



Job Aid

for

Running Unofficial Transcripts in OASIS



Job Aid - Student Records – Running an Unofficial Transcript

Arizona State University

Setting User Defaults

This only has to be done ONE TIME. Once it is saved, it will not be necessary to do this again prior to running an unofficial transcript.

Navigate to Set Up SACR>User Defaults

STEP 1. Click on the “User Defaults 4” tab.

- Make sure the “Carry ID” box is checked.
- Using the drop down menu, select an Output Destination of “Printer”.
- Choose a Transcript Type of “UNOFF”.
- SAVE.

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults ▶

User ID: your ASURITE UserID your name

Carry ID

Output Destination: Printer ▼

Transcript Type: UNOFF 🔍 Unofficial Transcript

SEVIS Default

School Code: 🔍

Program Number: 🔍

Printer Name: ==>MESSAGE NOT FOUND==> (48,187)

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | User 3C Groups Summary



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Procedure to Run an Unofficial Transcript in OASIS

Navigate to the Transcripts Page: [Records and Enrollment](#)>[Transcripts](#)>[Transcript Request](#)

- STEP 1.** Click on the “Add a New Value” tab. The following page displays. **Once user defaults are set, NO CHANGES ARE NECESSARY IF SIMPLY VIEWING OR PRINTING ONE TRANSCRIPT. PROCEED TO STEP 2.**

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 04/12/2007 User ID: cahoffma

*Institution: ASU00 Arizona State University
*Transcript Type: UNOFF Unofficial Transcript
 Freeze Record
 Override Service Indicator

*Output Destination: Printer
Number of Copies: 1
Future Release: Immediate Processing
Academic Career:
Term:
Print Date: 04/12/2007
Request Reason:
 Cancel Request

Request Header | [Request Detail](#) | [Report Results](#) | [Report Errors](#)



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STEP 2. Click on the Request Detail tab.

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 On Request

Transcript Type: UNOFF Unofficial Transcript

Process Request

Print

Report Manager

Find | View All First 1 of 1 Last

*Seq Nbr	*ID	Number of Copies
1	<input type="text"/>	1

Send

Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

- Enter the Student ID and hit tab. The name of the student will display to the right of the box. Confirm that this is the correct student. If you have entered the wrong ID, simply type over the incorrect ID and tab out again.
- Click on the **Process Request** button. The “report results” (transcript) will display. (The screen shot displayed below is just the top portion of the transcript.)

NOTE: If you hit “Enter” instead of “Process Request”, the transcript will NOT display.



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Request Header
Request Detail
Report Results
Report Errors

[Find](#) | [View All](#) 1 of 1

Seq Nbr:	1		<input type="button" value="Print"/>
ID:	1234567890	Joe Student	Report Manager

Undergraduate Career Unofficial Transcript

Arizona State University

Name : Joe Student

Student ID: 1234567890

Print Date : 2007-04-12

- - - - - Beginning of Undergraduate Record - - - - -

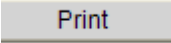
2006 Fall					
Good Standing					
ENG	101-D	First-Year Composition	3.00	3.00 A	12.000
REC	120-D	Leisure/Qlty of Life	3.00	0.00 W	
SOC	101-D	Introductory Sociology	3.00	3.00 C	6.000
SPA	201-D	Intermediate Spanish	4.00	4.00 C	8.000
UNI	100-D	Academic Success at the Univ	3.00	3.00 A	12.000
TERM GPA :		2.923	TERM TOTALS :		13.00 13.00 38.000
2007 Sprng					
CHM	101-D	Introduction to Chemistry	4.00	0.00 W	
ENG	102-D	First-Year Composition	3.00		
MAT	142-W	College Mathematics	3.00		

