**ENTERING TRANSCRIPT TEXT ENTRIES**

**Overview**

Transcript text is used to track specific actions for a student in PAWS. A couple of actions include, “Deans O.K. to Continue” or “Permission for a Third Repeat of a Class”. Transcript text is entered by those users who have been trained and granted PAWS security to add entries.

The following procedures will allow you to efficiently enter transcript text on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website (www.pawstraining.uwm.edu) and review the PAWS manual titled “Student Records Basic Update” or for correction mode users review the “Student Records Advanced Update”.

**Entering Transcript Text**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to:</td>
<td><img src="image" alt="Menu" /></td>
</tr>
<tr>
<td></td>
<td><strong>UWM Records and Enrollment &gt; Transcript</strong> Add/Update Transcript Text</td>
<td><img src="image" alt="Add/Update Transcript Text" /></td>
</tr>
<tr>
<td>2.</td>
<td>Search for Student.</td>
<td><img src="image" alt="UWM Transcript Text" /></td>
</tr>
</tbody>
</table>

---

PAWS Curriculum – Entering Transcript Text  3/16/2009
University of Wisconsin-Milwaukee
3. Click + button.

4. Type **Action Code** value in **Action Code** field.

5. Click **Get Action Code Values** button.

6. Enter the **Effective Date** for transcript text.
7. Replace “XXX’s” with the appropriate information.

   Note: Effective Date pulls from the Transcript Text Items section.

8. Delete any extra spaces in the transcript text note.
9. Click the **Save** button.