

Batch Print Notification of Personnel Action

Use this request to print a group of SF-50's on one or more persons in the database. To limit your request, you can select from parameters such as Employee Name, NOA Code, Personnel Office ID, Organization, From Effective Date, and To Effective Date (**NOTE**: no parameter for when HR updated date. Only have status of printed or not printed).

1. In the **CIVDOD SYSADM HR MANAGER** responsibility, navigate to Processes and Reports, Submit Processes and Reports. **NOTE**: Same area the HROC uses to print OPF copy.
2. Place your cursor in the Name block and click on the LOV button.
3. Select Batch Print Notification of Personnel Action.
4. When the Parameters screen appears, select the parameters to limit your print output. **NOTE**: no parameter for HR updated date. Only have status of printed or not printed. Once SF50 prints, status goes to printed for HRCO & CSU.
5. If printing only specific SF-50's, set Reprint Printed SF50s to Yes. To print all actions in the system, click OK without changing anything.

The screenshot shows the 'Submit Requests' application window. The 'Type' is set to 'Request' and the 'Name' is 'Batch Print Notification of Personnel Action'. The 'Parameters' dialog box is open, displaying the following information:

Employee Name	SMITH, MAXDOG MC	
NOA Code	002	Correction
POI	2140	McChord AFB, WA - Air Mobil
Organization	62 CIVIL ENGINEER SQ	AF1LMH1LFR5C01
From Effective Date		
To Effective Date		
Reprint Printed SF50s	No	
Front Page	Yes	

Buttons: Clear, Cancel, OK

6. In the Print Options area select the number of copies you want.
7. To select the printer, place your cursor in the Printer box and click on the LOV button on the menu bar. Select the printer you want your output sent to.
8. If you want to view your output on-line, leave the **X** in the Save Output box.
9. Under Run Options, leave Resubmit set to Never. Change this only if setting up a recurring request.

10. In the To Start box using the LOV button, enter the date and time you want the request to start.
11. Press the Submit button.
12. Note the Request ID numbers the system assigned to your request in the Submission History area.

The screenshot shows the 'Submit Requests' application window. The window title is 'Submit Requests'. The interface includes the following elements:

- Type:** A dropdown menu set to 'Request'.
- Name:** A text input field.
- Parameters:** A text input field.
- Print Options:**
 - Copies:** A text input field.
 - Style:** A text input field.
 - Printer:** A text input field.
 - Save Output:** A checked checkbox.
- Run Options:**
 - Resubmit:** A dropdown menu set to 'Never'.
 - To Start:** A date/time field set to '16-NOV-1999 10:33:19'.
 - End Resubmission:** A text input field.
- Submit:** A button located below the Run Options section.
- Submission History:** A table with the following columns: Type, Name, Parameters, and Request ID.

Type	Name	Parameters	Request ID
Report	Batch Print Notification of Person SMITH, MAXDOG MC:002:2140:62 CIVIL66542		

13. On the Top Menu Bar, click Help, View My Requests to check on the status of your request.
14. Click on Report to view the SF-50 in Ghostview, or click on Request Log if there's an error and you want to see why.