DCPDS - Ghostview Printing

CHRA, Modified 24 March 2004
(Text with Graphics)

Purpose: To provide step-by-step instructions for all DCPDS Users on how to print open and closed Request for Personnel Actions (RPAs) and Notification of Personnel Actions (NPAs) using Ghostview.

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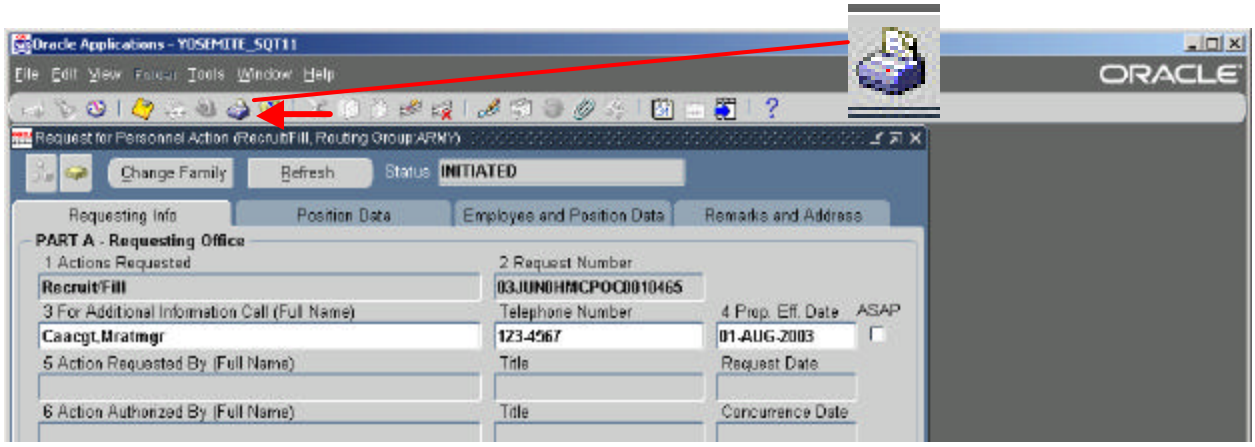
Open RPAs

While the RPA is displayed on your screen, you can print a hard copy. If you are going to print a hard copy of an RPA that you created, it's better to do it after you have saved it to your inbox, since it will then have the RPA number on it.

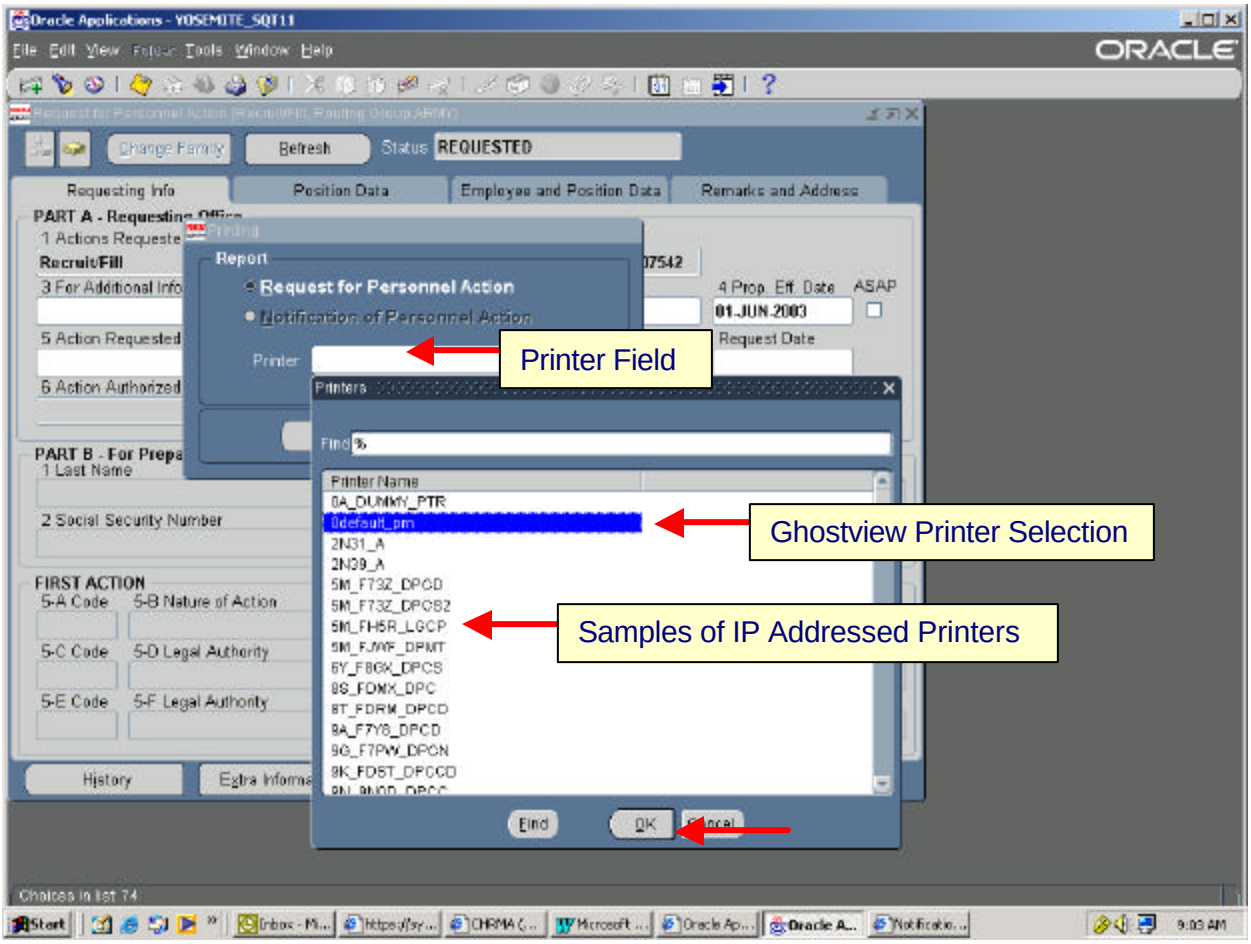
- <Click> the Print icon on the toolbar (the printer).



The window that displays asks if you want to print the RPA, or the Notification of Personnel Action (the NPA, or SF50). The NPA option is grayed out at this point, since the action has not yet been effected. You cannot print an NPA until (1) the action has been processed into the database by the CPOC, and (2) the effective date has arrived.

At this point you need to select a printer. Your printer must be an IP addressed printer, if not select the default printer to view and print your RPA using Ghostview.

- <Click> in the printer field with your cursor. The Printers drop down menu pops up automatically.
- <Select> the 0default_prn; **OR** your IP addressed printer whichever is applicable.
- <Click> on OK.



This returns you to the <Printing> window.

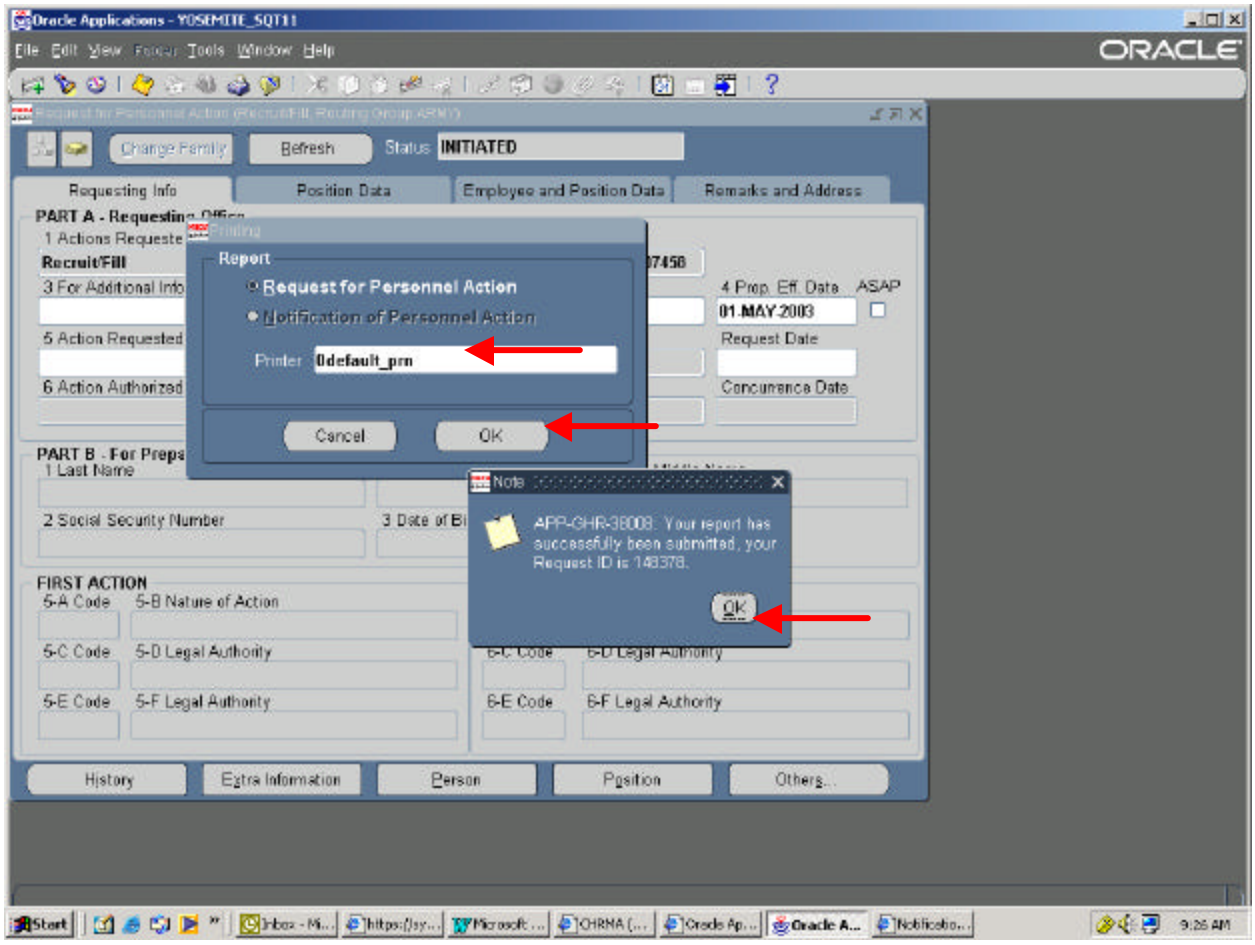
- <Click> on OK to print the RPA.

