# Printing Batch Transcripts:

- Access iSIS using your User ID and Password at http://go.tufts.edu/isis.
- The iSIS Home Page will appear.
- Access the Process Transcripts page.
  - Navigation: *Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts*

**Create a New Process Instance**:

- Click the **Add a New Value tab**.
- Enter a Run Control ID in the **Run Control ID:** field.
  - A Run Control ID is a unique identifier for a process instance. This ID is tied to your username and can only be viewed by you.
- Click **Add**. The Process Transcripts page will appear.
- In the *** Transcript Type: Required** field, select the appropriate Transcript Type from the drop-down menu.
- In the **Process Action** field, select the appropriate option from the drop-down menu. If you are generating the Batch transcripts, select the "Request, Generate and Print" option. If you are accessing transcripts that have already been generated, select the "Generate and Print Transcript" option.
  - **If you selected "Request, Generate and Print"** in the Process Action field, finish entering data as follows:
    - **Override Service Indicator Checkbox** - If student has a hold on their record that prohibits them from receiving a transcript, selecting this checkbox allows you can override this hold.
      - This feature depends on your level of access.
    - **Population Selection Checkbox** – Select the Population Selection Checkbox. This allows you to use a query to create requests for students in a particular program, plan, career, etc.
      - By selecting this checkbox, the Selection Tool drop-down menu will appear. Select the PS Query option from the **Selection Tool** drop-down menu.
      - By selecting the PS Query option, the **Query Name** field will appear/become active. Click on the magnifying glass icon to select the appropriate Query.
        - Note: Several queries will be available to you depending on which students you want to create the transcript requests for.
      - As necessary, click the **Edit Prompts link** to enter criteria for the query (ex: Academic Career, Academic Program, Academic Plan)
      - *Optional:* to review the results for the selected query before running the process, click the Preview Selection Results link. This may take several minutes.
  - **If you selected "Generate and Print"** in the Process Action field, finish entering data as follows:
    - **Generate Transcripts By** – Select the Request Date option from the drop-down menu.
    - **Requested Print Date** – Enter the appropriate date range in the From and To fields.
- Click the **Run** Button at the top of the page. The Process Scheduler Request page will appear.
- Click on the Distribution link. The Distribution Detail page will appear.
- In the **Folder Name** field, select your school from the drop-down menu.
- Click **OK**. The Process Scheduler Request page will reappear.
- Click **OK**. The Process Transcript page will reappear.
- Click the **Process Monitor link** to ensure the process ran successfully.
  - The Process List page will appear. Review for the appropriate process. As necessary, look at the Run Date/Time column to determine the correct line item. If the Process ran successfully, the Run Status Column will reflect "Success." Refresh the page as necessary.

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**View the Transcripts Generated:**

- From the Process List page, click the **Go Back to Process Transcripts link**.
- The Process transcripts page will appear. Click the **Report Manager link** at the top of the page.
- The Report Manager page will open the List tab by default. Click on the **Administration tab**.
- In the **Folder** field, select your school from the drop-down menu and click **Refresh**.
- The report you generated should appear at the top of the Report List.
- Click the **link** in the Description Column. The PDF of the Transcripts will appear.
- To print, right-click on the PDF and select the print option.

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