

# Printing Employment Applications

Step-by-step instructions for accessing applications through Louie.

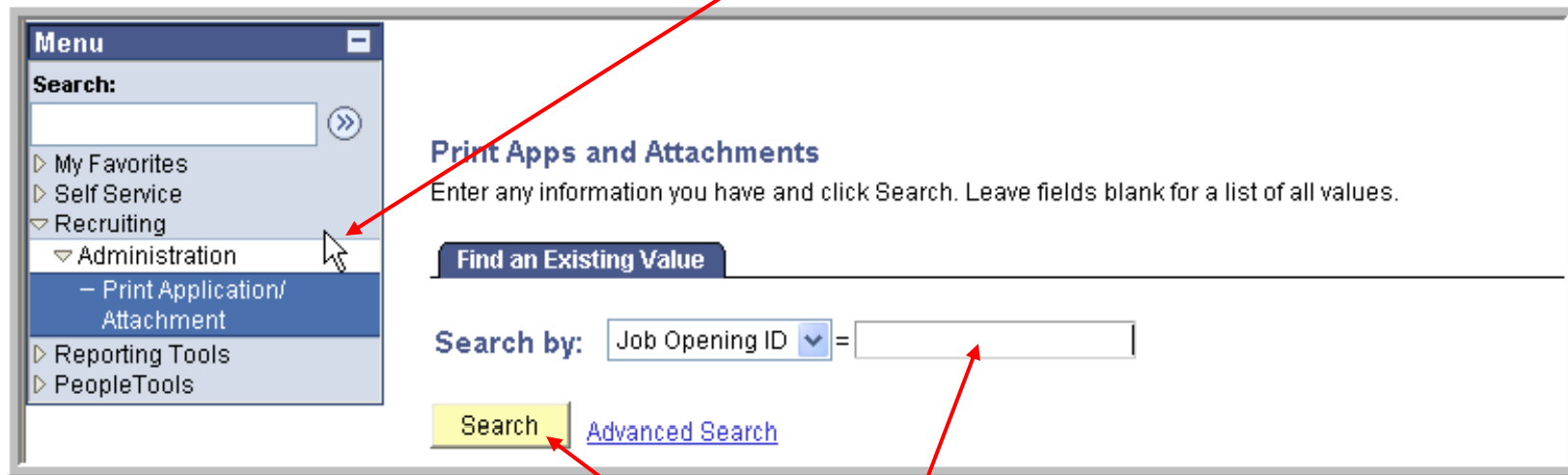


## Getting Started...

- In order to be able to print applications for your job opening, you must be granted special PeopleSoft security to run the print process.
- You must fill out a PeopleSoft Security Access Request form available at:  
<http://www4.nau.edu/louiesecurity/New%20LOUIE%20security.doc>.
- The security Role you need to request is: *NAU\_HR TAM Print Applications*. Please include your department number on the form.
- Once your security is in place, follow the steps outlined in this guide to access and print your applications.

# Getting Started...

- Log on to Louie: <https://www.peoplesoft.nau.edu/>
- Navigate to Recruiting > Administration > Print Applications / Attachment



- Enter job opening number and hit search.

# Getting Started...

- A list of applicants will appear.

Home | My Worklist | Add to Favorites | Sign Out

New Window | Help | http

Job Opening ID: 557149  
Posting Title: Human Resources Specialist, Sr  
Department: 30600 Human Resources  
Report Option: Print One Combined Application

For Information on Printing Applications or General Hiring and Recruiting go to: <http://hr.nau.edu/m/content/view/22/40/>

Print Apps | Select All Applicants | Process Monitor

Customize | Find | View All | First | 1-2 of 2 | Last

Applicant ID	Applicant Name	Select App	Date Last Printed	View Attach	Attachment Name	Status	Submitted Date Time
1	62937 Applicant 1,Test	<input type="checkbox"/>		View Attach	NAUJOBS_29277_Cover_Letter_for_Catalina.doc	Applied	09/28/2007 12:00PM
2	62938 Applicant 2,Test	<input type="checkbox"/>				Applied	09/28/2007 12:04PM

Return to Search

**You can sort the applicants in alpha order by clicking on the heading. In fact, any column can be sorted by clicking on the header.**

**If you have a large number of applicants, click on "View All" to display all applicants on this page.**

# Setting Printing Parameters

## [1] Select the Report Option.

When printing applications you have two options: *Print One Combined Application* which will put the applications for all selected candidates into one PDF; OR, *Print Individual Applications* which will create separate PDF's for each candidate's application.

## [2] Select the applications you want to print. You may click on "Select All" if you need to print all applications. Or you may select only those applications you need.