The system prompts you with a note informing you that your report has successfully been submitted and the Request ID number.

- <Click> on OK in the Note window.

NOTE:

- If you selected the 'default' printer and want to request more reports, it's recommended that you write down the request ID number for easy identification when submitting the report for printing via Ghostview.
- If your printer was a "registered" IP addressed printer, the RPA will automatically print at that printer in a few moments.

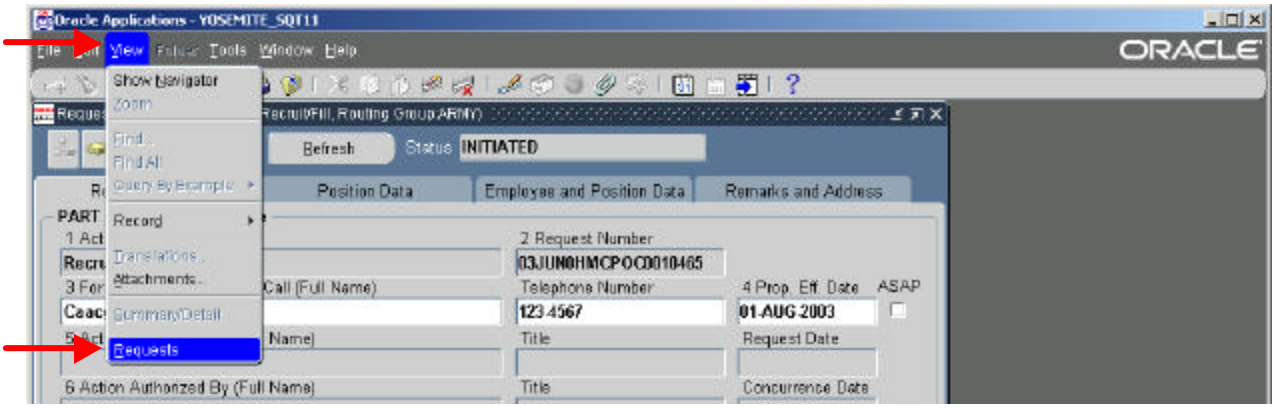


Ghostview is a third-party product that allows you to view the RPA on your screen and to print the form using your 'regular' printer.

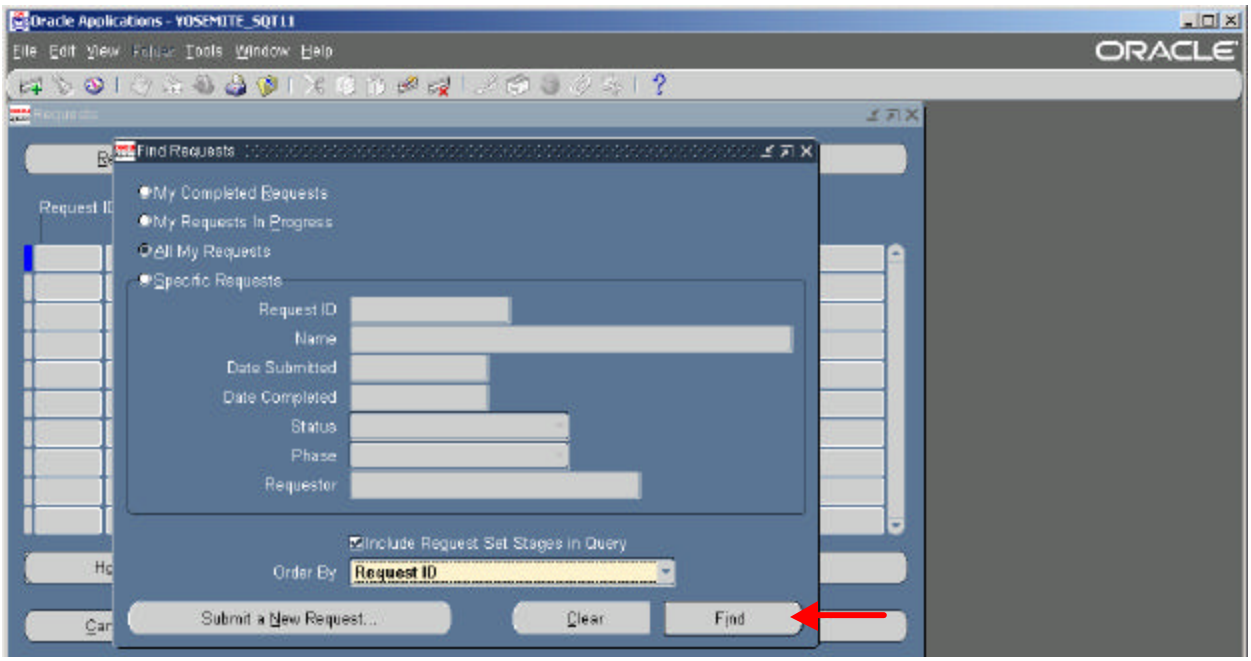
To view the RPA on your screen:

- <Select> Requests from the 'View' menu.

The Find Requests window opens. If desired you can enter a variety of search criteria, but this is not necessary. Your most recent request will be at the top of the list in the Requests window.



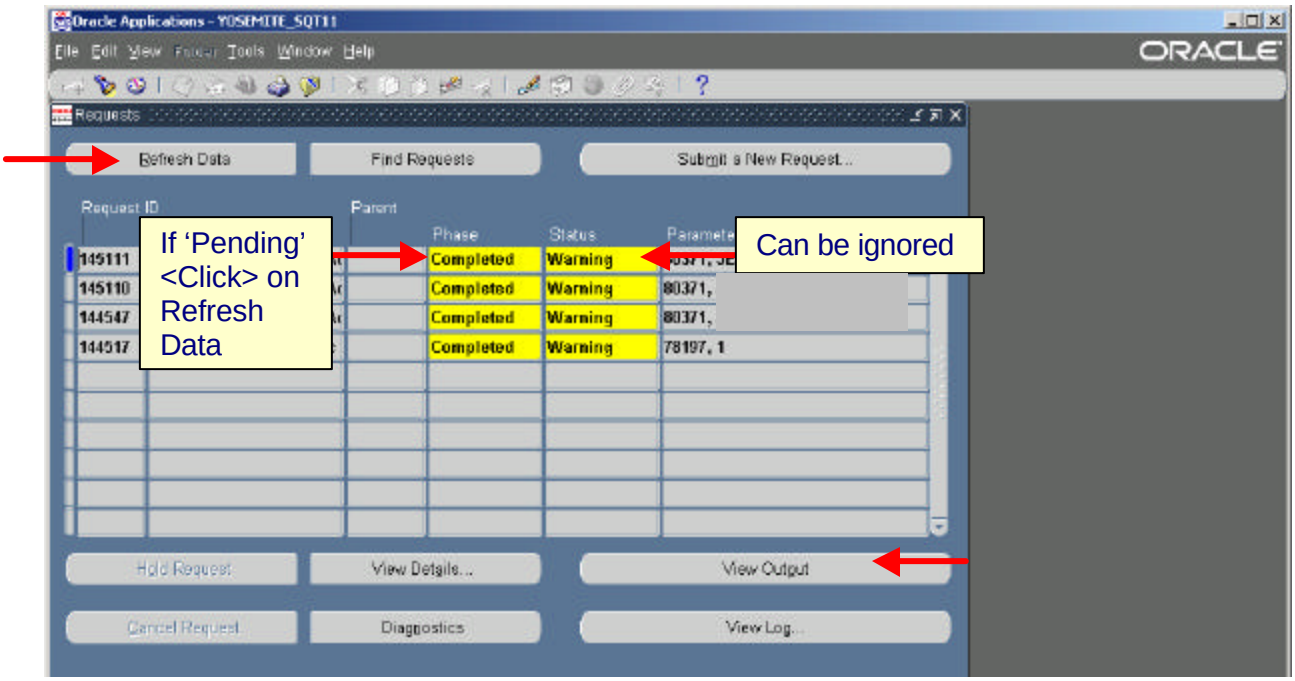
- <Click> on Find.



The Requests window will have your most recent request at the top of the list.

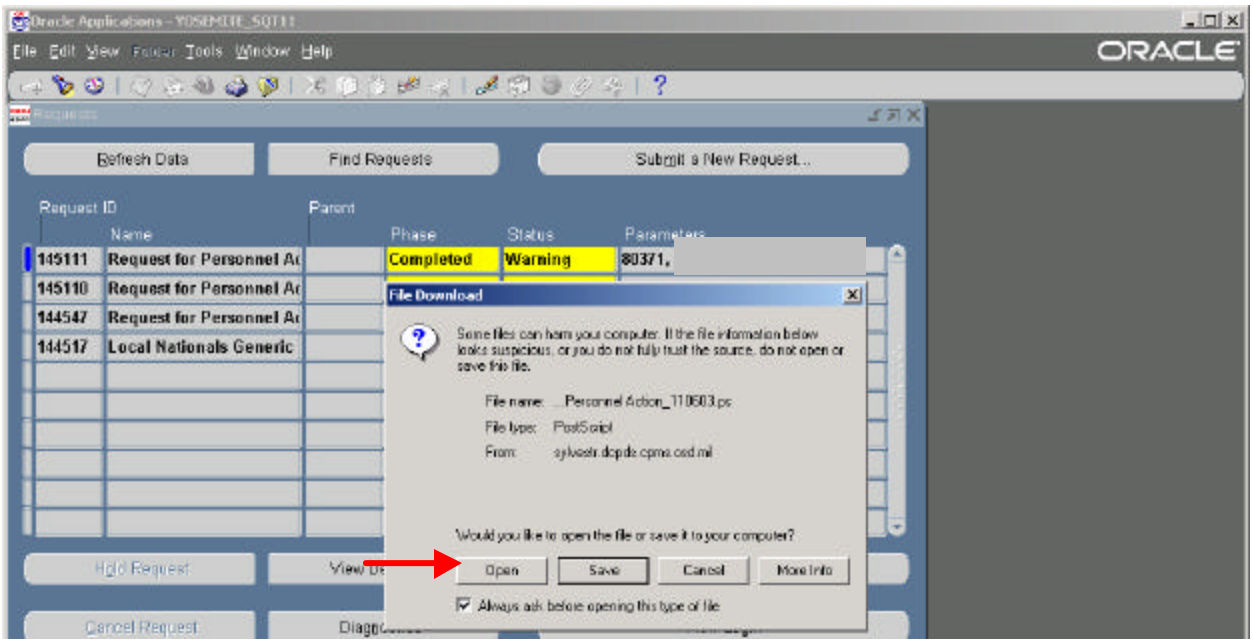
- If the 'Phase' column indicates 'Pending' or 'Running' instead of 'Completed' <Click> on Refresh Data.
- Then <Click> on View Output.

