

## How to print in Colleague SQL

When running your process, select “Hold” as your “Output Device”

The screenshot shows the configuration window for the TRRQ - Transcript Requests process. The window title is "TRRQ - Transcript Requests" and it has a menu bar with "File", "Options", and "Help". Below the menu bar are buttons for "Keep Context Open", "Save", "Save All", "Cancel", and "Cancel All". The main content area is divided into several sections:

- Peripheral:** SETPTR.ELLUCIAN.453
- Description:** Transcript Print
- Process:** TRRQ
- Description:** (empty)
- Output Device:** A dropdown menu with a search icon.
- Printer:** A text input field.
- Form Name:** A text input field.
- Banner:** A text input field.
- Security:** A dropdown menu set to "PB Public" and a blacked-out field.
- Copies:** A text input field set to "1".
- Defer Time:** A text input field.
- Other Options:** A list of three options:
  - 1 NOHEAD
  - 2 NOEJECT
  - 3 NFMT
- Page Width:** 132
- Page Length:** 60
- Top Margin:** 4
- Bottom Margin:** 0
- Max Pages per PDF:** A text input field.

Select “Save All” on the following screen

The screenshot shows the same configuration window for the TRRQ - Transcript Requests process, but with different content. The window title is "TRRQ - Transcript Requests" and it has a menu bar with "File", "Options", and "Help". Below the menu bar are buttons for "Keep Context Open", "Save", "Save All", "Cancel", and "Cancel All". The main content area is divided into several sections:

- Job Description:** Transcript Requests
- Job Statistics ID:** TRRQ\_ELLUCIAN\_45480\_17385
- Execute in Background mode?:** A checkbox checked with "N".
- Background Execution Type:** A dropdown menu.
- Schedule Process to Run Next on:** A text input field followed by a calendar icon and the word "after".
- Schedule Process to Run Every/From:** A text input field followed by a dropdown menu and another text input field.
- Schedule Process on Weekdays only:** A checkbox.
- Schedule Process to Start After:** A text input field.
- Stop Automatically Scheduling Process on:** A text input field followed by a calendar icon.

Click "Finish"

**Transcripts Requests Print**

Started: 12:38:43 08/06/2015  
Current: 12:38:45  
Total Elapsed: 00:00:02  
Est. Completion: 12:38:45 08/06/2015  
Ended: 12:38:46 08/06/2015

Processed 1 of 1

0%

Close automatically when complete **Finish**

1 record selected to list 0.

Select "Export PDF"

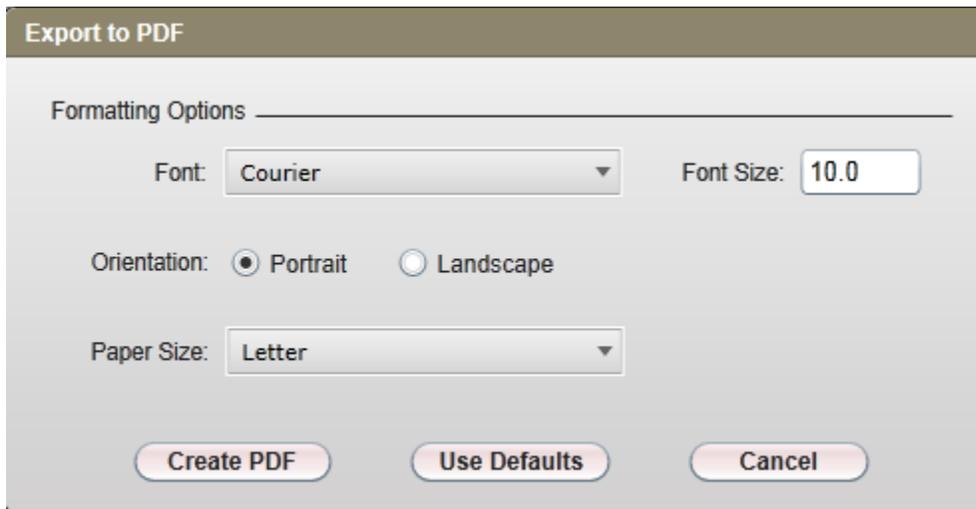
**Report Browser**

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Save As Export PDF Print Remote

On the “Export to PDF” pop up box you may change your font size and orientation. Suggestion for landscape reports, change the font size to 8 and the orientation to Landscape.

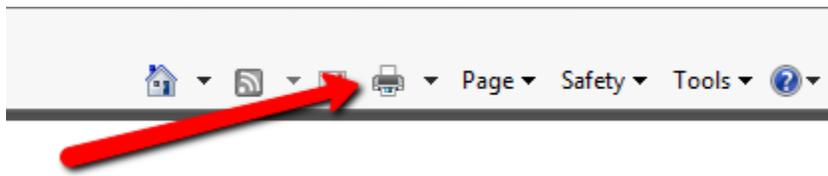
Default:



Click “Create PDF”.

A new tab will appear on your internet browser displaying your report.

From here you may choose to print



Or select “Page” and “Save as”