# **Report/Query Title: Outstanding eTranscript Requests**

# **Brief Summary**

View a summary of the outstanding eTranscript requests for your university.

# Instructions

1. Sign into PeopleSoft. In your available menu options, click "University Reports."

Menu	0 0 -
Search:	
<ul> <li>My Favorites</li> <li>Student Admissions</li> <li>University Reports</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>Change My Password</li> <li>My Personalizations</li> </ul>	

2. On the following screen, click "Outstanding eTranscript Rqsts."



- 3. On the following screen you can enter your information directly, or use the prompt to search.
  - a. Append your university's USIS code to the existing "08352" in the "Org ID" field. For example, 350711 for the University of Ottawa.

UAC_E	T_0U	TSTANDI	NG_REQUE	STS - out	standing	ET requests	5		
Org ID: 0	8352 esults	Q							
Org ID	Descr	TR Req ID	Trans Req St	OUAC Ref#	Input Src	Timing Option	Acad Year	Admit Type	Lvl of S

## UAC\_ET\_OUTSTANDING\_REQUESTS - outstanding ET requests

<	0	rg ID: 0	835235	50711 Q	>						
		View Re	esults								
		Org ID	Descr	TR Req ID	Trans Req St	OUAC Ref#	Input Src	Timing Option	Acad Year	Admit Type	Lvl c

### OR

b. Click the magnifying glass icon to search. You'll see a pop-up window displayed. You'll only ever see your own university because of security set-up. Click the value under External Org ID (in blue).

rg ID: 083	52 Q	$\mathbf{)}$						
Org ID De	escr TR Req ID	Trans Req St	OUAC Ref#	Input Src	Timing Option	Acad Year	Admit Type	Lvl of

Search by: External Org ID begins with	
Look Up Cancel Advanced Lookup	
Search Results	
View 100 First 🕚 1 of 1 🕑 Last	
External Org ID Description	
08352350711 University of Ottawa	

4. Click "View Results."

### UAC\_ET\_OUTSTANDING\_REQUESTS - outstanding ET requests

Org ID: 0	835235	0711 🔍							
View Re	esults								
Org ID	Descr	TR Req ID	Trans Req St	OUAC Ref#	Input Src	Timing Option	Acad Year	Admit Type	Lvl of S

5. You can download the results in various formats, as indicated. Downloading to an Excel spreadsheet is probably the most convenient and familiar option, and it will allow you to sort the data as you wish.

D	ion resource															
Vie	ownload results	s in Excel Sp	preadSheet CSV	Text File	XML File (7	kb)	>									
	Org ID	Descr	TR Reg ID	Trans Reg St	OUAC Ref#	Input	Timing	Acad Year	Admit Type	Lvl of Study UG	Lvl of Study GR	Lvl of Study OT	Prefix	1		
1	08352350711	University of Ottawa	2016012903603	PROC			ост	IMMD	2017	ост		G			w	
2	08352350711	University of Ottawa	2016012803594	PROC	OUAC	IMMD	2017	MED	U			Mme	G			
3	08352350711	University of Ottawa	2016060303813	PROC		OCAS	ADC		ocs	U	G	N	Ms	D		
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5	08352350711	University of Ottawa	2016022903667		OUAC	ADC	2017	15D	U			м	E			
6	08352350711	University of Ottawa	2016010803470		OUAC	IMMD	2017	15D	U			Mr	A			
7	08352350711	University of Ottawa	2016010803471		OUAC	IMMD	2017	15D	U			Mr	A			
8	08352350711	University of Ottawa	2016010803478		PROC	C	OUAC	IMMD	2017	SGD	U				A	
9	08352350711	University of Ottawa	2016011203485	PROC		ост	IMMD	2017	ост	U						
10	08352350711	University of Ottawa	2016012003522	PROC	10C	OUAC	IMMD	2017	TED	U						
11	08352350711	University of Ottawa	2016012103524	PROC		OUAC	IMMD	2017	SGD	U				A		
12	08352350711	University of Ottawa	2016012603568	PROC				OUAC	IMMD	2017	TND	U			Ms	A
13	08352350711	University of Ottawa	2016062303842	PROC		OUAC	IMMD	2017	REH	U				B		