Note: If you selected the "default" printer from the list of printers, the 'Status' column indicates 'Warning' since the printer is not recognized by the system. This warning can be ignored in this case.



The File Download window appears.

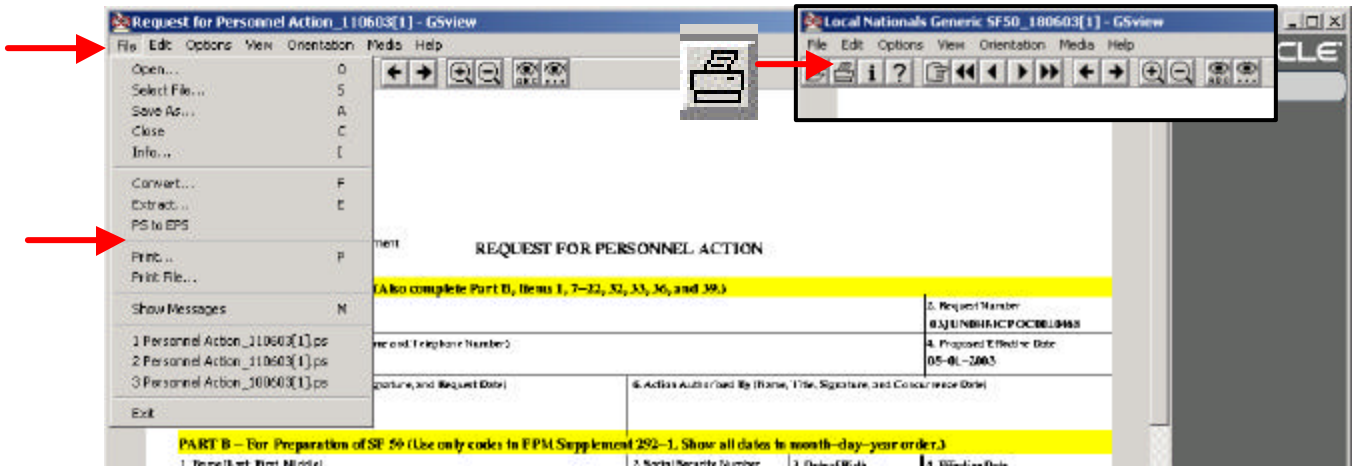
- <Click> on Open.



The RPA Ghostview window appears and will display your RPA.

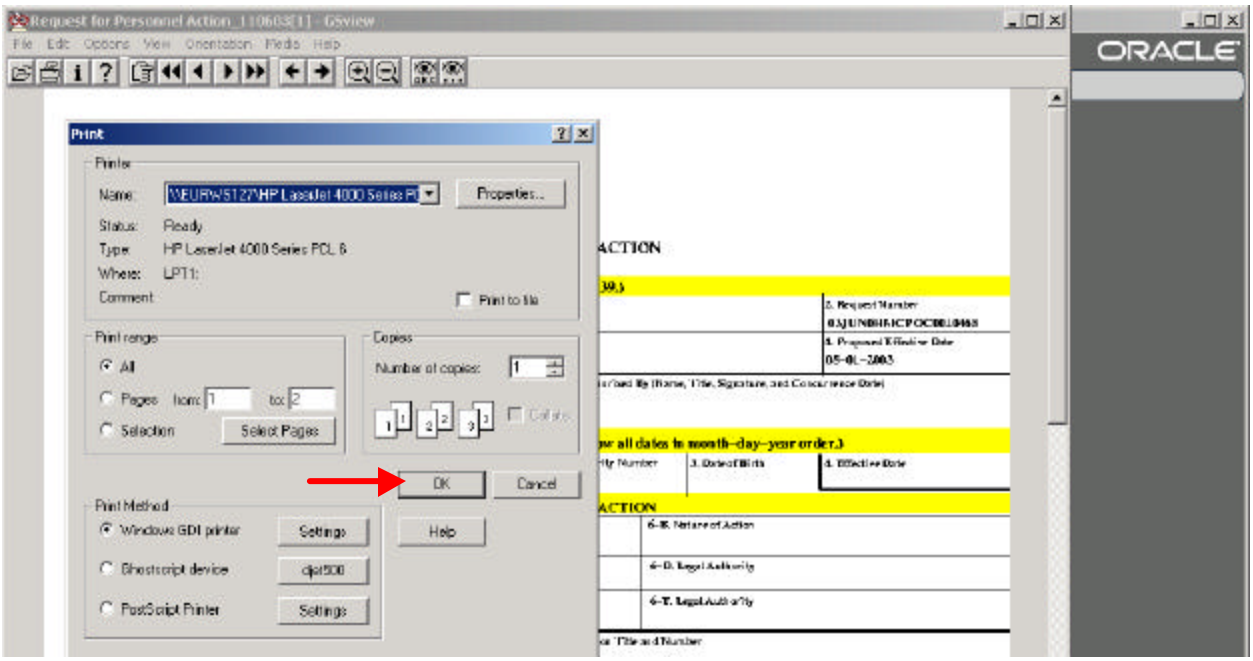
To print the RPA from Ghostview:

- <Select> Print from the Ghostview File menu; **OR** <Click> the Print icon.



Ensure the correct printer is shown in the name field and/or the print parameters are as desired. If not, select the appropriate printer from the drop down printer selection menu and/or change print parameters.

- <Click> on OK.



- Your RPA is now printing at your printer and you can <Close> the Ghostview window.

Closed RPAs and NPAs

You can print closed RPAs and completed NPAs only through the DCPDS Processes and Reports Function. You cannot print an NPA until (1) the action has been processed into the database by the CPOC, and (2) the effective date has arrived.

IMPORTANT: Ensure you logged on with the appropriate 'Responsibility' hat depending on the RPA/NPA type you want to print, e.g. a US or LN RPA/NPA. See below 'Responsibility' Hat Table for appropriate selection.

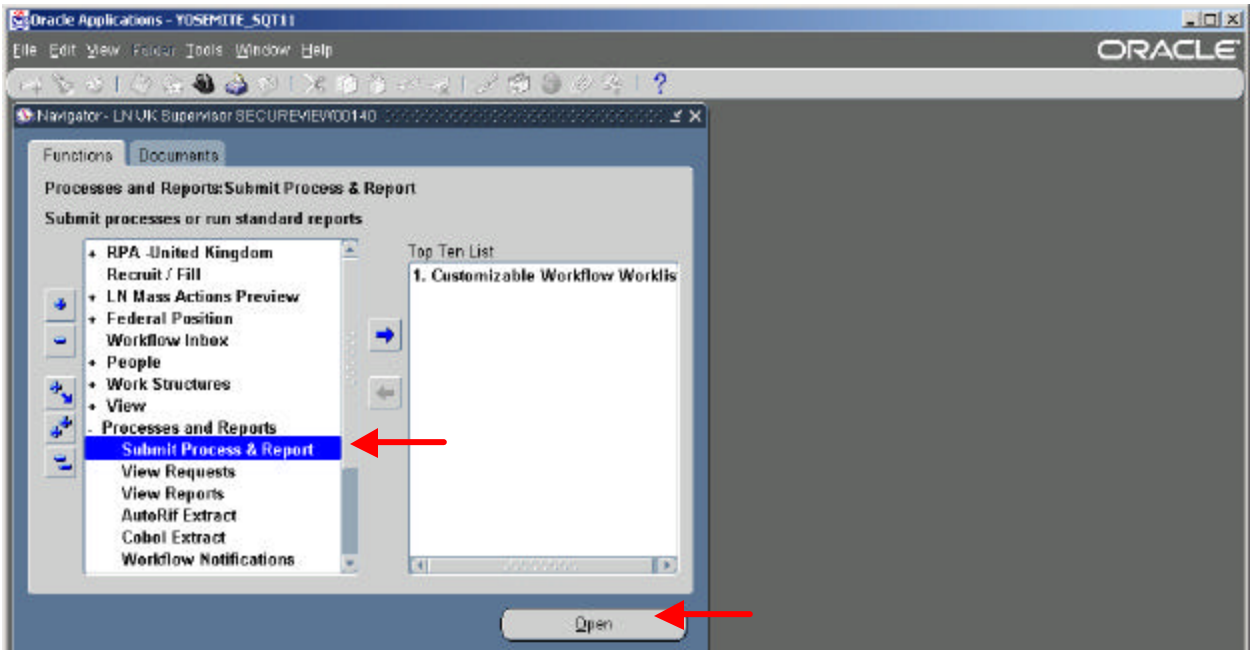
'Responsibility' Hat Table

FUNCTION	DCPDS LOGON	US RPA/NPA HAT	LN RPA/NPA HAT depending on the country
Manager	/MGA or /MGR	MGR SPxxxxxx	LN Supervisor GE SPxxxxxx LN Supervisor BE SPxxxxxx LN Supervisor IT SPxxxxxx LN Supervisor SA SPxxxxxx LN Supervisor UK SPxxxxxx
RMO	/RMM	RMO SPxxxxxxx	GE MGR SPxxxxxx BE MGR SPxxxxxx IT MGR SPxxxxxx SA MGR SPxxxxxx UK MGR SPxxxxxx
CPAC Personnel	/CPG	PER SPxxxxxxx	LN GE PER SPxxxxxx LN BE PER SPxxxxxx LN IT PER SPxxxxxx LN SA PER SPxxxxxx LN UK PER SPxxxxxx
CPOC Personnel	/COC	CIVDOD CLASSIFIER	LN Classifier - Germany - Belgium - Italy - Saudi Arabia - United Kingdom
	/COF or /COP	CIVDOD PERSONNELIST	LN Personnelist - Germany - Belgium - Italy - Saudi Arabia - United Kingdom

