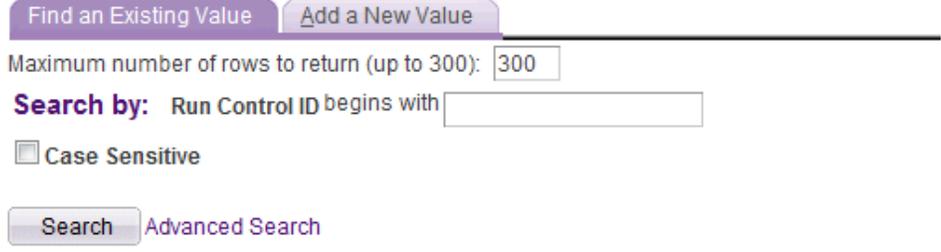
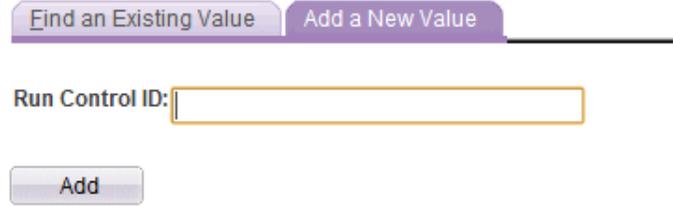
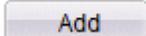
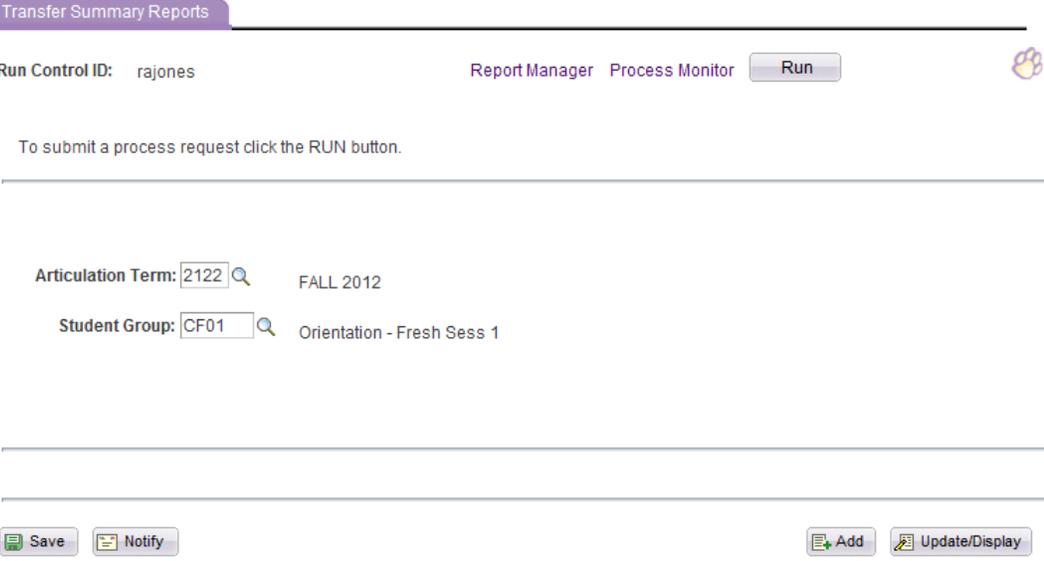
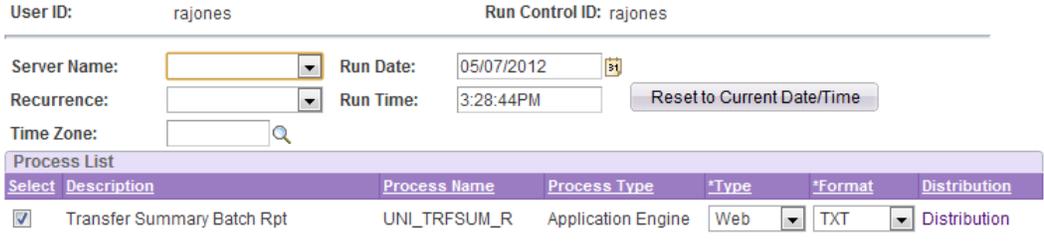


