PA Smart Form (PASF) Instructions: Generate Historical Reports for hourly-paid students/jobs

About this report:

To start, you must have access to the Hourly Student Hiring Manager responsibility in the PASF system to generate a historical student transaction report from the PASF system. This report is useful to identify:

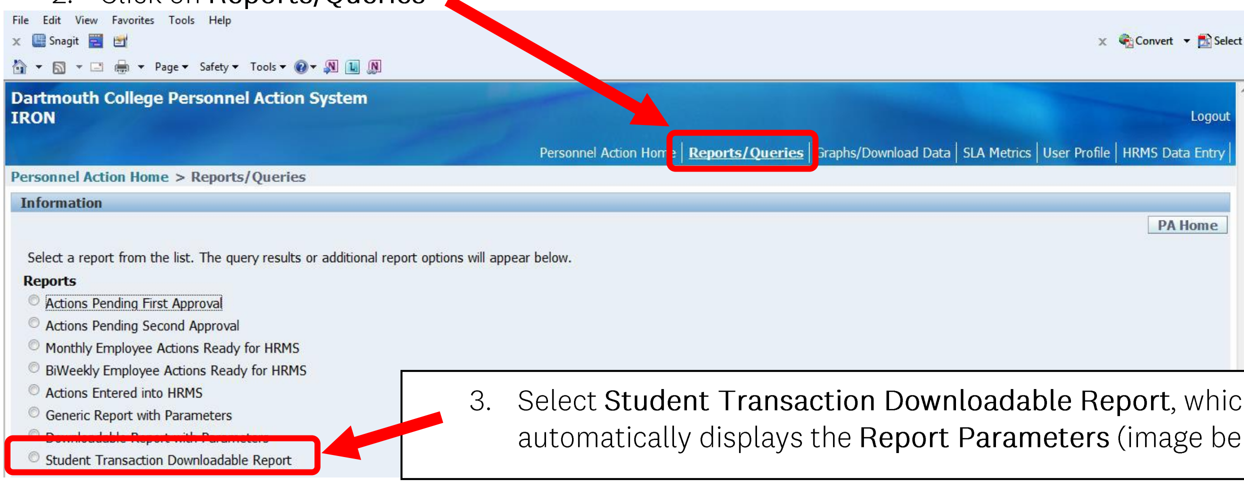
- all transactions submitted by you or another user prior to March 19, 2023
- all students hired in specific JobNet positions prior to March 19, 2023

The report will only return 1,000 lines of data. Use the data parameters to narrow the results to those you most want or need.