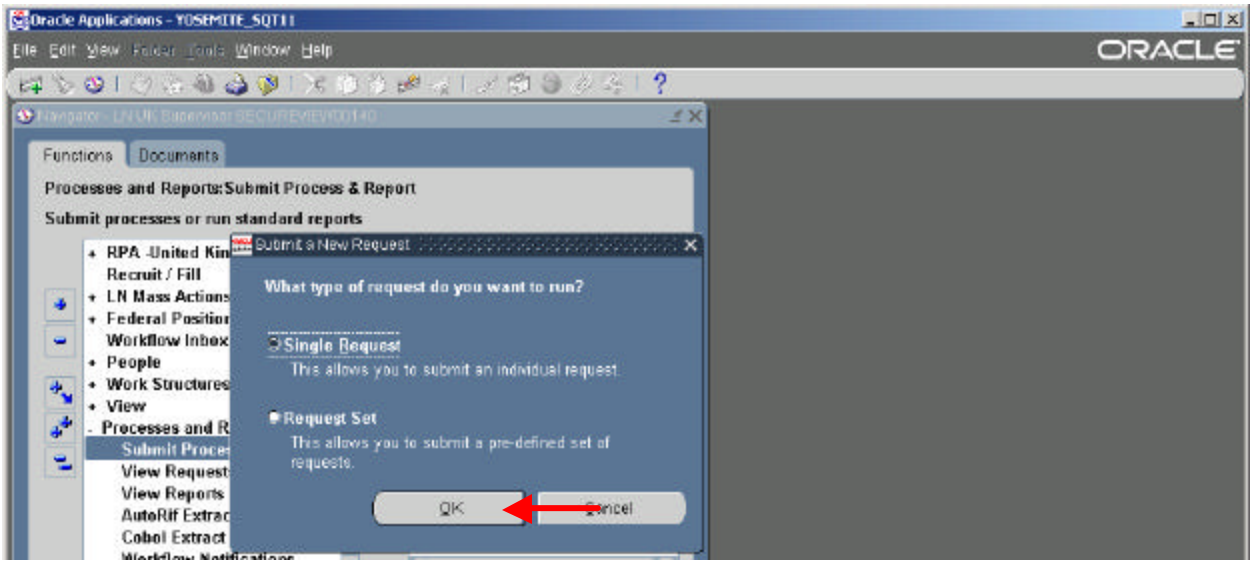
Note: The printing of a United Kingdom LN NPA is used in the NPA printing sample below.

From the Navigator window:

- <Expand> the Processes and Reports function.
- <Open> the Submit Process & Reports option.

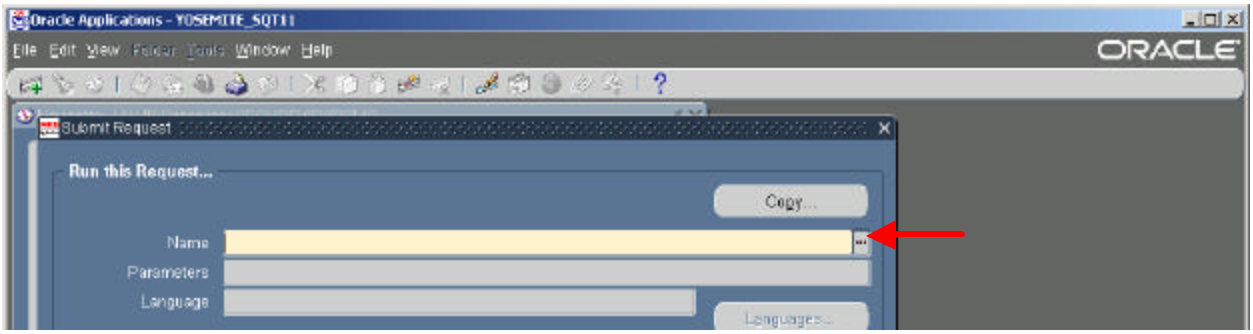


- <Click> on OK.



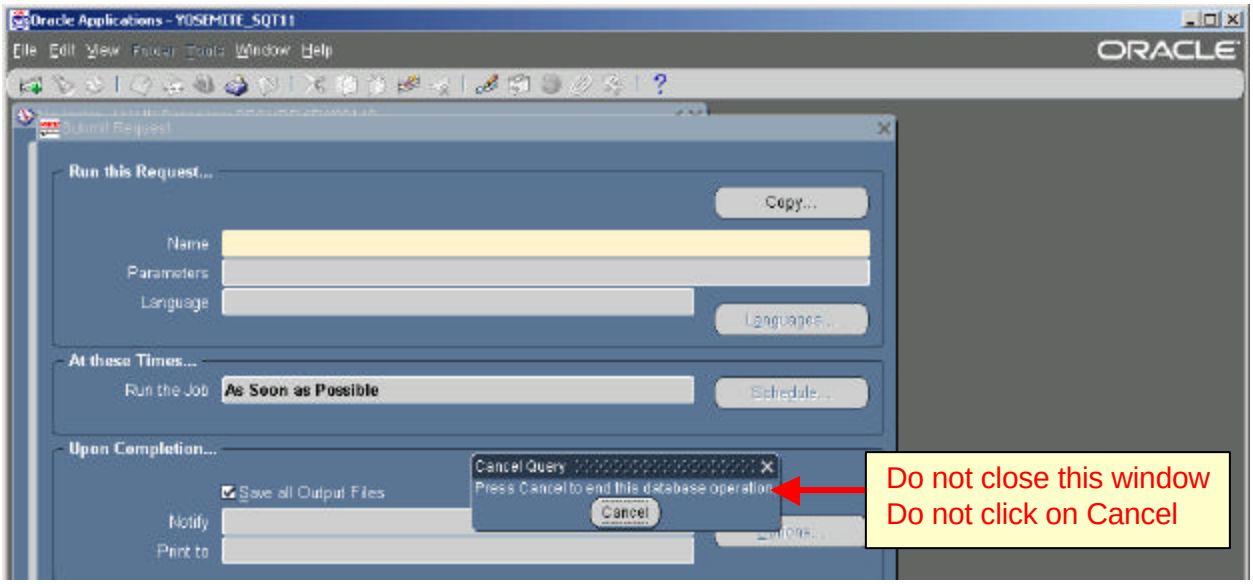
The Submit Request window opens.

- <Click> on the LOV drop down in the Name field.



While the system is generating the Reports selection menu window, the below 'Cancel Query' window displays.

- Do not click on cancel or close the 'Cancel Query' window as it will end the process and you need to start all over.



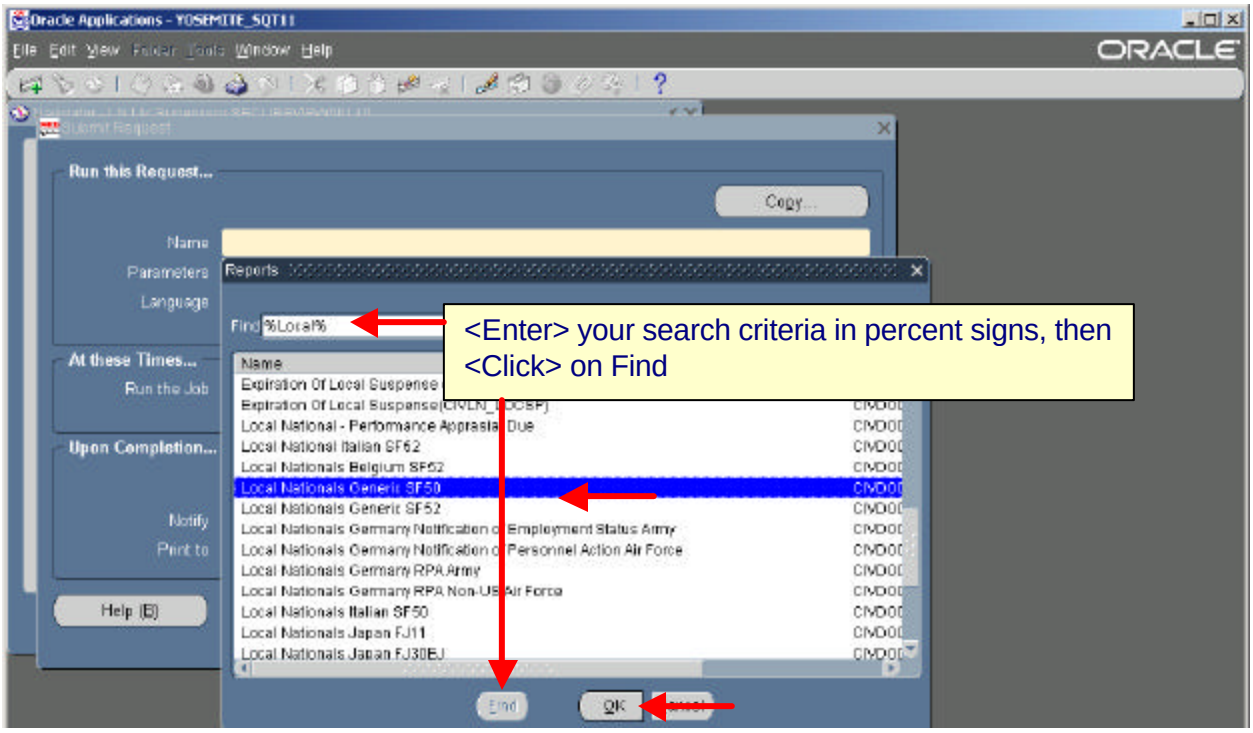
The report selection list will be very long when the Reports selection menu window opens. You can narrow down the list by

- <Enter> for LN RPA/NPA %Local% in the Find field (for US RPA enter %Request%, for US NPA enter %Notification%).
- <Click> on Find.
- Then <Select> the appropriate report, e.g. Local Nationals Generic SF50 (see RPA/NPA report selection table below for details).

