institution Totals
<input checked="" type="checkbox"/> Issued Address	<input type="checkbox"/> College by Term	<input checked="" type="checkbox"/> Transfer Totals
<input checked="" type="checkbox"/> High School	<input checked="" type="checkbox"/> Major by Term	<input checked="" type="checkbox"/> Overall Totals
<input checked="" type="checkbox"/> Current Student Type	<input type="checkbox"/> Student Type by Term	<input checked="" type="checkbox"/> Test Scores
<input checked="" type="checkbox"/> Term Admitted	<input checked="" type="checkbox"/> Course Campus	<input type="checkbox"/> User-Defined Extensions
<input checked="" type="checkbox"/> Term Matriculated	<input type="checkbox"/> Long Course Title	<input type="checkbox"/> College Transcript
<input type="checkbox"/> Committees	<input checked="" type="checkbox"/> Transfer Detail	<input type="checkbox"/> Student
<input type="checkbox"/> Academic Events	<input type="checkbox"/> Registration Start and End Dates	<input type="checkbox"/> Academic Record
<input type="checkbox"/> Academic Event Decision	<input type="checkbox"/> CEU Units	<input type="checkbox"/> Course
<input type="checkbox"/> Academic Event Grade	<input type="checkbox"/> CEU Dates	
<input checked="" type="checkbox"/> Degree GPA	<input type="checkbox"/> CEU Contact Hours	Activity Date: 16-OCT-2006
<input type="checkbox"/> Qualifying Papers	<input checked="" type="checkbox"/> GPA Statistics	User ID: KEILAND
<input type="checkbox"/> Qualifying Papers Text	<input checked="" type="checkbox"/> Dean's List	




- i. Use the scrollbar on the right side of the Type field to view the types of transcripts available.
- ii. Double click on the transcript type for your college or area.  
The Transcript Type field on the SHARQTC form is automatically filled.



**Remember the type of transcript chosen. You will need it when ordering the printout of the transcript.**



**The Official field is only for use by the Registrar. Do not click in this field.**

6. Click the Issue Information tab.
7. In the Issued field of the Transcript Destination block, type your name.
8. Click the Save button 
9. Click the Rollback button   
The student ID should be highlighted in blue.
10. Press the Ctrl and C buttons at the same time to copy the student ID.
11. Click the Exit button 



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To Order the Printout of a Transcript, perform the following actions:

## Instructions

1. On the Main Menu, in the Go To field, type SHRTRTC and press ENTER.  
The Process Submission Controls (GJAPCTL) form displays.



Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

2. The Parameter Set will be blank.  
Click the Next Block button   
The Printer Control block is active.
3. In the Printer field, type DATABASE.
4. Click the Next Block button   
The Parameter Set block is active.

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5. Type the following Values in the Values field of the Parameter Values block.

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXX000	<b>Enter the ID you are requesting</b>
03	Transcript Type	<b>Enter the transcript type you used in Ordering a Transcript.</b>
04	Transcript Printer	%
05	Address Selection Date	(should show current date)
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N
09	Campus Selected	
10	Control Report	N
11	Page Alignment	N
12	Run in sleep/wake mode (Y/N)	N
13	Sleep interval	60
14	Substitute In Progress Title	
15	Sort Order	<b>Any number 1 - 6</b>
16	Process rqsts awaiting grades?	N
17	Process rqsts awaiting degrees?	N
18	Web Self Service Options	
19	Web Payment Options	
20	Print Expanded Hours Formats	<b>N</b>


6. Click the **Next Block** button .  
The **Submission** block is active.
7. Click on the **Save Parameters Set As** field in the **Submission** block. A check mark should appear in the check box.
8. In the **Name** and **Description** fields, type an appropriate name and description for your **Parameter Set**.
9. Click the **Save** button .  
Look for the **Log (.log)** and **List (.lis)** file numbers at the bottom of the Banner screen.

Log file: shrrtc_16979.log	List file: shrrtc_16979.lis
Record: 1/1	<OSC>



*If you save your parameters as described above, the next time you print a transcript you can choose your parameter set from the drop-down menu. All the values used with this transcript print order will be saved. You will only have to*

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*change the student ID number each time you use the Parameter Set. IF you choose not to save the Parameter Set, then just click the Save button .*

To Print the transcript, perform the following actions:

## Instructions

1. In the **Options** menu, click on **Review Output (GJIREVO)**. The **Saved Output Review GJIREVO** form displays.
2. Double click in the **File Name** field. The **Available Files** box displays.
3. Double click on the **.lis** file.
4. In the **Options** menu, click **Show Document (Save and Print File)** to view the **Report Control Information** in whole. A message explaining you have selected to show the file in the browser.
5. Click **Yes**.  
The transcript will appear in a new window.



*Pop-ups must be enabled in your browser. If you get an error message at this point, you may need to open your browser window to enable pop-ups.*

6. Print the document.



*Transcripts printed to DATABASE do not have page breaks in the expected places. Transcripts printed to designated printers should be better formatted.*