



# SACRAMENTO STATE

## EtranscriptCA

### Overview

PeopleSoft Query for Batch Requests and File Format.  
Collecting Requests from Different Departments.  
Html and xml viewer Imaging Option.

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Sacramento State

# ABOUT SACRAMENTO STATE

- 28,000+ enrolled students (88% undergraduates)
- Heavy on transfer students
- 10,000+ transfer applicants in the Fall term
- 3,200+ transfer applicants in the Spring term

# SACRAMENTO STATE'S Top 10 Feeder Schools

	SCHOOL	EtranscriptCA
1	American River College	Yes 😊
2	Sierra College	No, Hershey
3	Sacramento City College	Yes 😊
4	Cosumnes River College	Yes 😊
5	San Joaquin Delta College	No, EDI
6	Folsom Lake College	Yes 😊
7	Solano Community College	Yes 😊
8	Yuba College	No, Hershey
9	Diablo Valley College	No, Hershey
10	Santa Rosa Junior College	Yes 😊

# Etranscripts received during 2011

College	Etranscripts Received	
American River College	8368	
Bakersfield College	36	
Butte College	159	
Canada College	155	
Cerritos College	50	
Cerro Coso Community College	26	
Chaffey College	35	
College of San Mateo	471	
Cosumnes River College	3970	
Cypress College	80	
El Camino College	256	
Folsom Lake College	2314	
Fullerton College	98	
Moorpark College	65	
Oxnard College	7	
Palomar College	4	
Porterville College	15	
Riverside Community College	21	
Sacramento City College	7069	
Santa Rosa Junior College	1307	
Skyline College	403	
Ventura College	30	
<b>Total</b>	<b>24,939</b>	

# Requesting Etranscripts in bulk

## APPLICANT STUDENTS

1. Run PeopleSoft Query to identify students who applied to Sacramento State and are transferring from Etran Colleges
2. PeopleSoft query expression format the field for bulk request:

```
concat(concat(concat(concat(concat(E.LAST_NAME,  
'|'),E.FIRST_NAME),'||'),  
DECODE(B.NATIONAL_ID,'999999999','',B.NATIONAL_ID)), '|'),  
RPAD(SUBSTR(E.BIRTHDATE,6,2)||'/'||SUBSTR(TO_CHAR(E.BIRTHDATE,  
'YYYY-MM-DD'),9,2)||'/'||SUBSTR(TO_CHAR(E.BIRTHDATE,'YYYY-  
MM-DD'),1,4),13,'|'))
```

3. Output puts together last name, first name, ssn, birthday

	A	B	C	D
1	Sacramento City College	Sample1 Andy   451519169  01/19/1999	299658969	
2	Sacramento City College	LasName Veronica   619562900  09/15/1999	295146764	
3	Sacramento City College	Smith Keelvi   619091909  09/19/1992	295962784	

# Requesting Etranscripts in batch

Electronic Transcript Request Web Page in Visual Basic or .Net

**SACRAMENTO STATE**  
Enrollment Operations

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## Electronic Transcript Request

[Submit E-Trans»](#)

### E-Tran Request

Complete the form below to put in a request for transcripts

**Student Empl-ID\* \***

Enter Student Empl-ID

Confirm Empl-ID

**College**

Select at least one college.

**Los Rios College**

- American River City College
- Cosumnes River College
- Folsom Lake College
- Sacramento City College

**Other College**

- Canada City College
- Cypress City College
- El Camino City College
- Fullerton City College
- San Mateo City College
- Skyline City College

**Requested By**

\*  
Sealink ID\*

# Requesting Etranscripts in batch

1. Upload the emplid to PeopleSoft using Load Query Reporting Table
2. Run PeopleSoft Query to obtain and format all required fields

field1	field2	field3	field4	field5	field6	field7
211249	RCL O 20120328  P	REQ 001150  CSU Sacramento	TRN 001232  American River College	REC 001150  CSU Sacramento	STU Rogers Todd         55148  2  197309 99A O	
214013	RCL O 20120328  P	REQ 001150  CSU Sacramento	TRN 001233  Sacramento City College	REC 001150  CSU Sacramento	STU Velazquez Jairy         62  9815  198 99A O	
212612	RCL O 20120328  P	REQ 001150  CSU Sacramento	TRN 007536  Cosumnes River College	REC 001150  CSU Sacramento	STU Negash Asma         6183  77  19890 99A O	
20151400	RCL O 20120328  P	REQ 001150  CSU Sacramento	TRN 007536  Cosumnes River College	REC 001150  CSU Sacramento	STU Priest Thomas         57  9904100 99A O	

3. Using Crystal Report 9 Tools, the file is formatted for Etran Batch request

```

RCL|O|20120328||P|||||
REQ|001150||CSU Sacramento|||||
TRN|001232||American River College
REC|001150||CSU Sacramento|||||
STU|Mendoza|Samantha|||||||||611xxx538||xxx01230|||||
99A|O
RCL|O|20120328||P|||||
REQ|001150||CSU Sacramento|||||
TRN|001232||American River College
REC|001150||CSU Sacramento|||||
STU|Nguyen|Sungsun|||||||||xxx774012||xxx0713|||||
99A|O
    
```

# Downloading Etranscripts

- XAP Communicator is set up to download Etranscripts everyday at 3:00 AM.
- XAP Communicator downloads three file formats:
  1. .edi
  2. .html
  3. .xml



# Upload to Optix Imaging System

- We upload the html file to our Imaging system. Etranscripts stay html and are not converted to Images.
- The .xml file is used for auto indexing purposes. We use the ssn tag to match Etranscripts to our system.

# Questions ???



THANK YOU

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