RPA/NPA Report Selection Table

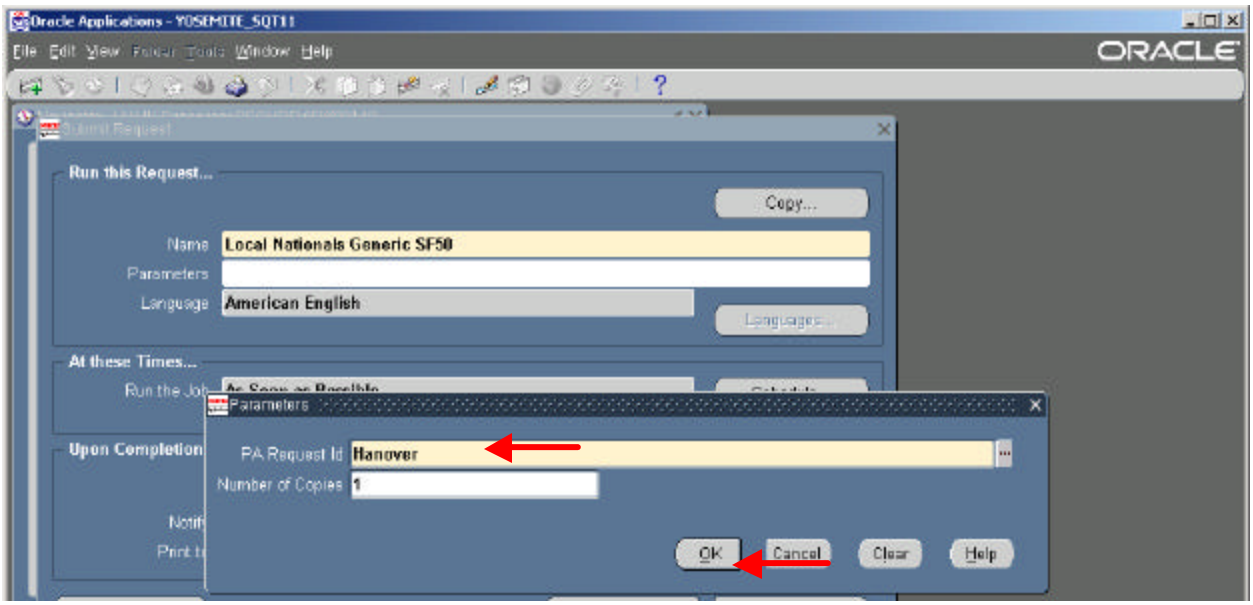
Country	LN RPA Report	LN NPA Report
Germany	Local Nationals Germany RPA Army	Local Nationals Germany Notification of Employment Status Army
Belgium	Local Nationals Belgium SF52	Local Nationals Belgium SF52
Italy	Local National Italian SF52	Local Nationals Italian SF50
Saudi Arabia	Local Nationals Generic SF52	Local Nationals Generic SF50
United Kingdom	Local Nationals Generic SF52	Local Nationals Generic SF50
	US RPA Report	**US NPA Report**
All Countries	Request for Personnel Action	Notification of Personnel Action

- <Click> on OK.



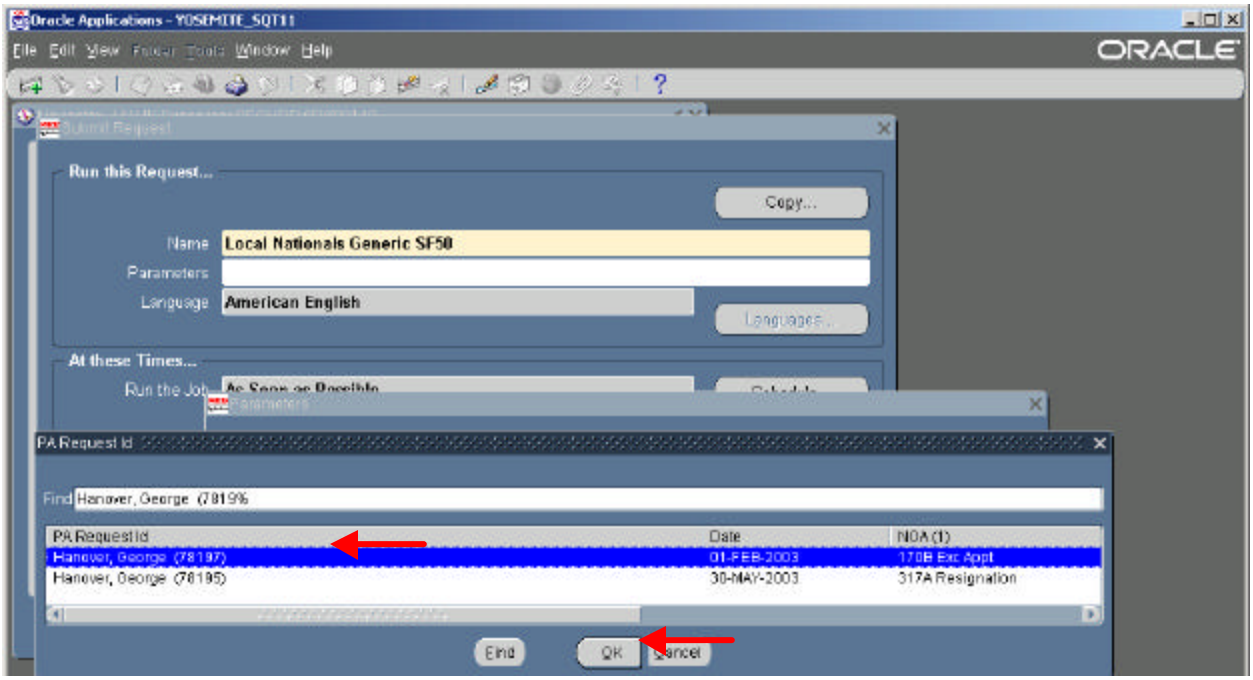
The Parameters window opens.

- <Enter> employee's last name (mixed cases) in the PA Request Id field (Employee Name field for RPAs).
- <Click> on OK.



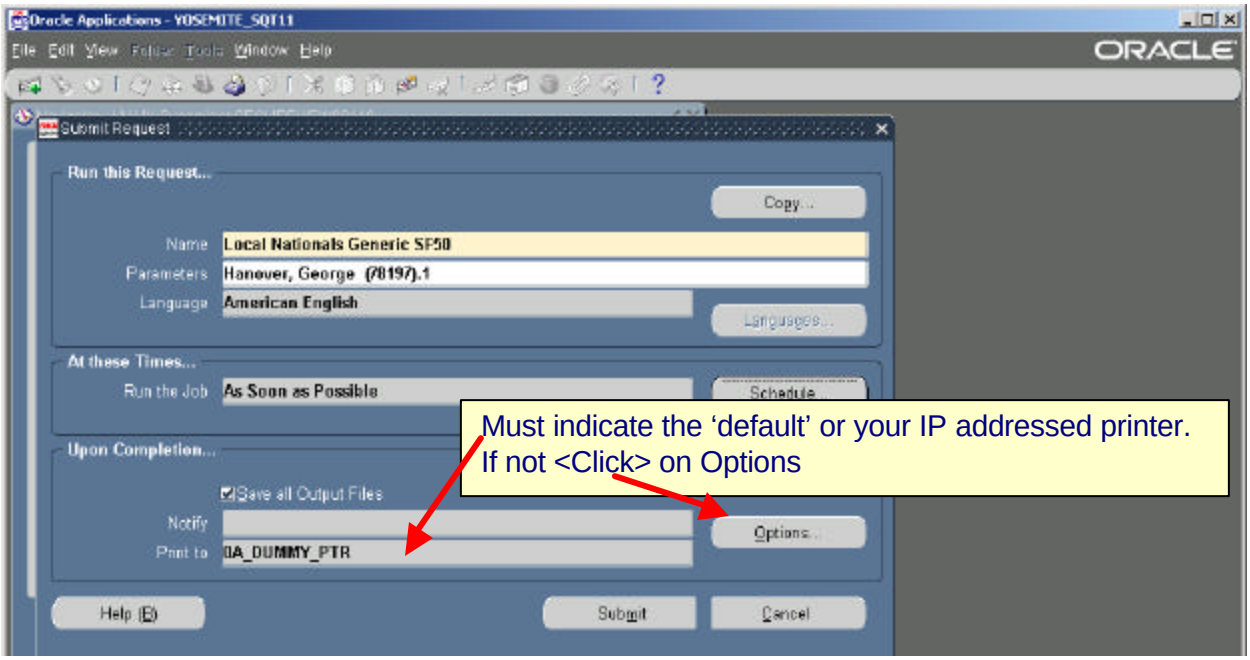
The PA Request Id window open and displays all SF50 processed for the employee.

- <Select> the NPA you want to print.
- <Click> on OK.



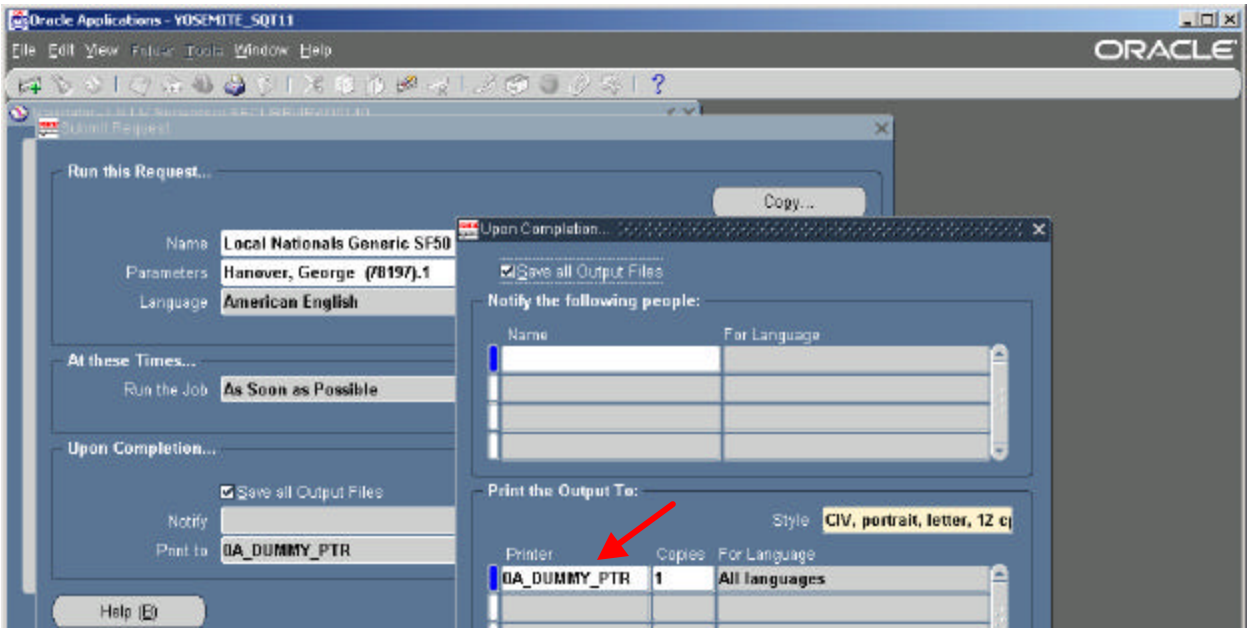
You will be returned to the Submit Request window displaying your selected report parameters.

