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Page

Introduction

Use this process to print a group of Transaction Forms all at one time – e.g. at the beginning of an appointment cycle.

Note that this produces <u>one</u> PDF file – each Transaction Form will be a separate page in the file.
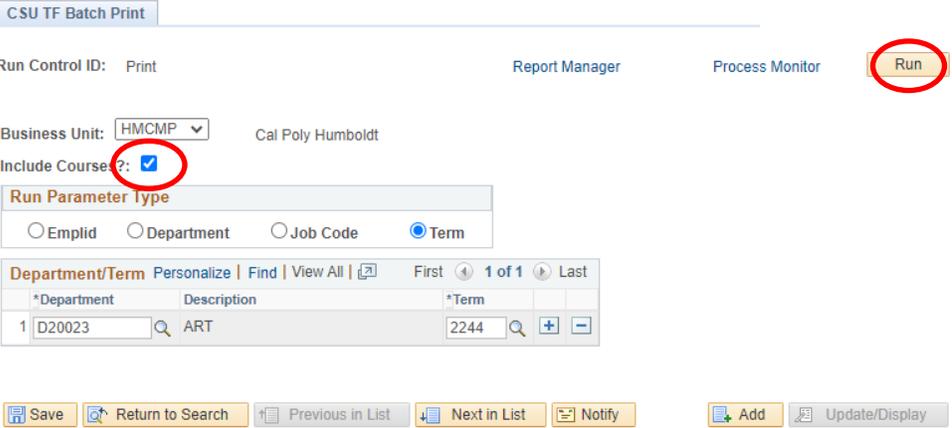
Processing Steps
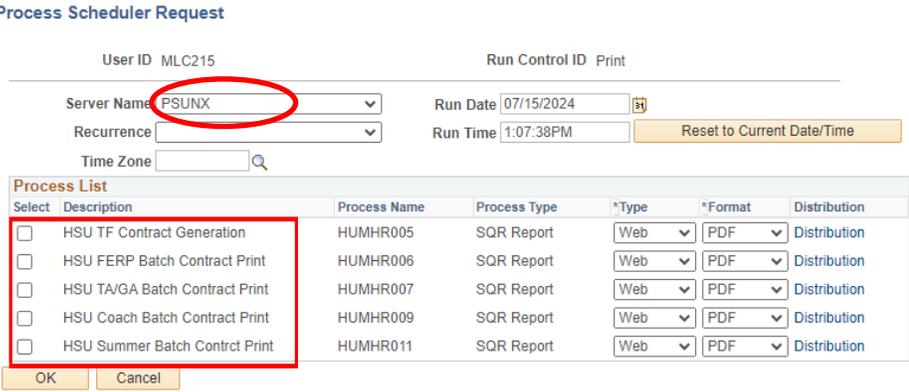
TF Contract – Batch Print Search Page

Navigation: *> CSU Temp Faculty > CSU TF Batch Print*

Processing Steps	Screen Shot
Go to **CSU TF Batch Print.** See navigation above. Enter a **Run Control ID** • If one doesn't already exist, use <u>Add a New Value</u> to create one. • The Run Control ID can be any name you choose (e.g. batch) and will save your settings for your next print job.	**CSU TF Batch Print** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria Run Control ID: begins with ▼ [ ] ☐ Case Sensitive Search | Clear | Basic Search | Save Search Criteria Search Results View All First ◀ 1-3 of 3 ▶ Last Run Control ID | Language Code Print | English load | English test1 | English Find an Existing Value | Add a New Value

TF Contract –Batch Print Page

Processing Steps	Screen Shot

Check the **Include Courses?** box so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.
 	
Select **Term** as the Run Parameter Type
 	
• Empl ID will print all contracts for all semesters for that person.
• Department, will print all contracts for all semesters for the Dept.
• Job Code will print all contracts for all semesters for that job code.
 	
The Department/ Term box will display. Enter **Department #** and the **Term** you wish to print.
 	
Note: You can add rows to print contracts for multiple depts. at the same time (e.g. All of the Athletics "sports" depts.)
 	