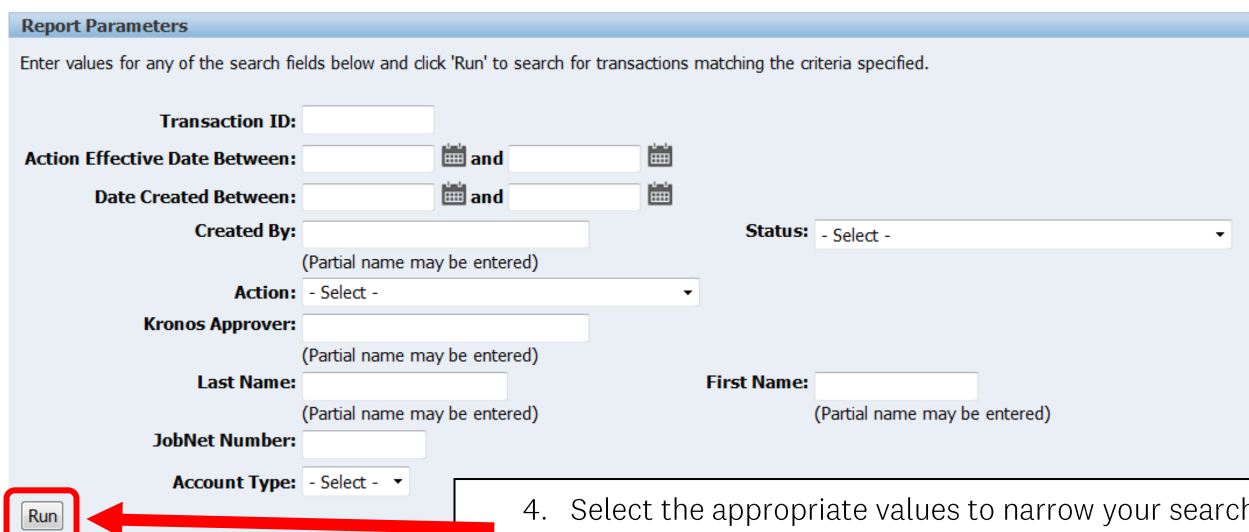
Instructions

1. Log into PASF @ http://dartgo.org/pasf

2. Click on **Reports/Queries**

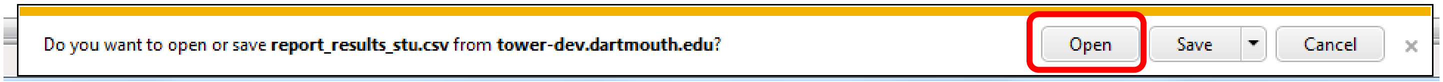


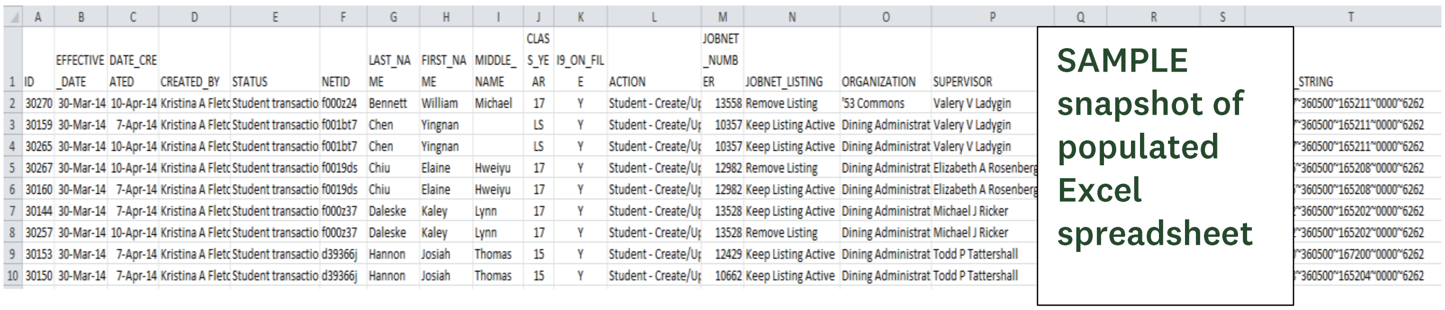
3. Select **Student Transaction Downloadable Report**, which automatically displays the **Report Parameters** (image below).



4. Select the appropriate values to narrow your search and click **Run** (lower-left side of screen).

5. Once the report has run, you will either see a pop-up at the bottom of your screen, asking if you wish to **Open**, **Save**, or **Close** *or* the report will download to your computer. If prompted, select **Open**. The report will open in Excel.





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T
1	ID	EFFECTIVE_DATE	DATE_CREATED	CREATED_BY	STATUS	NETID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	CLASS_YEAR	I9_ON_FILE	ACTION	JOBNET_NUMBER	JOBNET_LISTING	ORGANIZATION	SUPERVISOR	_STRING
2	30270	30-Mar-14	10-Apr-14	Kristina A Fletc	Student transactio	f000z24	Bennett	William	Michael	17	Y	Student - Create/Up	13558	Remove Listing	'53 Commons	Valery V Ladygin	~360500~165211~0000~6262
3	30159	30-Mar-14	7-Apr-14	Kristina A Fletc	Student transactio	f001bt7	Chen	Yingnan		LS	Y	Student - Create/Up	10357	Keep Listing Active	Dining Administrat	Valery V Ladygin	~360500~165211~0000~6262
4	30265	30-Mar-14	10-Apr-14	Kristina A Fletc	Student transactio	f001bt7	Chen	Yingnan		LS	Y	Student - Create/Up	10357	Keep Listing Active	Dining Administrat	Valery V Ladygin	~360500~165211~0000~6262
5	30267	30-Mar-14	10-Apr-14	Kristina A Fletc	Student transactio	f0019ds	Chiu	Elaine	Hweiyu	17	Y	Student - Create/Up	12982	Remove Listing	Dining Administrat	Elizabeth A Rosenberg	~360500~165208~0000~6262
6	30160	30-Mar-14	7-Apr-14	Kristina A Fletc	Student transactio	f0019ds	Chiu	Elaine	Hweiyu	17	Y	Student - Create/Up	12982	Keep Listing Active	Dining Administrat	Elizabeth A Rosenberg	~360500~165208~0000~6262
7	30144	30-Mar-14	7-Apr-14	Kristina A Fletc	Student transactio	f000z37	Daleske	Kaley	Lynn	17	Y	Student - Create/Up	13528	Keep Listing Active	Dining Administrat	Michael J Ricker	~360500~165202~0000~6262
8	30257	30-Mar-14	10-Apr-14	Kristina A Fletc	Student transactio	f000z37	Daleske	Kaley	Lynn	17	Y	Student - Create/Up	13528	Remove Listing	Dining Administrat	Michael J Ricker	~360500~165202~0000~6262
9	30153	30-Mar-14	7-Apr-14	Kristina A Fletc	Student transactio	d39366j	Hannon	Josiah	Thomas	15	Y	Student - Create/Up	12429	Keep Listing Active	Dining Administrat	Todd P Tattershall	~360500~167200~0000~6262
10	30150	30-Mar-14	7-Apr-14	Kristina A Fletc	Student transactio	d39366j	Hannon	Josiah	Thomas	15	Y	Student - Create/Up	10662	Keep Listing Active	Dining Administrat	Todd P Tattershall	~360500~165204~0000~6262

Questions or Concerns?

Contact us. We'll do our best to answer within two business days of your email.

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