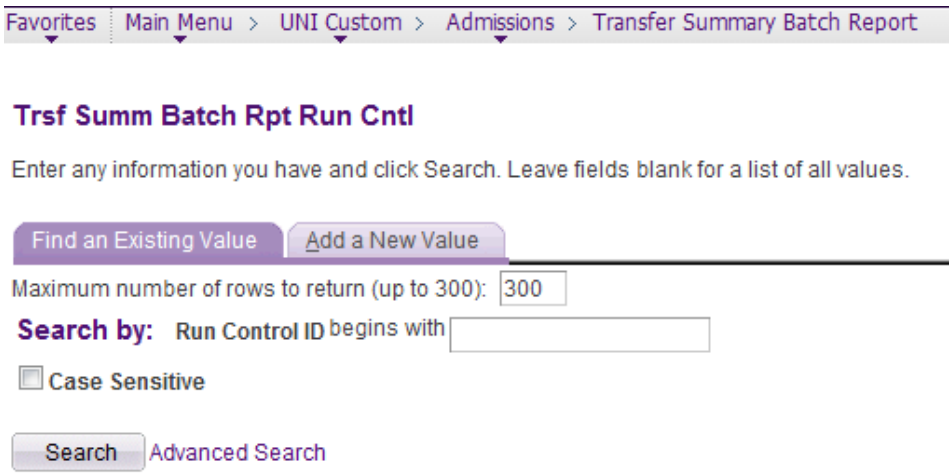
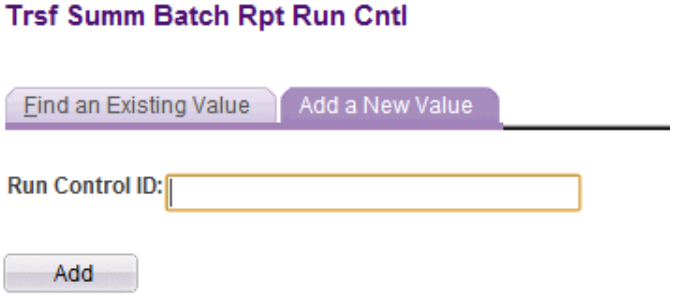
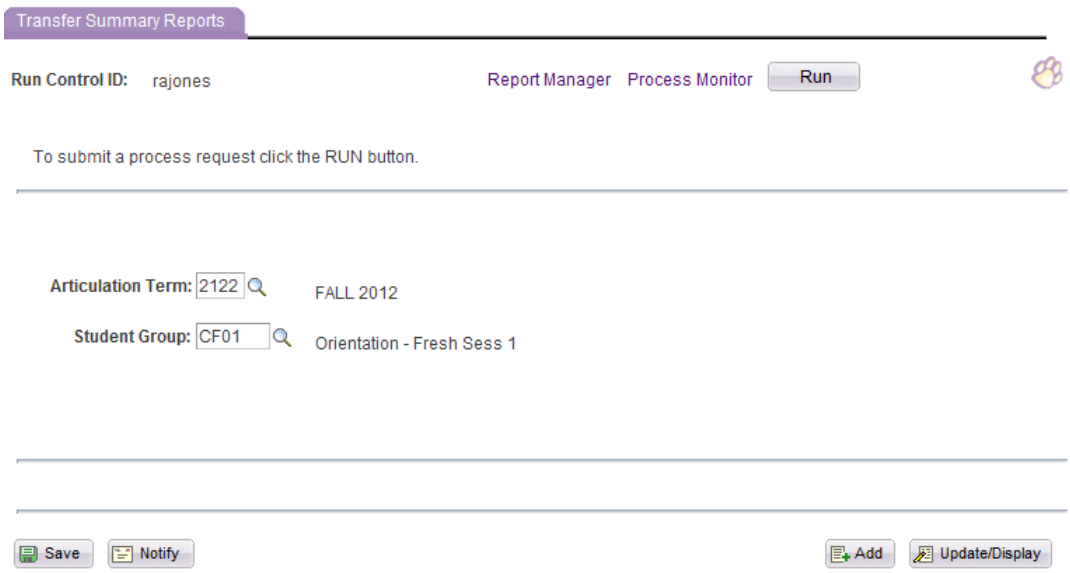
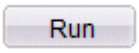
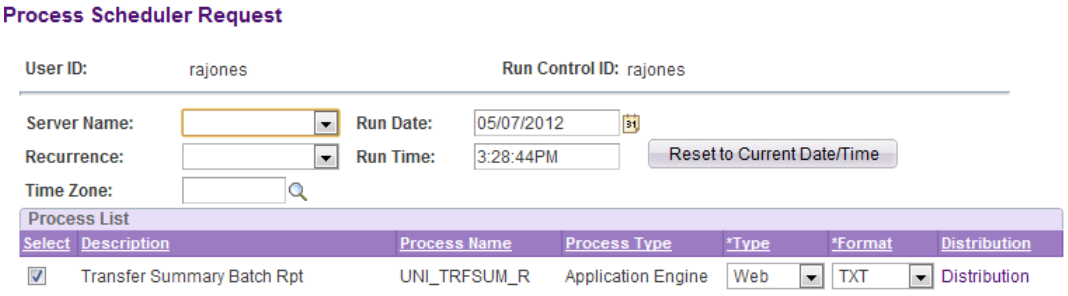
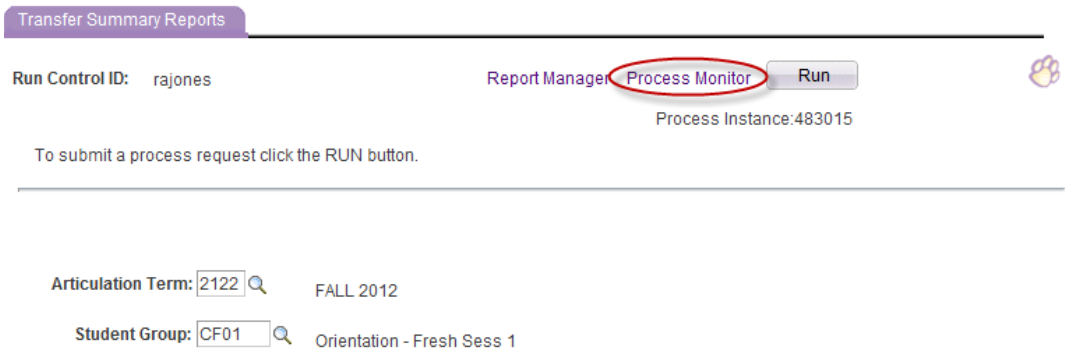