Click Run
	CSU TF Batch Print
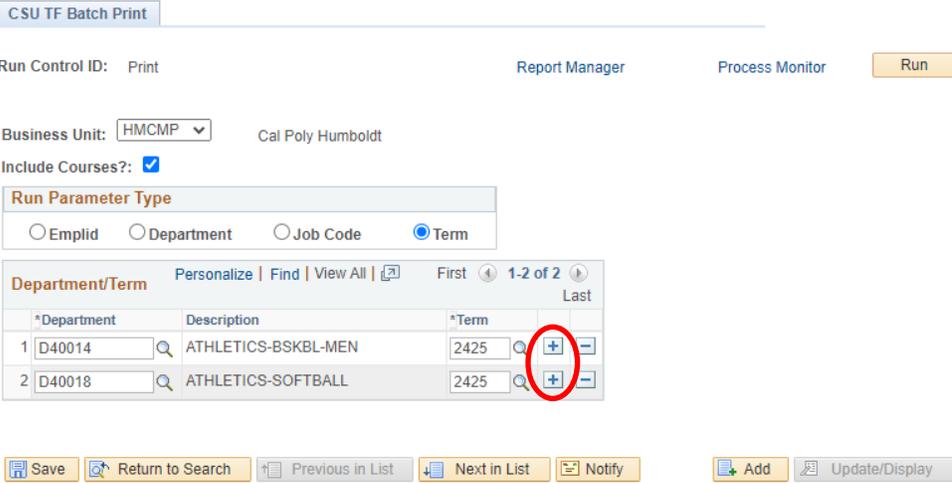	
	Run Control ID: Print Report Manager Process Monitor Run
	
	Business Unit: HMCMP ▾ Cal Poly Humboldt
	Include Courses?: ☑
	Run Parameter Type
	○ Emplid ○ Department ○ Job Code ● Term
	
	Department/Term Personalize
		Find	View All	🖼 First ◀ 1 of 1 ▶ Last
				  *Department Description *Term
				1 D20023 🔍 ART 2244 🔍 ➕ ➖
				
				Save Return to Search Previous in List Next in List Notify Add Update/Display
				
				CSU TF Batch Print
				
				Run Control ID: Print Report Manager Process Monitor Run
				
				Business Unit: HMCMP ▾ Cal Poly Humboldt
				Include Courses?: ☑
				Run Parameter Type
				○ Emplid ○ Department ○ Job Code ● Term
				
				Department/Term Personalize
					Find	View All	🖼 First ◀ 1-2 of 2 ▶
							                          Last
							  *Department Description *Term
							1 D40014 🔍 ATHLETICS-BSKBL-MEN 2425 🔍 ➕ ➖
							2 D40018 🔍 ATHLETICS-SOFTBALL 2425 🔍 ➕ ➖
							
							Save Return to Search Previous in List Next in List Notify Add Update/Display

Process Scheduler Request Page

Processing Steps	Screen Shots
Process Scheduler Request page displays: Check settings: • Server Name = **PSUNX** • Select the appropriate form for the type of appointment on the process list: • *Lecturer = HSU TF Contract Generation, HUMHR005* • *FERP = HSU FERP Batch Contract Print, HUMHR006* • *TA or GA = HSU TA/GA Batch Contract Print, HUMHR007* • *Coach = HSU Coach Batch Contract Print, HUMHR009* • *Summer = HSU Summer Batch Contract Print, HUMHR011* • Type = **Web**; • Format = **PDF** **Click OK**	**Process Scheduler Request** User ID MLC215 Run Control ID Print Server Name (PSUNX ⌄) Run Date 07/15/2024 Recurrence ⌄ Run Time 1:07:38PM Reset to Current Date/Time Time Zone 🔍 **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☐	HSU TF Contract Generation	HUMHR005	SQR Report	Web	PDF	Distribution
☐	HSU FERP Batch Contract Print	HUMHR006	SQR Report	Web	PDF	Distribution
☐	HSU TA/GA Batch Contract Print	HUMHR007	SQR Report	Web	PDF	Distribution
☐	HSU Coach Batch Contract Print	HUMHR009	SQR Report	Web	PDF	Distribution
☐	HSU Summer Batch Contrct Print	HUMHR011	SQR Report	Web	PDF	Distribution	 OK Cancel *Note: More than one type of form can be selected in a print session. Forms will process by job code for each group at the same time – separate .pdf files will be created for each group.*

