



Datatel - Using TRER (Transfer Equivalency Report)

Document Area: Academic Records

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Document Version Control

Version	Date	Author	Change Description
1.0	7/9/08	Lisa Dent	Updated with new procedures format

1 OVERVIEW

Use the Transfer Equivalency Report (TRER) screen to obtain a printout of an individual's transfer course equivalency evaluations. You can generate this report for any number of individuals, selecting the individuals by a saved list of IDs, by entering their name or ID directly, by selecting specific institutions or equivalent courses, or by equivalency status.

The transfer equivalency report provides information about each external course and the corresponding equivalent courses assigned. The report also provides transfer credit totals for both the equivalent courses and the transfer courses.

Specifying Output Options

After you exit this screen, the Change Peripheral Defaults screen is displayed. Use the Change Peripheral Defaults screen to specify output to the printer or the terminal and to set other printer characteristics.

Running This Process in Phantom Mode

The last screen that is displayed when you run this process is the Phantom Mode Specification screen. Use this screen to specify whether or not you want to run the process in the phantom (background) mode.

2 PROCEDURE DETAILS

2.1 Specify Printing Parameters

1. Enter Description/Address Parameters
Print Equiv Desc: **N**
Print Address: **Y**
Name/Address Hierarchy: **LOCAL**

2. Enter Students

You can print by using a Saved List Name OR Applicants/Students (I.D. # or by name). The system will not let you use both. If using Students field, enter a Student's ID# or Name in the Student Lookup.

***** NEVER LEAVE BOTH THE SAVED LIST NAME AND APPLICANTS/STUDENTS FIELDS BLANK!!!** If this happens, call ITS immediately!