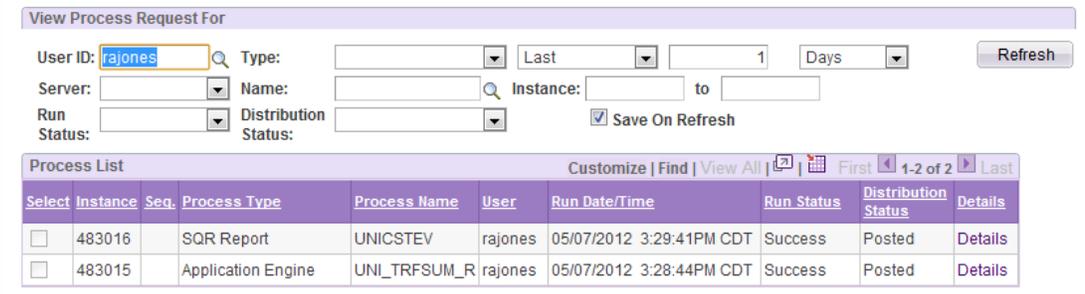
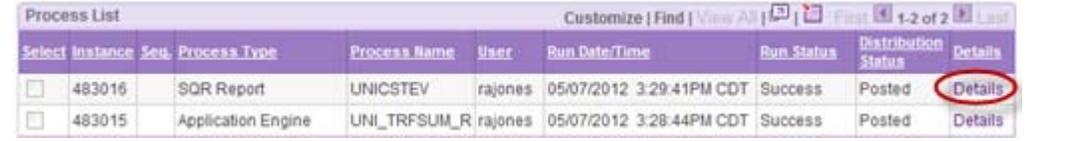
## Requesting a Transfer Summary Batch Report

**Purpose:** The following instructions describe how to request and print batch transfer summaries.

Step	Action
1.	<p>Navigate to the <b>Transfer Summary Batch Report</b> page: Select <b>Main Menu &gt; UNI Custom &gt; Admissions &gt; Transfer Summary Batch Report</b></p>  <p><b>Trsf Summ Batch Rpt Run Cntl</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p><b>Note:</b> The first time you run the report you will add a new run control. In the future, you may use the run control you have created.</p> <p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>
2.	<p>Click the <b>Add a New Value</b> tab.</p> 
3.	<p>Enter the desired information in the Run Control ID field. Enter a valid value, such as your user name (e.g. "rajones"). You may not use spaces.</p>
4.	<p>Click the <b>Add</b> button.</p> 

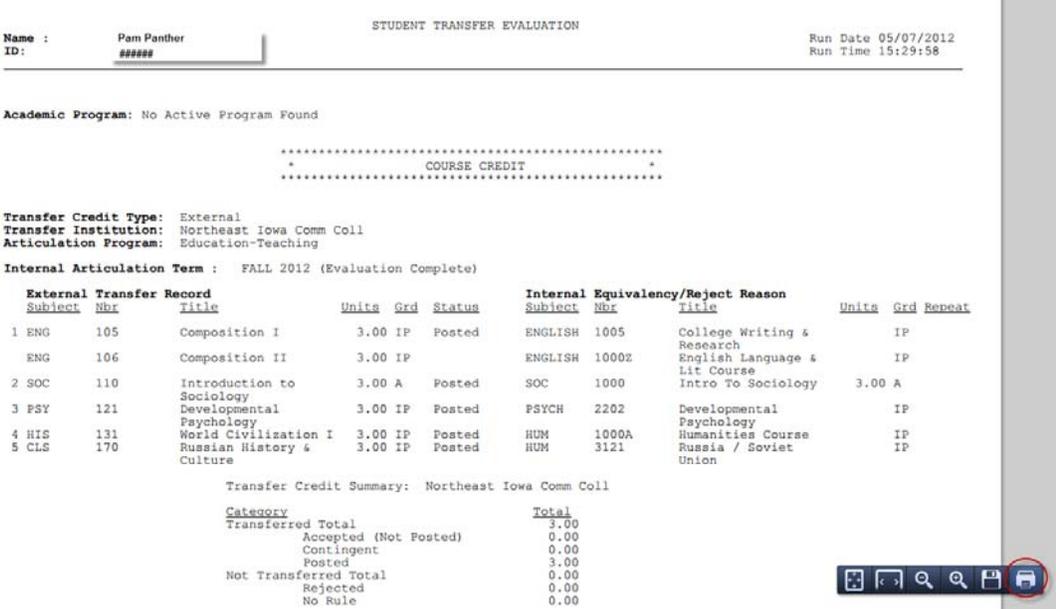


Step	Action														
5.	<p>On the <i>Transfer Summary Reports</i> tab, complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Articulation Term</b> – Select as appropriate (term transfer credit was posted)</li> <li>• <b>Student Group</b> – Select as appropriate (e.g. If you wish to view transcript summaries for students attending Freshman Orientation 1, select CF01)</li> </ul> 														
6.	<p>Click the <b>Run</b> button. </p> <p><b>Note:</b> Use the Save button at the bottom before clicking the Run button if you wish to save the criteria for future reports.</p> <p><b>Result:</b> The <b>Process Scheduler Request</b> page displays.</p> <p><b>Process Scheduler Request</b></p>  <table border="1" data-bbox="365 1591 1409 1686"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Transfer Summary Batch Rpt</td> <td>UNI_TRFSUM_R</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Transfer Summary Batch Rpt	UNI_TRFSUM_R	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Transfer Summary Batch Rpt	UNI_TRFSUM_R	Application Engine	Web	TXT	Distribution									
7.	Click the <b>OK</b> button.														