- <Ensure> the 'Print to' field indicates the 'default' OR your IP addressed printer.
- If not, <Select> the appropriate printer.
- To select the appropriate printer <Click> on Options.



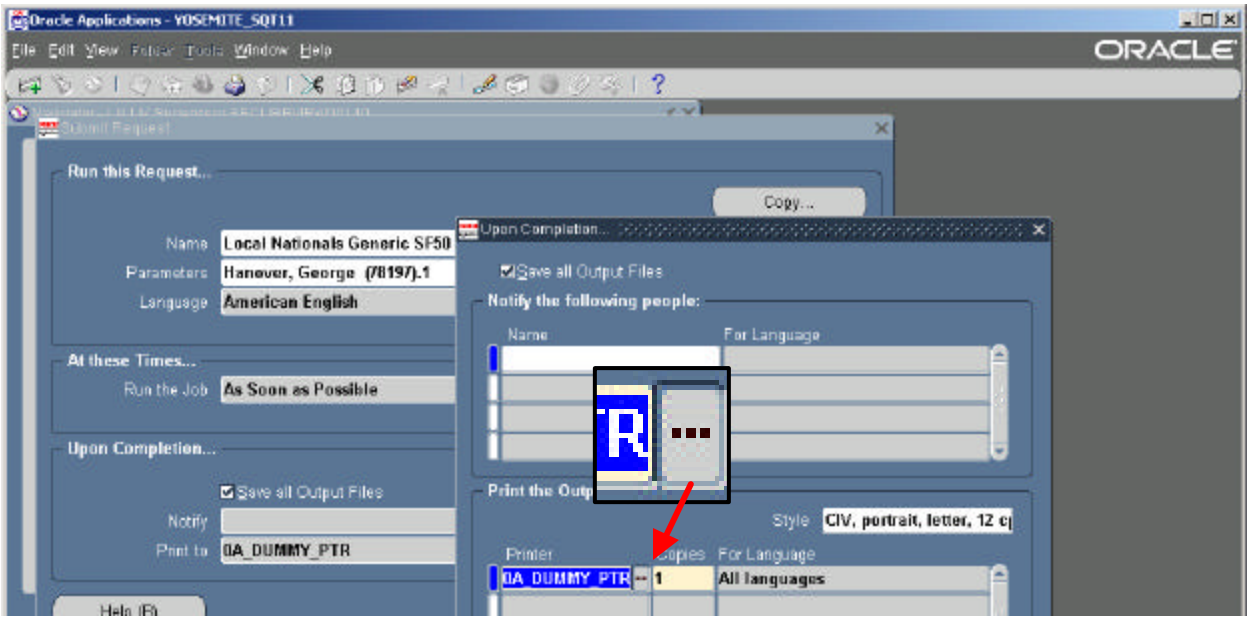
The Upon Completion window opens.

- <Click> in the Printer field that indicates a printer. In this sample it indicates 0A_DUMMY_PTR.

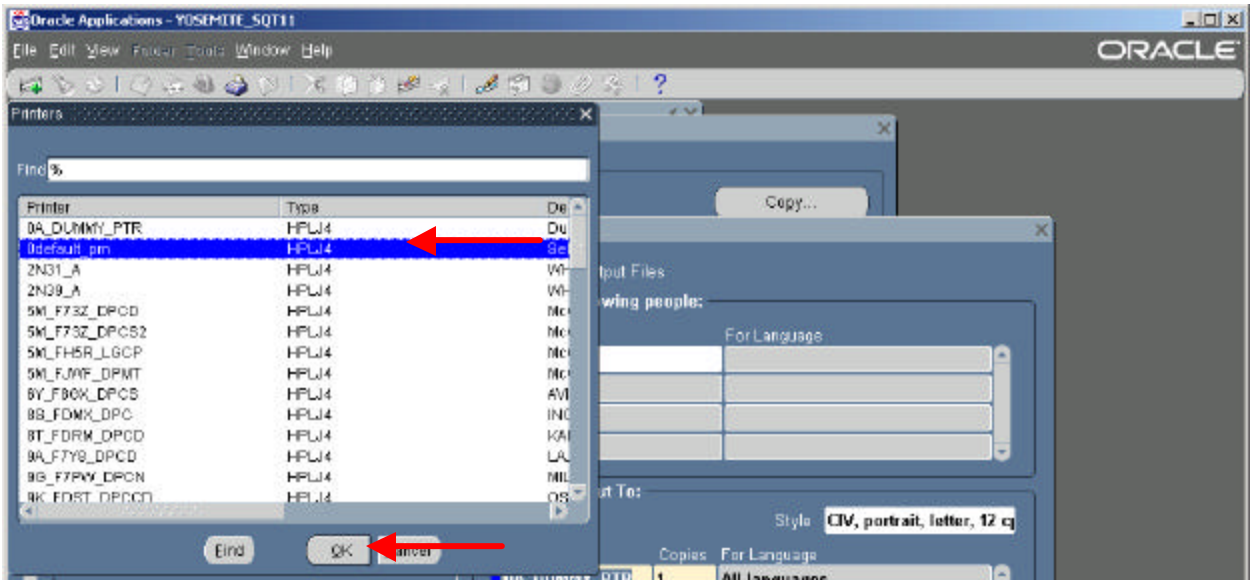


This activates the LOV icon in the printer field.

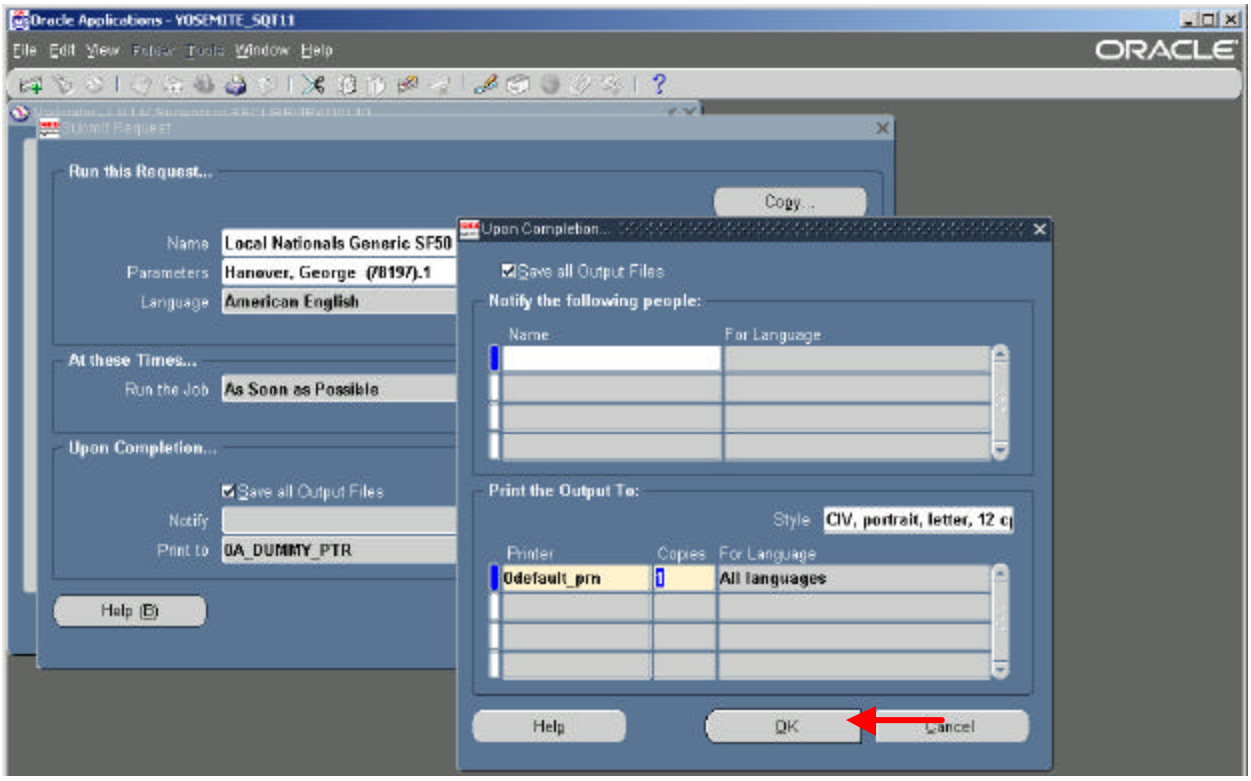
- <Click> on the LOV icon.



