



- ACA10: SMART sheet
- ACA11: Degree audit with enrollment used for degree audits
- ACA12: Degree audit without enrollment used for degree audits
- GRD11: Graduate advisement transcript

4. Output Destination: Select "Printer"
5. Future Release: Select "Immediate Processing"

The screenshot shows the 'Request Detail' tab of a SMART Request form. At the top, there are four tabs: 'Request Header', 'Request Detail', 'Report Results', and 'Report Errors'. Below the tabs, the following information is displayed: Report Request Nbr: 000000000, Request Date: 10/26/2007, User ID: W301906.

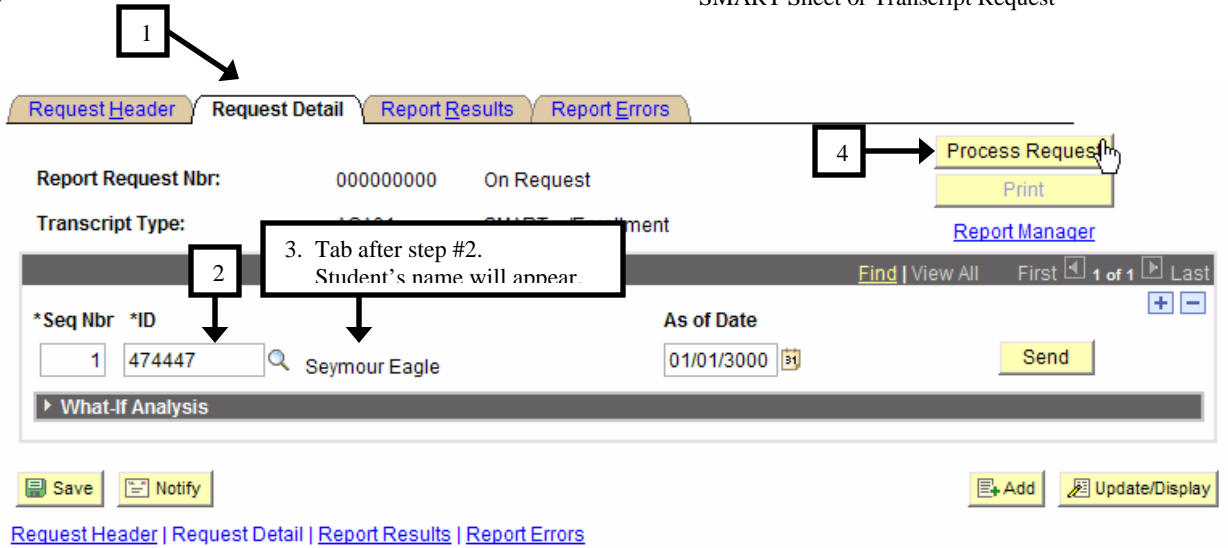
The form contains several fields and checkboxes:

- \*Institution: A dropdown menu showing 'USM01' with 'Univ of Southern Mississippi' below it. A callout box with the number '2' points to this dropdown.
- \*Transcript Type: A dropdown menu showing 'ACA01' with 'SMART w/Enrollment' below it. A callout box with the number '3' points to this dropdown.
- Freeze Record:
- Override Service Indicator:
- \*Output Destination: A dropdown menu showing 'Printer'. A callout box with the number '4' points to this dropdown.
- Number of Copies: A text input field containing '1'.
- Future Release: A dropdown menu showing 'Immediate Processing'. A callout box with the number '5' points to this dropdown.
- Academic Career:
- Term:
- Print Date: A date input field containing '10/26/2007' with a calendar icon.
- Request Reason: A dropdown menu.
- Cancel Request:

At the bottom, there is a section for '\*Report Format' with a dropdown menu showing 'Standard Report Format' and two buttons: '+' and '-'.