## [3] Click the print application button. This will populate the *Date Last Printed* field.

Job Opening ID: 557149  
Posting Title: Human Resources Specialist, Sr  
Department: 30600 Human Resources  
Report Option: **Print One Combined Application** (1)

For Information on Printing Applications or General Hiring and Recruiting go to: <http://hr.nau.edu/m/content/view/22/40/>

Print Apps (3) | Select All Applicants | Process Monitor

Applicant ID	Applicant Name	Select App	Date Last Printed	View Attach	Attachment Name	Status	Submitted Date Time
1	62937 Applicant 1,Test	<input type="checkbox"/> (2)		View Attach	NAUJOBS_29277_Cover_Letter_for_Catalina.doc	Applied	09/28/2007 12:00PM
2	62938 Applicant 2,Test	<input type="checkbox"/> (2)				Applied	09/28/2007 12:04PM

Return to Search

# Retrieving the Applications

- Select the *Process Monitor* link

Job Opening ID: 557149  
Posting Title: Human Resources Specialist, Sr  
Department: 30600 Human Resources  
Report Option: Print One Combined Application

For Information on Printing Applications or General Hiring and Recruiting go to: <http://hr.nau.edu/m/content/view/22/40/>

Print Apps    Select All Applicants    **Process Monitor**

If you click on this icon, you can download the applicant names into an excel spreadsheet. This might be useful for developing a matrix.

Applicant ID	Applicant Name	Select App	Date Last Printed	View Attach	Attachment Name	Status	Submitted Date Time
1	62937 Applicant 1,Test	<input type="checkbox"/>	09/28/07 1:28PM	<a href="#">View Attach</a>	NAUJOBS_29277_Cover_Letter_for_Catalina.doc	Applied	09/28/2007 12:00PM
2	62938 Applicant 2,Test	<input type="checkbox"/>	09/28/07 1:28PM			Applied	09/28/2007 12:04PM

[Return to Search](#)

# Retrieving the Applications

- This will open up a new window or tab in your browser.

The screenshot shows a web application interface for viewing process requests. On the left is a 'Menu' with a search bar and a list of items including 'My Favorites', 'Self Service', 'Recruiting', 'Reporting Tools', 'PeopleTools', 'Process Scheduler', and 'Process Monitor'. The main area has tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with filters for 'User ID' (SELF4), 'Type', 'Last' (1 Hours), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted in yellow. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 1043247, Process Type PSJob, Process Name N AP PR, User SELF4, Run Date/Time 11/06/2007 2:13:16PM MST, Run Status Success, and Distribution Status Posted. Red callout boxes provide instructions: 'This should show your jan account user id. If not, enter your id here.' points to the User ID field; 'You can select parameters for days/hours/minutes' points to the Last field; 'Click "Refresh" to see updated Run and Distribution Statuses.' points to the Refresh button; 'This is the name of the print process' points to the Process Name field; and 'Before you can see your applications the Run Status must be "Success" and the Distribution Status must be "Posted".' points to the Run Status and Distribution Status columns.

This is the name of the print process

Before you can see your applications the Run Status must be "Success" and the Distribution Status must be "Posted".

# Retrieving the Applications

- Once your process has a run status of *Success* and is in a distribution status of *Posted*, select the blue *Process Name* (N\_\_AP\_\_PR) link. *Note: The run and distribution status may take a while to show Success and Posted if you have a lot of applications or if PeopleSoft is very busy. Please be patient!*

The screenshot shows the 'Process Monitor' interface. On the left is a 'Menu' sidebar with 'Process Scheduler' expanded to 'Process Monitor'. The main area has tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters for User ID (SELF4), Type, Last (1 Hours), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 1043247, Process Type PSJob, Process Name N AP PR, User SELF4, Run Date/Time 11/06/2007 2:13:16PM MST, Run Status Success, and Distribution Status Posted. A red box highlights the 'N AP PR' link in the Process Name column, and a red arrow points from the text in the list above to this link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1043247		PSJob	<a href="#">N AP PR</a>	SELF4	11/06/2007 2:13:16PM MST	Success	Posted	<a href="#">Details</a>

# Retrieving the Applications

- Select the bottom blue link with the N\_\_HR447 title.

The screenshot displays a web application interface. On the left is a 'Menu' sidebar with a search field and a list of items: 'My Favorites', 'Self Service', 'Recruiting', 'Reporting Tools', 'PeopleTools', 'Process Scheduler', and 'Process Monitor'. The 'Process Monitor' item is highlighted. The main content area is titled 'Process Detail' and contains the following information: 'Process Name: N\_\_AP\_PR', 'Main Job Instance: 1043247', and a 'Refresh' button. Below this information, there are two links: '1043247 - N\_\_AP PR Success' and '1043248 - N\_\_HR447 Success'. The second link is highlighted with a red box, and a red arrow points from the instruction above to it.

