

CS – **Printing Individual Applications**

Purpose: After an application record is created for an individual, you may print the individual's application. The following instructions detail how to print an individual application.

Step	Action								
1.	Navigate to the Print Applications page. Select Main Menu > UNI Custom > Admissions > Online Application Processing > Print Applications								
	Result: The Print Applications page displays.								
	Favorites Main Menu UNI Custom Admissions Online Application Processing Print Applications Application/Inquiry 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								
	Maximum number of rows to return (up to 300): 300 Search by: Run Control ID begins with								
	Case Sensitive								
	Search Advanced Search								
2.	Enter your initials in the Run Control field. Click the Search button.								
	Result: The Application/Inquiry Print Selection page displays.								
	Favorites Main Menu > UNI Custom > Admissions > Online Application Processing > Print Applications								
	Application/Inquiry Print Application Print Log Inquiry Print Log								
	Run Control ID: jit Report Manager Process Monitor Run								
	Application/Inquiry Print Selection								
	Selection Options								
	*Institution UNICS Q University of Northern Iowa								
	*Online Type Application								
*Application Print Options Student									
	*Academic Career Undergraduate 💙								
	Student Selection Customize Find 💷 🔠 First 🗹 1-11 of 11 🕨 Last								
	Student ID								
	1 477675 Q Olivia Gard Image: Comparison of the								



Step	Action								
3.	 Select the following values: Institution: UNICS Online Type: Application Application Print Options: Student Academic Career: Undergraduate 								
4.	Enter the Student ID(s) for the applications you wish to print.								
5.	Click the Run button.								
	Result: The Process Scheduler Request page displays. Process Scheduler Request								
	User ID:	thorson			D:	jit			
	Server Name:	PSUNX	 Run Date: 	08/	9/2010	1			
	Recurrence:		Run Time:	1:3	3:35PM	Res	et to Current	Date/Time	
	Time Zone:	Q							
	Select Descriptio	<u>n</u>	Proc	ess Nar	e Proce	ss Type	*Type	*Forma	t <u>Distribution</u>
6.	Click the OK <i>Result:</i> The Process List Serv View Process Req User ID: thorson	List Construction List Construction Construc	lisplays.	Las		10	Days	×	Refresh
	Server:	Name:		🔍 Insta	nce:	to			
	Status:	Status:		*	🗹 Save On	Refresh			
	Process List	Process Tree	Process No.	llees	Customize	Find View /		Distributio	B Last
	3667	XML Publisher	CIB APPL PRT	thorson	08/19/2010 8:14	:53AM CDT	Success	Status Posted	Details
	3643	SQR Report	ADAPPDEL	thorson	08/18/2010 2:21	:50PM CDT	Success	Posted	Details
	3641	SQR Report	ADAPPDEL	thorson	08/18/2010 1:52	28PM CDT	Success	Posted	Details
	3478	SQR Report	ADAPPDEL	thorson	08/13/2010 3:29	43PM CDT	Success	Posted	Details
	3477	XML Publisher	CIB_APPL_PRT	thorson	08/13/2010 2:17	:56PM CDT	Success	Posted	Details
	3423	SQR Report	ADAPPDEL	thorson	08/12/2010 2:17	14PM CDT	Success	Posted	Details
	3422	SQR Report	ADAPPDEL	thorson	08/12/2010 1:49	16PM CDT	Success	Posted	Details
	Go back to Application	Anguiry Print	PUPPPUEL	and sort	00102010 1.03	ourm our	00000055	rusicu	CLURD



Step	Action							
7.	Click the Refresh button in the upper right of the page unit the <i>Run Status</i> displays "Success" and the <i>Distribution Status</i> displays "Posted".							
8.	Click the Go back to Application/Inquiry Print link at the bottom of the page.							
9.	Click the Report Manger link.							
	Application/Inquiry Print Application Print Log Inquiry Print Log							
	Run Control ID: jtt Report Manager Process Monitor Run							
	Application/Inquiry Print Selection							
	Selection Options							
	*Institution UNICS Q University of Northern Iowa							
	*Online Type Application							
	*Application Print Options Student							
	*Academic Career Undergraduate							
10.	Select the Administration tab. Result: PDF files for each of the applications you requested display. List Explorer Administration Archives View Reports For							
	User ID: thorson Type: V Last V 1 Days Refresh							
	Status: Folder: MInstance: to:							
	Select Report Pros Description Request Formal Status Details							
	3318 3667 UNI_APPL_PRT - UNI_APPL_PRT.pdf 08/19/2010 Acrobat (*pdf) Posted Details							
	3293 3643 Application Delete Process 08/18/2010 2:21:54PM Acrobat (*.pdf) Posted Details							
	3291 3641 Application Delete Process 08/16/2010 Acrobat (*.pdf) Posted Details							
	Select All Delete Click the delete button to delete the selected report(s) Go back to Application/Inquiry Print							
11.	Select each file to open. Print the file.							