Process List Page

Processing Steps	Screen Shots
When returned to the 1st page – Click <u>Process Monitor</u> link to display the <u>Process List</u>: Click **Refresh** until Run Status = **Success** and Distribution Status = **Posted** **Click on <u>Details</u>**	**CSU TF Batch Print** Run Control ID: Print Report Manager Process Monitor Run Process Instance:1607243 Business Unit: HMCMP Cal Poly Humboldt Include Courses?: ☑ **Run Parameter Type** ○ Emplid ○ Department ○ Job Code ● Term Department/Term Personalize	Find	View All	⬚ First ◁ 1 of 1 ▷ Last *Department	Description	*Term 1 D20023 🔍 ART	2244 🔍 ➕ ➖ 💾 Save 🔍 Return to Search ⬚ Previous in List ⬚ Next in List ✉ Notify ➕ Add ⬚ Update/Display Process List	Server List **View Process Request For** User ID MLC215 🔍 Type [▾] [Last ▾] 1 [Days ▾] Refresh Server [▾] Name [ ] 🔍 Instance From [ ] Instance To [ ] Clear Run Status [▾] Distribution Status [▾] ☑ Save On Refresh Report Manager Reset ▾ **Process List** Personalize	Find	View All	⬚	🖩 First ◁ 1 of 1 ▷ Last Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions ☐	1607243		SQR Report	HUMHR005	MLC215	07/15/2024 1:14:54PM PDT	Success	Posted	Details	▾ Actions Go back to CSU TF Batch Print 💾 Save ✉ Notify Process List	Server List

Process Detail Page

Process Steps	Screen Shot
Process Detail page displays: Under Actions, click on **View Log/Trace**	**Process Detail** **Process** Instance 1607243 Type SQR Report Name HUMHR005 Description HSU TF Contract Generation Run Status Success Distribution Status Posted **Run** **Update Process** Run Control ID Print ○ Hold Request Location Server ○ Queue Request Server PSUNX ○ Cancel Request Recurrence ○ Delete Request ○ Re-send Content ○ Restart Request **Date/Time** **Actions** Request Created On 07/15/2024 1:14:57PM PDT Parameters Transfer Run Anytime After 07/15/2024 1:14:54PM PDT Message Log Began Process At 07/15/2024 1:15:07PM PDT Batch Timings Ended Process At 07/15/2024 1:15:20PM PDT View Log/Trace OK Cancel

View Log Trace Page

Process Steps	Screen Shot
Under <u>File List</u>, click on the **PDF report link**. The report name will begin with **humhr** and end with **.PDF**	**View Log/Trace** **Report** Report ID 955880 Process Instance 1607256 Message Log Name HUMHR005 Process Type SQR Report Run Status Success HSU TF Contract Generation **Distribution Details** Distribution Node HHUMPRD Expiration Date 08/29/2024 **File List** Name / File Size (bytes) / Datetime Created SQR_HUMHR005_1607256.log 1,665 07/15/2024 2:58:52.635737PM PDT humhr005_1607256.PDF 45,702 07/15/2024 2:58:52.635737PM PDT humhr005_1607256.out 14,047 07/15/2024 2:58:52.635737PM PDT **Distribute To** Distribution ID Type / *Distribution ID User MLC215 Return

PDF Output – Transaction Form File

Process Steps	Screen Shot
A PDF file of all the contracts printed in the batch will display. To navigate out of report screens: • Close .pdf window. • On View Log/Trace page, click **Return** • On Process Detail page, click **OK**. • On Process List page, click on Go Back to CSU TF Batch Print hyperlink. This returns you to the first page to start a new print job.	