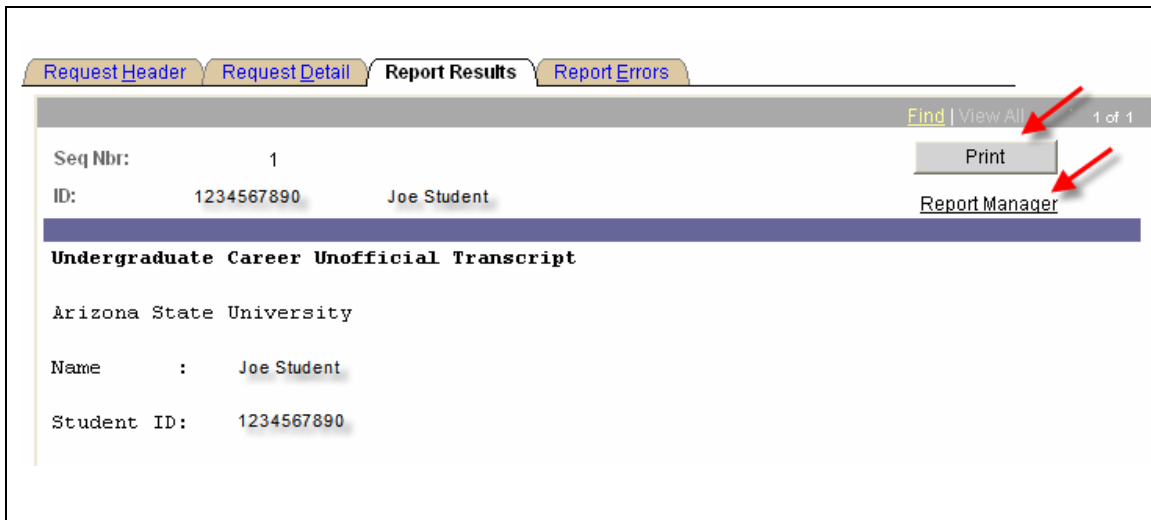


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STEP 3. Print the transcript. Choose one of the three methods described below. The first two will be formatted differently than the 3rd option. See example displayed on pg. 5 for format of 1st two options. The 3rd option displays in a landscape format with an Arizona State University Header.

1. Click on File, then Print **-OR-**
2. Click on your printer icon **-OR-**
3. Click on the  button in the upper right hand portion of the page. (This screen shot is only the upper portion). It will appear as though nothing has happened.
 - Click on Report Manager.



Request Header Request Detail **Report Results** Report Errors

Find | View All 1 of 1

Seq Nbr: 1

ID: 1234567890 Joe Student

Print

Report Manager

Undergraduate Career Unofficial Transcript

Arizona State University

Name : Joe Student

Student ID: 1234567890



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The following screen will appear.

The screenshot shows the Oasis system interface. At the top, there are navigation tabs: List, Explorer, Administration, and Archives. Below these is a section for "View Reports For" with fields for User ID (cahoffma), Type, Last (1 Days), Status, Folder, Instance, and a Refresh button. Below this is a "Report List" table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, and Status. The table contains one row with Report ID 181591, Prcs Instance 191057, Description "Transcript", Request Date/Time 04/16/2007 9:19:26AM, Format Acrobat (*.pdf), and Status Processing. A red circle highlights the word "Transcript" in the Description column, and a red arrow points to the Refresh button. Below the table are buttons for Select All, Deselect All, Delete, and Save. At the bottom, there are navigation links: List | Explorer | Administration | Archives.

- Notice the status. In this example, the status is “Processing”. If you get to this page too quickly, the page may be blank (no job displaying). Click refresh until the job displays. If, after a minute or two the job still doesn’t display, you may have forgotten to click the Print button on the previous page. Click “Go back to Transcript Request”, click “Print” and then click “Report Manager” again.
- Click the “Refresh” button until the status is “Posted”.
- Once “Posted”, the word “Transcript”, under the “description” heading, will become a link. (No need to Save)
- Click on the “Transcript” link to view the formatted transcript.
NOTE: The output file is a pdf file; you must have Adobe to view it.
- To print, click on your printer icon or click on “File”, then “Print”.