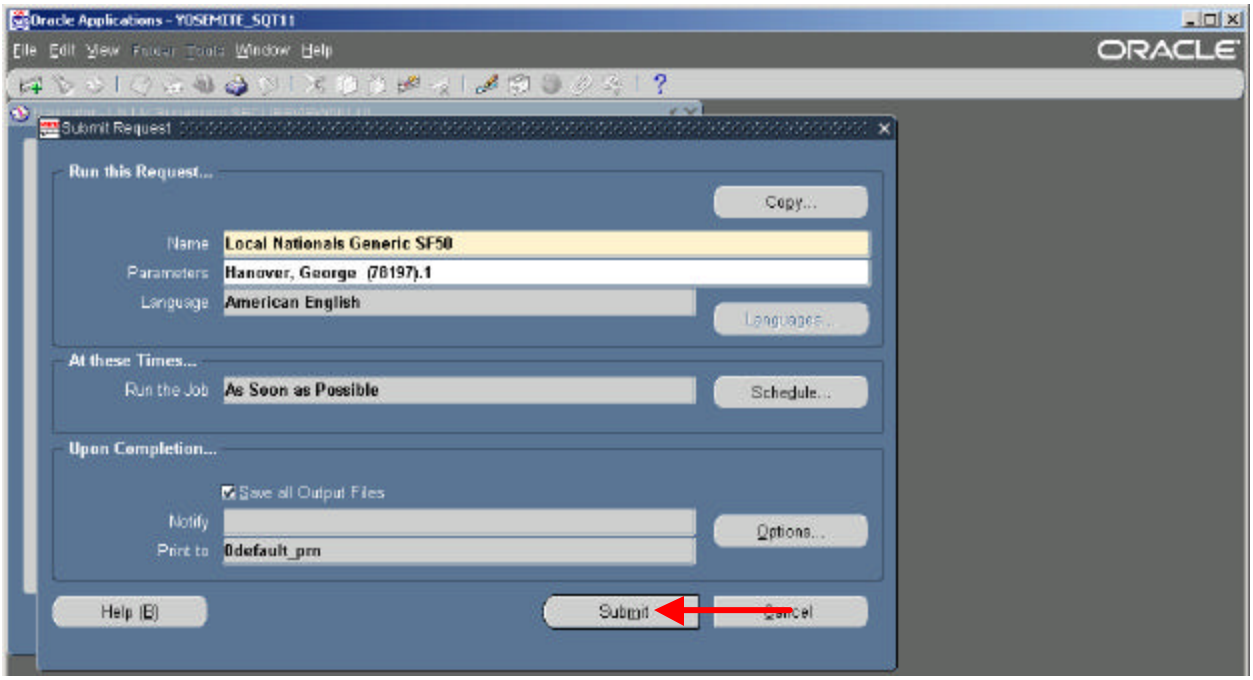
- <Select> the 0default_prn OR your IP address printer.
- <Click> on OK in the Printers window.



- <Click> on OK in the Upon Completion window.



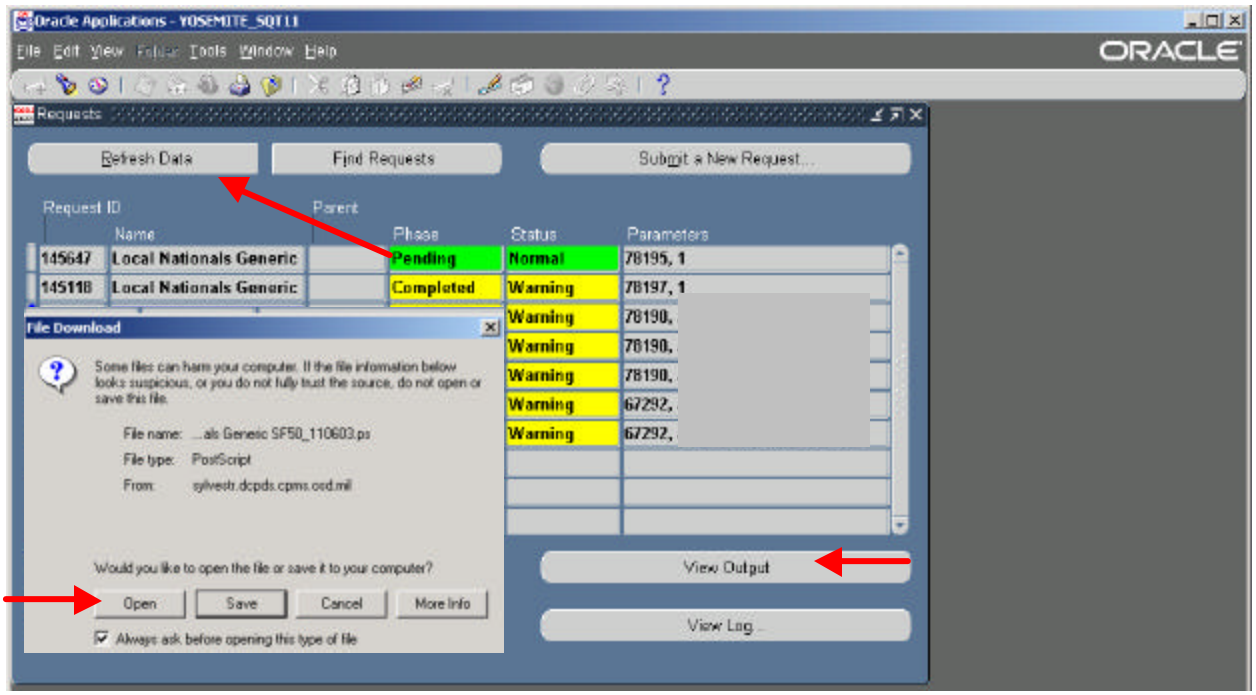
- <Click> on Submit in the Submit Request window.



The Requests window opens and will have your most recent request at the top of the list.

- If the 'Phase' column indicates 'Pending' or 'Running' instead of 'Completed' <Click> on Refresh Data.
- Then <Click> on View Output.
- When the File Download window appears <Click> on Open.

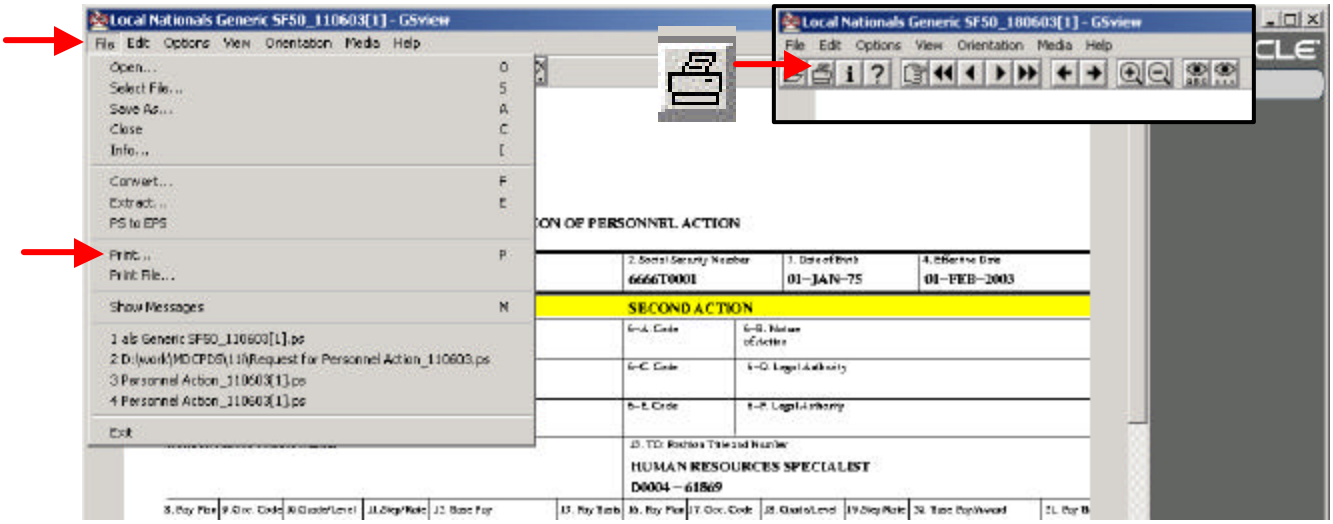
Note: The 'Status' column indicates 'Warning' since the 'default' printer is not recognized by the system. This warning can be ignored in this case.



The Local Nationals Generic SF50 Ghostview window appears and will display your NPA.

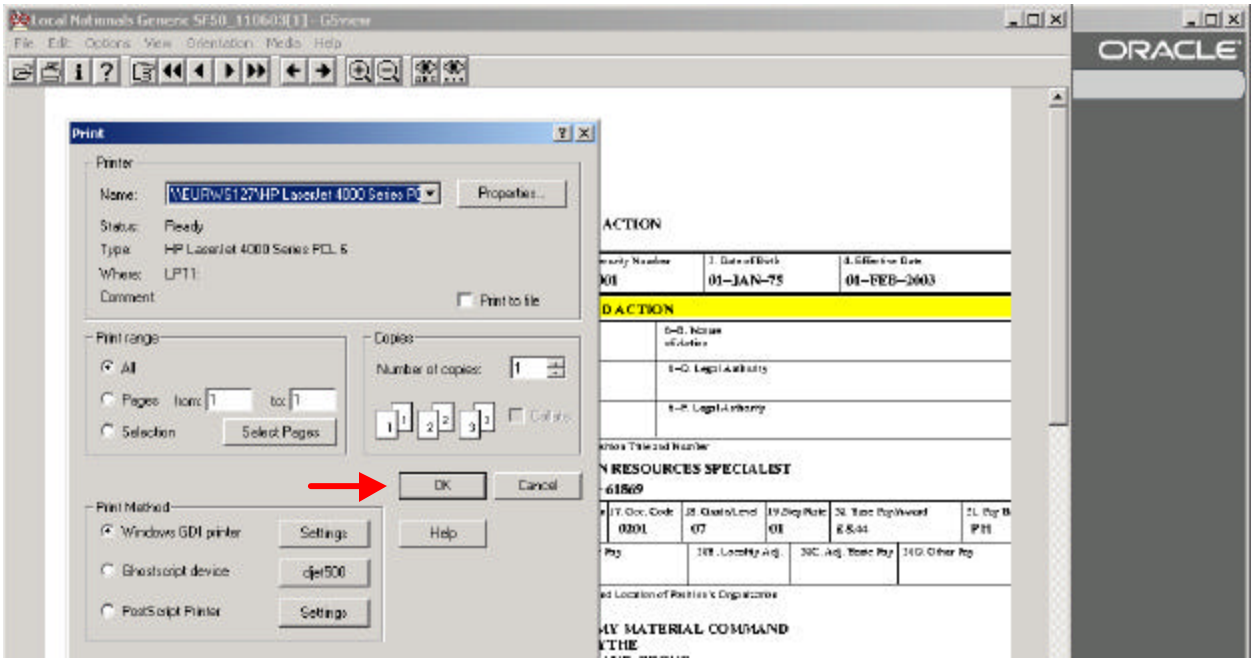
To print the NPA from Ghostview:

- <Select> Print from the Ghostview File menu; **OR** <Click> the Print icon.