Step	Action
8.	<p>Click the <b>Process Monitor</b> link (upper right corner).</p>  <p><b>Result:</b> The Process List displays.</p> 
9.	<p>If needed, click the <b>Refresh</b> button until the <b>Run Status</b> = <i>Success</i> and the <b>Distribution Status</b> = <i>Posted</i>.</p> <p>Two processes will run. The first is UNI_TRFSUM_R. Wait for the second process which is UNICSTEV.</p>
10.	<p>Click the <b>Details</b> link for UNICSTEV (SQR Report).</p> 



Step	Action																
11.	<p>Click the <b>View Log/Trace</b> link.</p> <p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance: 483016      Type: SQR Report                      Name: UNICSTEV      Description: Student Transfer Credit Eval                      Run Status: Success      Distribution Status: Posted</p> <p><b>Run</b>      <b>Update Process</b></p> <p>Run Control ID: rajones      <input type="radio"/> Hold Request                      Location: Server      <input type="radio"/> Queue Request                      Server: PSUNX3      <input type="radio"/> Cancel Request                      Recurrence:      <input type="radio"/> Delete Request                         <input type="radio"/> Restart Request</p> <p><b>Date/Time</b>      <b>Actions</b></p> <p>Request Created On: 05/07/2012 3:29:42PM CDT      Parameters      Transfer                      Run Anytime After: 05/07/2012 3:29:41PM CDT      Message Log                      Began Process At: 05/07/2012 3:29:58PM CDT      Batch Timings                      Ended Process At: 05/07/2012 3:30:12PM CDT      <b>View Log/Trace</b></p>																
12.	<p>Click the PDF link on the <b>View Log/Trace</b> page to view and/or print the Transfer Summary Batch report.</p> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <p>Report ID: 239346      Process Instance: 483016      <a href="#">Message Log</a>                      Name: UNICSTEV      Process Type: SQR Report                      Run Status: Success</p> <p>Student Transfer Credit Eval</p> <p><b>Distribution Details</b></p> <p>Distribution Node: F5_CSS      Expiration Date: 06/21/2012</p> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_UNICSTEV_483016.log</td> <td>1,745</td> <td>05/07/2012 3:30:12.802297PM CDT</td> </tr> <tr> <td><b>unicstev_483016.PDF</b></td> <td>124,136</td> <td>05/07/2012 3:30:12.802297PM CDT</td> </tr> <tr> <td>unicstev_483016.out</td> <td>20,226</td> <td>05/07/2012 3:30:12.802297PM CDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>rajones</td> </tr> </tbody> </table> <p><b>Result:</b> The report displays in a separate window.</p>	Name	File Size (bytes)	Datetime Created	SQR_UNICSTEV_483016.log	1,745	05/07/2012 3:30:12.802297PM CDT	<b>unicstev_483016.PDF</b>	124,136	05/07/2012 3:30:12.802297PM CDT	unicstev_483016.out	20,226	05/07/2012 3:30:12.802297PM CDT	Distribution ID Type	*Distribution ID	User	rajones
Name	File Size (bytes)	Datetime Created															
SQR_UNICSTEV_483016.log	1,745	05/07/2012 3:30:12.802297PM CDT															
<b>unicstev_483016.PDF</b>	124,136	05/07/2012 3:30:12.802297PM CDT															
unicstev_483016.out	20,226	05/07/2012 3:30:12.802297PM CDT															
Distribution ID Type	*Distribution ID																
User	rajones																