**Menu**

Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Recruiting
- ▷ Reporting Tools
- ▽ PeopleTools
  - ▽ Process Scheduler
  - Process Monitor**

**Process Detail**

**Process Name:** N\_\_AP\_PR Refresh

**Main Job Instance:** 1043247

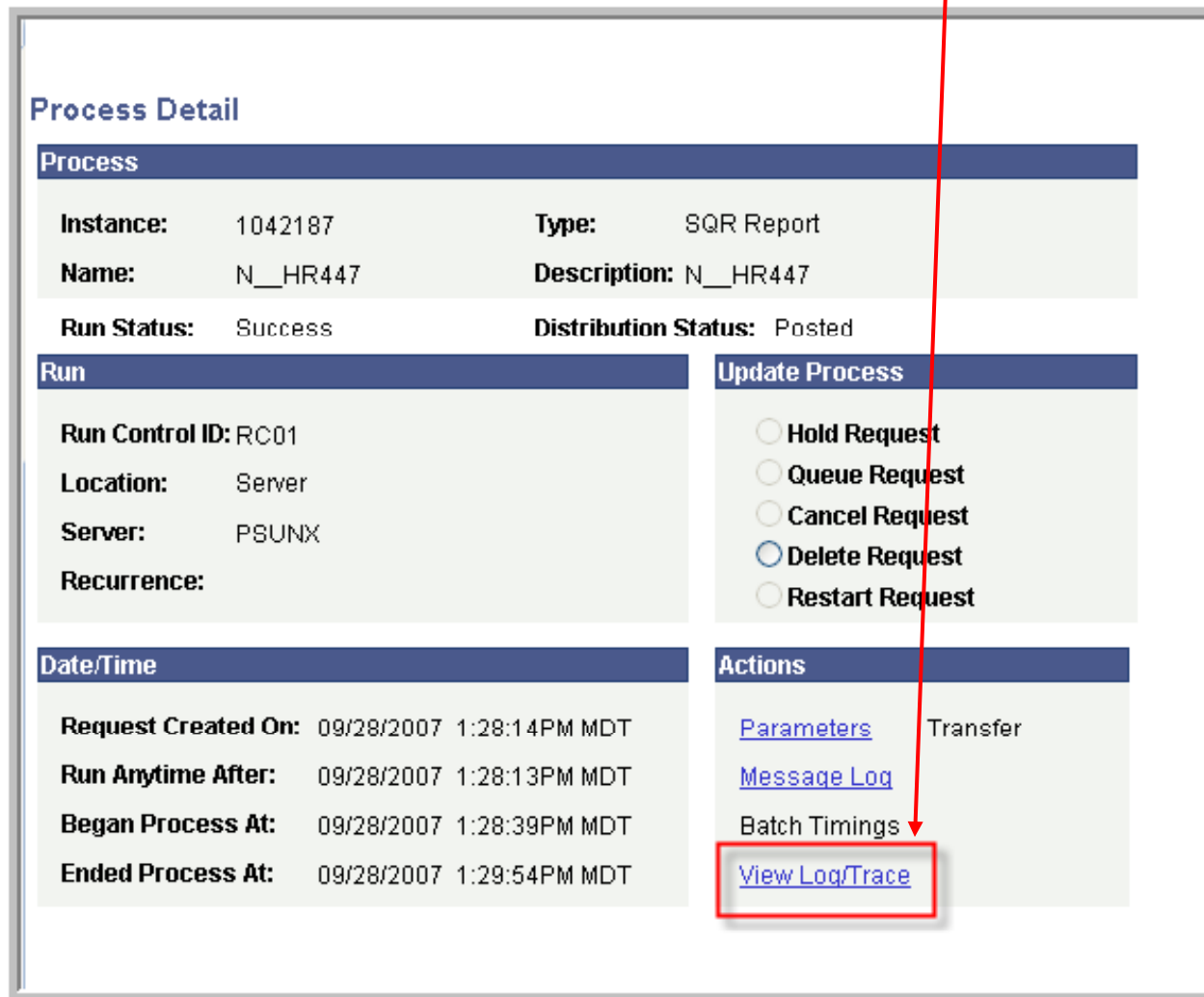
Left | Right

[1043247 - N\\_\\_AP PR Success](#)

[1043248 - N\\_\\_HR447 Success](#)

