

## Instructors' Quick Guide for the Departmental Recommendation Report



1. Log into PeopleSoft at <http://my.csufresno.edu/>
  - a. Go to **Faculty Self Service**
  - b. Click on **Applicant Search**
2. You will be taken to a Search Page
  - c. Enter in the **Admit Term**
  - d. Click the **Search** button
3. You will be taken to the Applicant Search Page
4. Click on the [Departmental Recommendation \(pdf\)](#) link at the bottom of the screen
  1. Running the Report
    - a. If you get a screen prompting you to enter in the Run Control ID – click search and select your ID from the list at the bottom of the screen – otherwise click the “Add a new Value” link and add a run control with your ID. Click the Add button.
    - b. Individual Dept Recommendation page :
      - i. Select or enter in the Emplid of the Applicant(The PeopleSoft assigned id)
      - ii. Select or Enter in the Application Number for the Emplid.
    - c. Click the “Run” button.
    - d. Select “PSUNX” as the server name, “Web” as the Type, “PDF” as the Format
    - e. Click OK. This takes you back to the previous screen.
    - f. Click on the “Process Monitor” link – where you can monitor the status of the report you are requesting. This report has a process name “FRAD0069.”
    - g. Occasionally click on the “Refresh” button until the Run Status of FRAD0069 indicates “Success” and the Distribution Status says “Posted”.
    - h. Click the Details Link next to the “Posted” status.
    - i. Click “View Log/Trace” link on the next page.
    - j. Click “FRAD0069....PDF link. This is your report and will open in an Adobe Reader web page.
    - k. You may now print for your files if desired. This report shows the status of the applicant on the date you ran the report.

PLEASE NOTE: You may run the report as frequently as desired but the optimum time would be a day after you have entered your final admission decision so that all details such as conditions and student standing or classification have been added.