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.

<table>
<thead>
<tr>
<th>ID</th>
<th>DATE CREATED</th>
<th>STATUS</th>
<th>LAST_NAME</th>
<th>FIRST_NAME</th>
<th>Class</th>
<th>MIDDLE</th>
<th>ME</th>
<th>PHONE</th>
<th>PMO</th>
<th>COMPANY</th>
<th>ORGANIZATION</th>
<th>SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10421</td>
<td>3-Mar-23</td>
<td>Active</td>
<td>Williams</td>
<td>Michael</td>
<td>Y</td>
<td>Student</td>
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<td>-</td>
<td>-</td>
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<td>3-Mar-23</td>
<td>Active</td>
<td>Chen</td>
<td>Yung</td>
<td>Y</td>
<td>Student</td>
<td>-</td>
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<td>10445</td>
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<td>Li</td>
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<td>Student</td>
<td>-</td>
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</tr>
</tbody>
</table>

**Questions or Concerns?**
Contact us. We’ll do our best to answer within two business days of your email.

**Dartmouth Student Employment Office**
7 Lebanon Street – Suite 203 • Hanover, NH 03755
Student Employment Portal: [http://dartgo.org/studentjobs](http://dartgo.org/studentjobs)
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