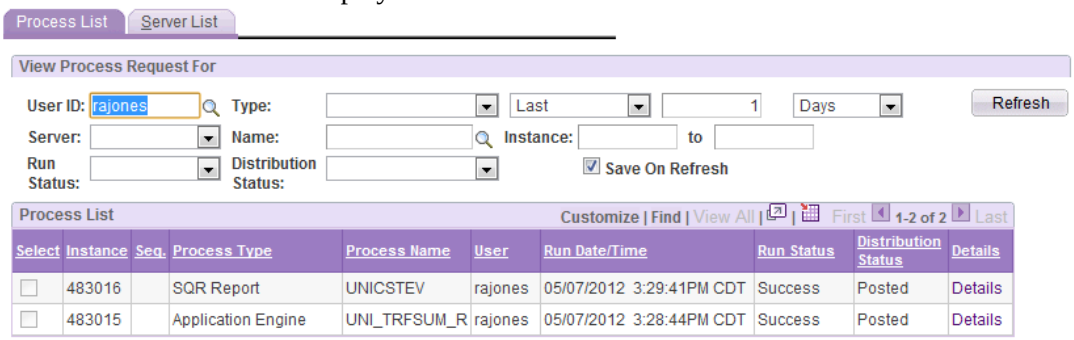
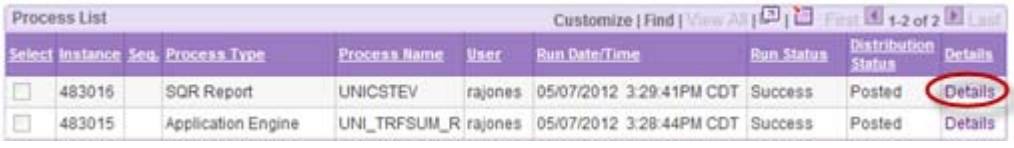
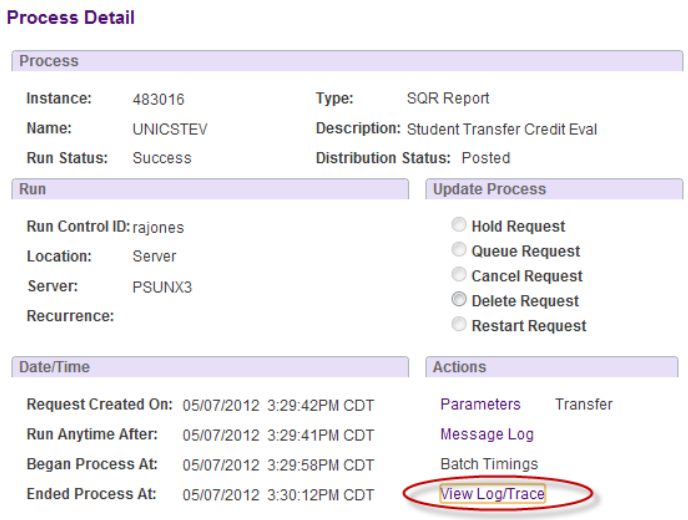
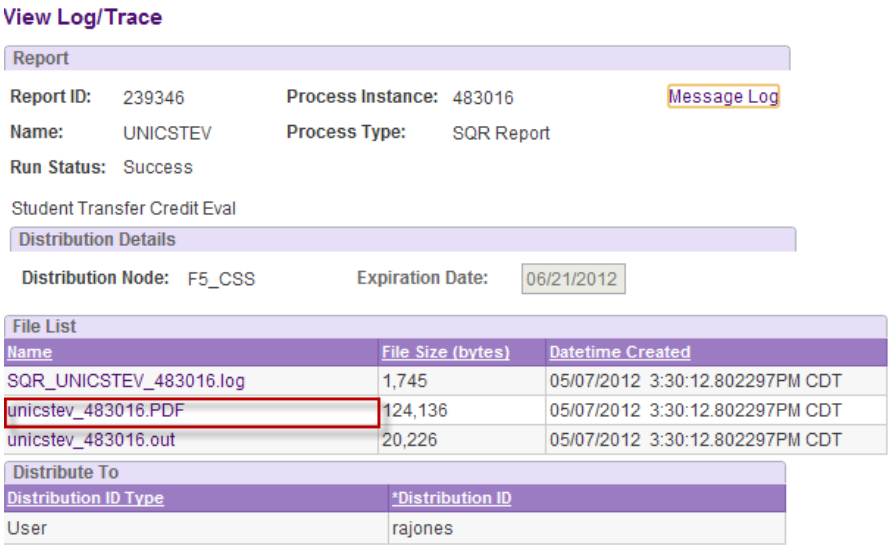
Requesting a Transfer Summary Batch Report

