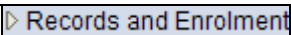
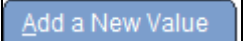
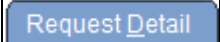
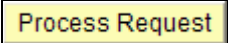
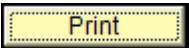
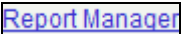
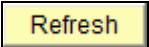


Task 3-Generating a new Transcript

Step	Action
1.	
2.	
3.	
4.	
5.	Click the UNOFF list item.
6.	Click the Printer list item.
7.	Click the Request Detail link. 
8.	Enter the desired information into the ID field. Enter a valid value e.g. " 1393656 ".
9.	Press [Tab] .
10.	Click the Process Request button. 
11.	Note: You can use the Report Results tab to view the Transcript details on screen, or continue to print the Transcript.
12.	Click the Print button. 
13.	Click the Report Manager link. 
14.	Note: It may be necessary to refresh the print request to see the item on the Report List as a Status of Posted . Click the Refresh button. 
15.	Note: The last print request will be positioned at the top of the Report List grid. Click the Details link. 
16.	Select the .PDF item from the File List area. For example, click the SR777---_3478935.PDF link.
17.	Use the .PDF reader programme menu to print the output.
18.	You have now successfully generated and printed a Student's Transcript. End of Procedure.