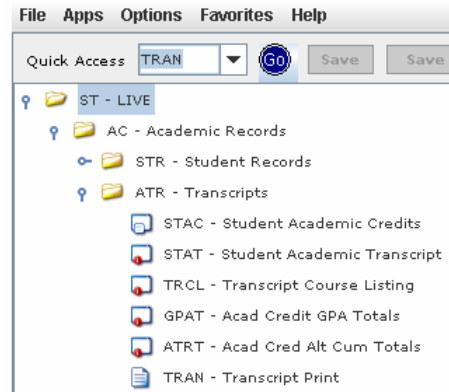




Colleague Transcript Printing

Accessing the Transcript Print Screen

1. Login to Colleague Web at <http://webui.twu.edu>
2. Browse to
 - **AC – Academic Records**
 - **ATR – Transcripts**
 - **TRAN – Transcript Print**
 - OR -
 - Use the mnemonic **TRAN** in the **Quick Access** tool.



Choosing a Transcript to Print

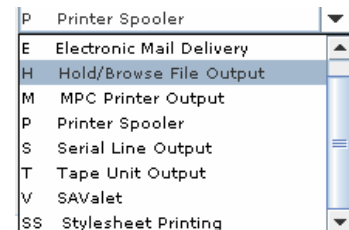
1. Set **Use Grouping Ptr** to **No**
2. Set **Verify Prt Restrs** to **No**
3. Use the bottom half of the TRAN screen to choose the desired Transcript.
 - **Students:** Enter individual students whose transcripts you want to print.



4. After selecting the desired students click **Save All**.

Submitting the Print Request

1. Choose **H Hold/Browse File Output** as the Output Device.
2. Click **Save All**.
3. On the last screen click **Save All** again to complete the report request.
4. The processing screen appears showing the current progress of the report request. When it completes click the **Finish** button.



Previewing the Transcripts

1. The report browser appears with the transcript ready to print.
2. Use the toolbar at the top to preview and print the transcript:
 - **Exit Browser:** Closes the report browser.
 - **Import File:** Saves the report to your computer as a text file.
 - **First Page:** Jumps to the first page of the report.
 - **Previous Page:** Jumps to the previous page of the report.
 - **Current Page:** Displays the current page number out of the total number of pages.
 - **Next Page:** Jumps to the next page of the report.
 - **Last Page:** Jumps to the last page of the report.
 - **Print Local:** Prints to your local printers.
 - **Print Remote:** Prints on the official green-bar paper (Not recommended).
3. Click the **Print Local** button to print a copy of the roster.
4. Choose either the **Default Printer** or a specific printer from the list and click **OK**.
5. Click the **Exit Browser** button when complete.