Ensure the correct printer is shown in the name field and/or the print parameters are as desired. If not, select the appropriate printer from the drop down printer selection menu and/or change print parameters.

- <Click> on OK.

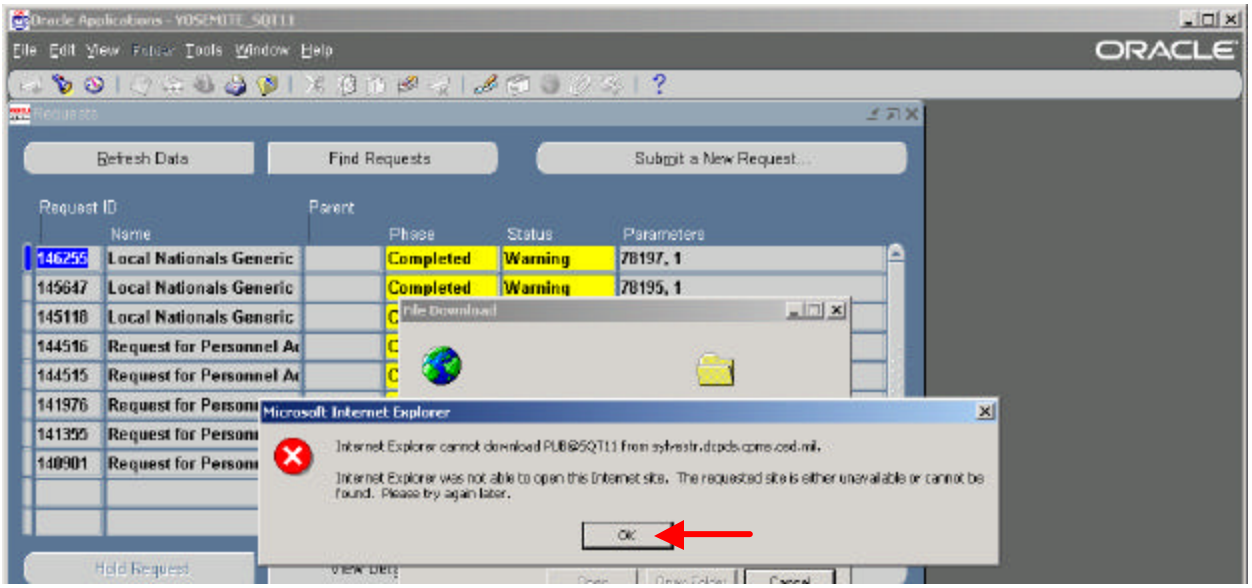


- Your NPA is now printing at your printer and you can <Close> the Ghostview window.

Internet Explorer Error Message and 'How to Fix'

If the RPA/NPA does not open in Ghostview when you click 'View Output' and instead you receive the error message below, then you need to change your Internet settings.

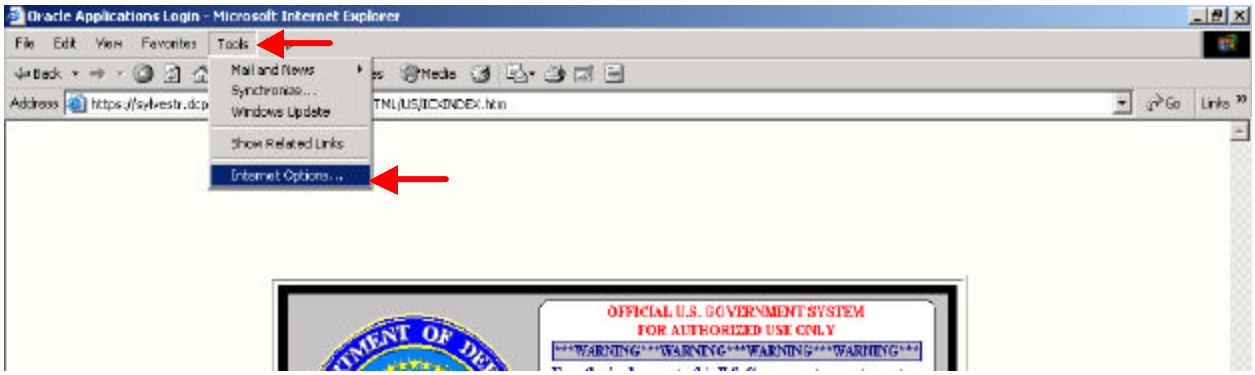
- <Click> on OK in the error message.



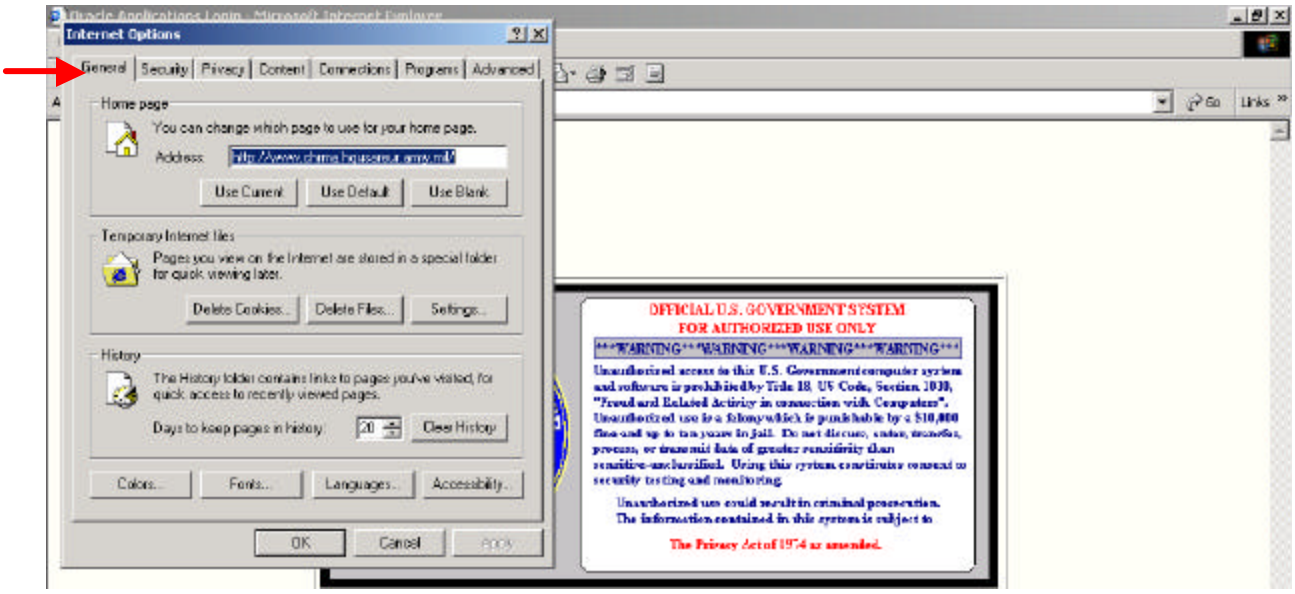
'How to Fix' your Internet Settings:

- <Exit> completely from DCPDS. You must close the 'Requests' window and all active and inactive Oracle tasks.

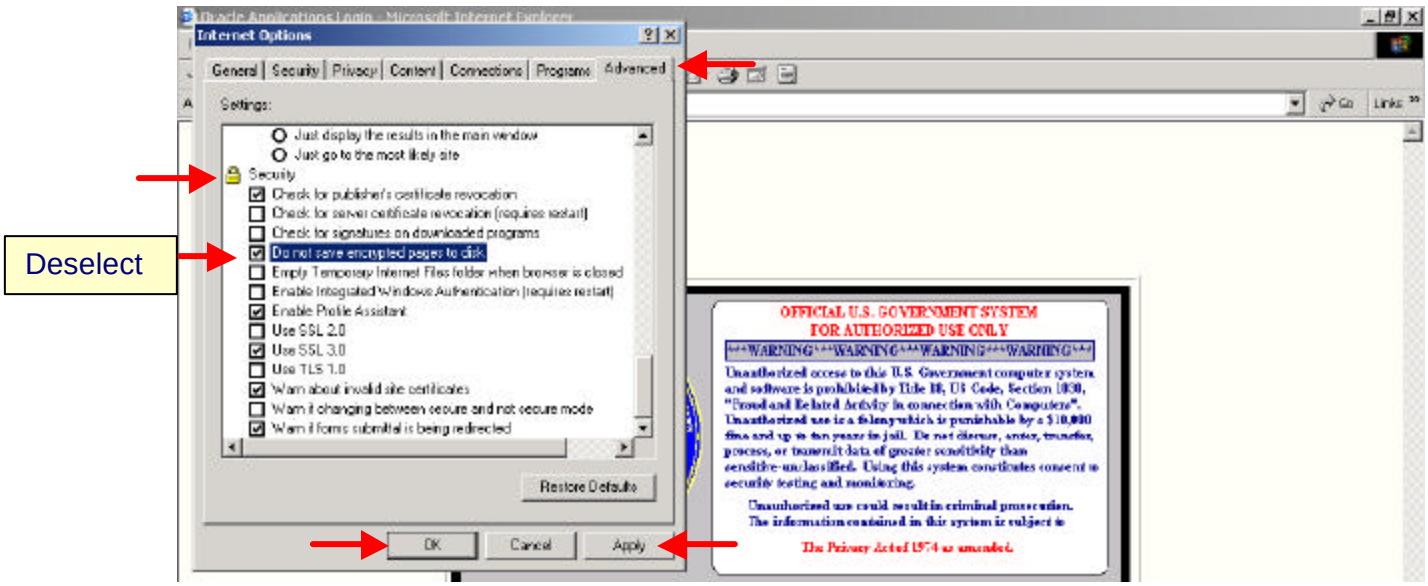
- <Select> Internet Options from Tools in the Internet Toolbar.



The Internet Options window opens displaying the ‘General’ Tab.



- <Click> on the Advanced Tab.
- <Scroll> down to the Security section at the bottom of the window.
- <Deselect> the Do not save encrypted pages to disk box.
- <Click> on Apply.
- <Click> on OK.



- Now you can logon to DCPDS and re-run your report.