

Muskegon Area Intermediate School District
Printing a CIMS Transcript to Docufide, Inc.
April 2010



Docufide has been contracted with by CEPI to provide secure student transcript data to registered post-secondary schools. Following the Docufide installation instructions, the process involves installing a print driver on each machine that can then be used in place of a physical printer.

Since CIMS does not allow you to select a printer from a Windows-type Printer Dialog box, we have worked with Docufide technical staff in finding a way to accomplish this. Once your district has migrated over to using Pinnacle SIS instead of CIMS, you will then be able to follow their intended method and use the Docufide print driver directly. At that point, you will also need to work individually with Docufide to get your Pinnacle SIS transcript template set up and approved.

- **You need to use the GRD.551 CIMS Standard Student Transcript**, which has been modified to include the DCODE and BCODE required specifically for Docufide. The custom Three Column Transcript (GR.553) that we have had for the last several years utilizes a protocol called Advanced Function Printing that cannot be sent from CIMS to Docufide.
- Once you have completed the student information and any other options you want on your transcript, be sure that in the Format section at the bottom of the screen you set the Landscape Option to YES and the Columns Option to 4. This is how we have been “approved” in our testing so I am not sure if any other selection would be accepted.
- On the Submittal Prompt screen you will need to change the Output Queue to DOCUFIDE, leaving the Library as the default value of QUSRSYS. Pressing ENTER will release your transcript data to Docufide.

This OUTQ on the iSeries has been set up behind the scenes to send the transcript electronically to Docufide, and is a temporary solution to allow your participation in this initiative while you are still using CIMS. The MAISD’s contact at Docufide has been Jason Weaver so you should be sure to work with him to avoid any confusion in getting this running at your location. He can be reached at jweaver@docufide.com or by phone at (310) 309-3722, ext 646.

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