# Retrieving the Applications

- The Process Detail page will come up. Select the link for *View/Log Trace*



The screenshot displays the 'Process Detail' page with the following sections:

- Process**
  - Instance: 1042187      Type: SQR Report
  - Name: N\_HR447      Description: N\_HR447
  - Run Status: Success      Distribution Status: Posted
- Run**
  - Run Control ID: RC01
  - Location: Server
  - Server: PSUNX
  - Recurrence:
- Update Process**
  - Hold Request
  - Queue Request
  - Cancel Request
  - Delete Request
  - Restart Request
- Date/Time**
  - Request Created On: 09/28/2007 1:28:14PM MDT
  - Run Anytime After: 09/28/2007 1:28:13PM MDT
  - Began Process At: 09/28/2007 1:28:39PM MDT
  - Ended Process At: 09/28/2007 1:29:54PM MDT
- Actions**
  - [Parameters](#)      Transfer
  - [Message Log](#)
  - Batch Timings
  - [View Log/Trace](#) (highlighted with a red box and a red arrow pointing to it from above)

# Retrieving the Applications

- Select the link for the PDF. This will open the PDF with all of the applications in it. You can then print the PDF on your selected printer.

**View Log/Trace**

**Report**

**Report ID:** 231405      **Process Instance:** 1042187      [Message Log](#)  
**Name:** N\_HR447      **Process Type:** SQR Report  
**Run Status:** Success

N\_HR447

**Distribution Details**

**Distribution Node:** echo      **Expiration Date:** 04/10/2009

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">557149_apps.PDF</a>	40,386	09/28/2007 1:29:54.000000PM MDT
<a href="#">Message Log</a>	2,905	09/28/2007 1:29:54.000000PM MDT
<a href="#">Trace File</a>	1,150	09/28/2007 1:29:54.000000PM MDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	prl7_dv

# Retrieving the Applications

- If you chose the option of *Print Individual Applications*, you will see multiple PDF's. Select each PDF link to print on your selected printer.

The screenshot displays a web application interface with the following sections:

- View Log/Trace**: A header for the current view.
- Report**: A summary section containing:
  - Report ID:** 231406
  - Process Instance:** 1042188 (with a [Message Log](#) link)
  - Name:** N\_\_HR447
  - Process Type:** SQR Report
  - Run Status:** Success
- N\_\_HR447**: A sub-section header.
- Distribution Details**: A section containing:
  - Distribution Node:** echo
  - Expiration Date:** 04/10/2009
- File List**: A table listing generated files.

Name	File Size (bytes)	Datetime Created
<a href="#">557149_62937.PDF</a>	36,250	09/28/2007 1:44:35.000000PM MDT
<a href="#">557149_62938.PDF</a>	36,064	09/28/2007 1:44:35.000000PM MDT
<a href="#">Message Log</a>	2,905	09/28/2007 1:44:35.000000PM MDT
<a href="#">Trace File</a>	1,245	09/28/2007 1:44:35.000000PM MDT
- Distribute To**: A section for distribution settings.

Distribution ID Type	*Distribution ID
User	pr17_dv

# Resume Attachments

- To view, print or download resume attachments, select the *View Attach* button next to each applicant's name and open the attachment. You must open and print each attachment individually and there is no way to download all resume attachments into one file. If an applicant chooses not to attach a resume you will not see a button and file name for that applicant. ***You will need to disable your pop-up blocker for the attachment to open! An easy way to do this is to hold down the "control" button while selecting "View Attachment".***

Job Opening ID 557149  
Posting Title Human Resources Specialist, Sr  
Department 30600 Human Resources  
Report Option [Print One Combined Application](#)

For Information on Printing Applications or General Hiring and Recruiting go to: <http://hr.nau.edu/m/content/view/22/40/>

[Print Apps](#) [Select All Applicants](#) [Process Monitor](#)

Applicant ID	Applicant Name	Select App	Date Last Printed	View Attach	Attachment Name	Status	Submitted Date Time
1	62937 Applicant 1,Test	<input type="checkbox"/>	09/28/07 1:42PM	<a href="#">View Attach</a>	NAUJOBS_29277_Cover_Letter_for_Catalina.doc	Applied	09/28/2007 12:00PM
2	62938 Applicant 2,Test	<input type="checkbox"/>	09/28/07 1:42PM			Applied	09/28/2007 12:04PM

[Return to Search](#)

Applicant 2 did not attach a resume



## Questions?

- Call our Customer Service Team at 523.2223
- Email us at [HR.Contact@nau.edu](mailto:HR.Contact@nau.edu)