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

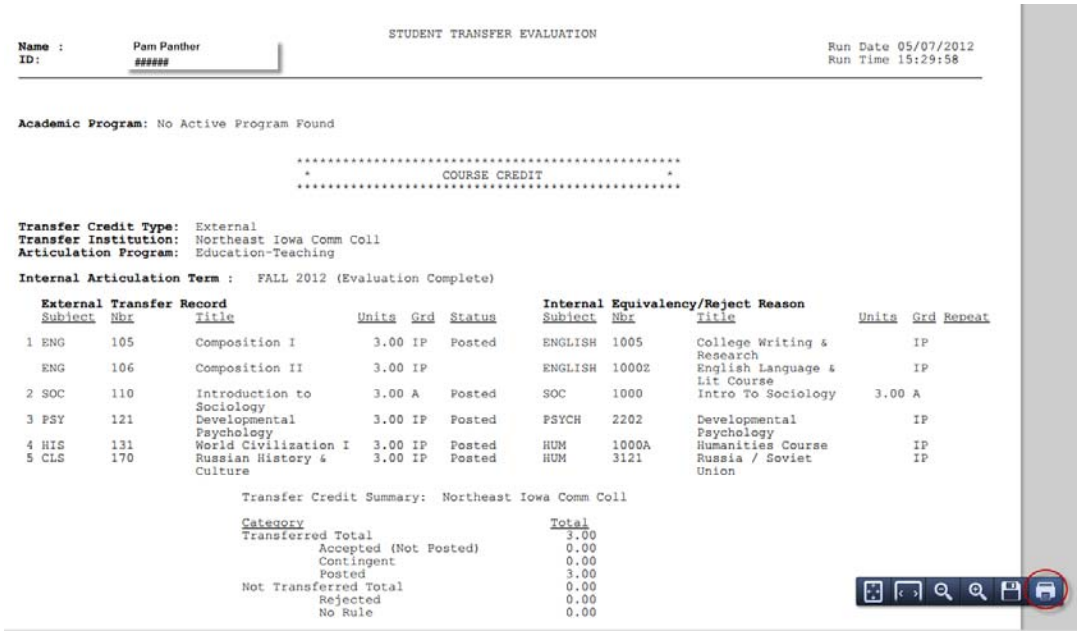
Step	Action
1.	Navigate to the **Transfer Summary Batch Report** page: Select **Main Menu › UNI Custom › Admissions › Transfer Summary Batch Report**  ***Note:*** The first time you run the report you will add a new run control. In the future, you may use the run control you have created. A **Run Control ID** 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.
2.	Click the ***Add a New Value*** tab. 
3.	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.
4.	Click the **Add** button.

Step	Action
5.	On the ***Transfer Summary Reports*** tab, complete the following: • **Articulation Term** – Select as appropriate (term transfer credit was posted) • **Student Group** – Select as appropriate (e.g. If you wish to view transcript summaries for students attending Freshman Orientation 1, select CF01) 
6.	Click the **Run** button.  ***Note:*** Use the Save button at the bottom before clicking the Run button if you wish to save the criteria for future reports. ***Result:*** The **Process Scheduler Request** page displays. 
7.	Click the **OK** button.

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

Step	Action
11.	Click the **View Log/Trace** link. 
12.	Click the PDF link on the **View Log/Trace** page to view and/or print the Transfer Summary Batch report.  ***Result:*** The report displays in a separate window.

Step	Action
13.	Click the **Print** button on the PDF toolbar to print the report.



STUDENT TRANSFER EVALUATION

Name : Pam Panther
ID: ######

Run Date 05/07/2012
Run Time 15:29:58

Academic Program: No Active Program Found

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* COURSE CREDIT *
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Transfer Credit Type: External
Transfer Institution: Northeast Iowa Comm Coll
Articulation Program: Education-Teaching

Internal Articulation Term : FALL 2012 (Evaluation Complete)

	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	

Transfer Credit Summary: Northeast Iowa Comm Coll

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