Step	Action																																																																																																																
13.	<p>Click the <b>Print</b> button on the PDF toolbar to print the report.</p>  <p><b>Name :</b> Pam Panther      <b>STUDENT TRANSFER EVALUATION</b>      <b>Run Date</b> 05/07/2012  <b>ID:</b> #####      <b>Run Time</b> 15:29:58</p> <p><b>Academic Program:</b> No Active Program Found</p> <p>*****  * COURSE CREDIT *  *****</p> <p><b>Transfer Credit Type:</b> External  <b>Transfer Institution:</b> Northeast Iowa Comm Coll  <b>Articulation Program:</b> Education-Teaching</p> <p><b>Internal Articulation Term :</b> FALL 2012 (Evaluation Complete)</p> <table border="1"> <thead> <tr> <th colspan="6">External Transfer Record</th> <th colspan="6">Internal Equivalency/Reject Reason</th> </tr> <tr> <th>Subject</th> <th>Nbr</th> <th>Title</th> <th>Units</th> <th>Grd</th> <th>Status</th> <th>Subject</th> <th>Nbr</th> <th>Title</th> <th>Units</th> <th>Grd</th> <th>Repeat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ENG</td> <td>105</td> <td>Composition I</td> <td>3.00</td> <td>IP</td> <td>Posted</td> <td>ENGLISH</td> <td>1005</td> <td>College Writing &amp; Research</td> <td></td> <td>IP</td> </tr> <tr> <td></td> <td>ENG</td> <td>106</td> <td>Composition II</td> <td>3.00</td> <td>IP</td> <td></td> <td>ENGLISH</td> <td>1000Z</td> <td>English Language &amp; Lit Course</td> <td></td> <td>IP</td> </tr> <tr> <td>2</td> <td>SOC</td> <td>110</td> <td>Introduction to Sociology</td> <td>3.00</td> <td>A</td> <td>Posted</td> <td>SOC</td> <td>1000</td> <td>Intro To Sociology</td> <td>3.00</td> <td>A</td> </tr> <tr> <td>3</td> <td>PSY</td> <td>121</td> <td>Developmental Psychology</td> <td>3.00</td> <td>IP</td> <td>Posted</td> <td>PSYCH</td> <td>2202</td> <td>Developmental Psychology</td> <td></td> <td>IP</td> </tr> <tr> <td>4</td> <td>HIS</td> <td>131</td> <td>World Civilization I</td> <td>3.00</td> <td>IP</td> <td>Posted</td> <td>HUM</td> <td>1000A</td> <td>Humanities Course</td> <td></td> <td>IP</td> </tr> <tr> <td>5</td> <td>CLS</td> <td>170</td> <td>Russian History &amp; Culture</td> <td>3.00</td> <td>IP</td> <td>Posted</td> <td>HUM</td> <td>3121</td> <td>Russia / Soviet Union</td> <td></td> <td>IP</td> </tr> </tbody> </table> <p><b>Transfer Credit Summary:</b> Northeast Iowa Comm Coll</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Transferred Total</td> <td>3.00</td> </tr> <tr> <td>Accepted (Not Posted)</td> <td>0.00</td> </tr> <tr> <td>Contingent</td> <td>0.00</td> </tr> <tr> <td>Posted</td> <td>3.00</td> </tr> <tr> <td>Not Transferred Total</td> <td>0.00</td> </tr> <tr> <td>Rejected</td> <td>0.00</td> </tr> <tr> <td>No Rule</td> <td>0.00</td> </tr> </tbody> </table>	External Transfer Record						Internal Equivalency/Reject Reason						Subject	Nbr	Title	Units	Grd	Status	Subject	Nbr	Title	Units	Grd	Repeat	1	ENG	105	Composition I	3.00	IP	Posted	ENGLISH	1005	College Writing & Research		IP		ENG	106	Composition II	3.00	IP		ENGLISH	1000Z	English Language & Lit Course		IP	2	SOC	110	Introduction to Sociology	3.00	A	Posted	SOC	1000	Intro To Sociology	3.00	A	3	PSY	121	Developmental Psychology	3.00	IP	Posted	PSYCH	2202	Developmental Psychology		IP	4	HIS	131	World Civilization I	3.00	IP	Posted	HUM	1000A	Humanities Course		IP	5	CLS	170	Russian History & Culture	3.00	IP	Posted	HUM	3121	Russia / Soviet Union		IP	Category	Total	Transferred Total	3.00	Accepted (Not Posted)	0.00	Contingent	0.00	Posted	3.00	Not Transferred Total	0.00	Rejected	0.00	No Rule	0.00
External Transfer Record						Internal Equivalency/Reject Reason																																																																																																											
Subject	Nbr	Title	Units	Grd	Status	Subject	Nbr	Title	Units	Grd	Repeat																																																																																																						
1	ENG	105	Composition I	3.00	IP	Posted	ENGLISH	1005	College Writing & Research		IP																																																																																																						
	ENG	106	Composition II	3.00	IP		ENGLISH	1000Z	English Language & Lit Course		IP																																																																																																						
2	SOC	110	Introduction to Sociology	3.00	A	Posted	SOC	1000	Intro To Sociology	3.00	A																																																																																																						
3	PSY	121	Developmental Psychology	3.00	IP	Posted	PSYCH	2202	Developmental Psychology		IP																																																																																																						
4	HIS	131	World Civilization I	3.00	IP	Posted	HUM	1000A	Humanities Course		IP																																																																																																						
5	CLS	170	Russian History & Culture	3.00	IP	Posted	HUM	3121	Russia / Soviet Union		IP																																																																																																						
Category	Total																																																																																																																
Transferred Total	3.00																																																																																																																
Accepted (Not Posted)	0.00																																																																																																																
Contingent	0.00																																																																																																																
Posted	3.00																																																																																																																
Not Transferred Total	0.00																																																																																																																
Rejected	0.00																																																																																																																
No Rule	0.00																																																																																																																