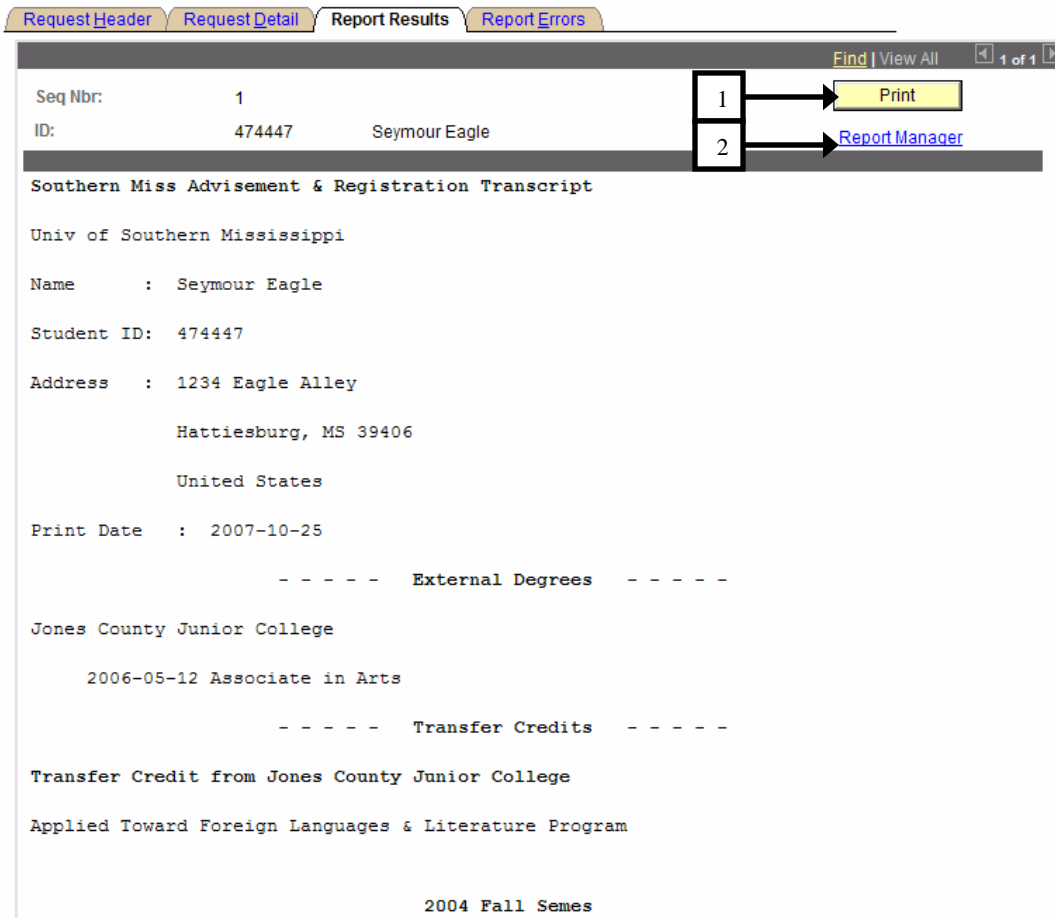
### Request detail tab

1. Click on the **Request Detail** tab.
2. ID: Enter student's ID number
3. Tab after entering ID to verify the student's name.
4. Click on the **Process Request** button. This will move automatically to the next tab – **Report Results**.



### Report results tab

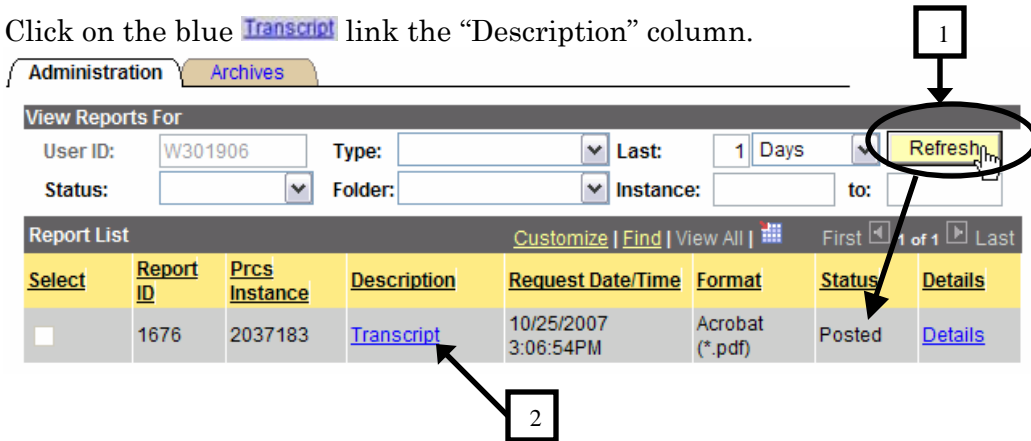
1. Click on the **Print** button. It should display “Saved” in the top-right corner.
2. Click on the [Report Manager](#) link.



## Report manager and print process

1. Click on the **Refresh** button until you see “Posted” in the Status column.

2. Click on the blue **Transcript** link the “Description” column.



3. A new window will appear.

NOTE: Turn off all pop-up blockers!!!!

4. Use the “zoom” feature to enlarge the view.

5. Use the  button to print.

