

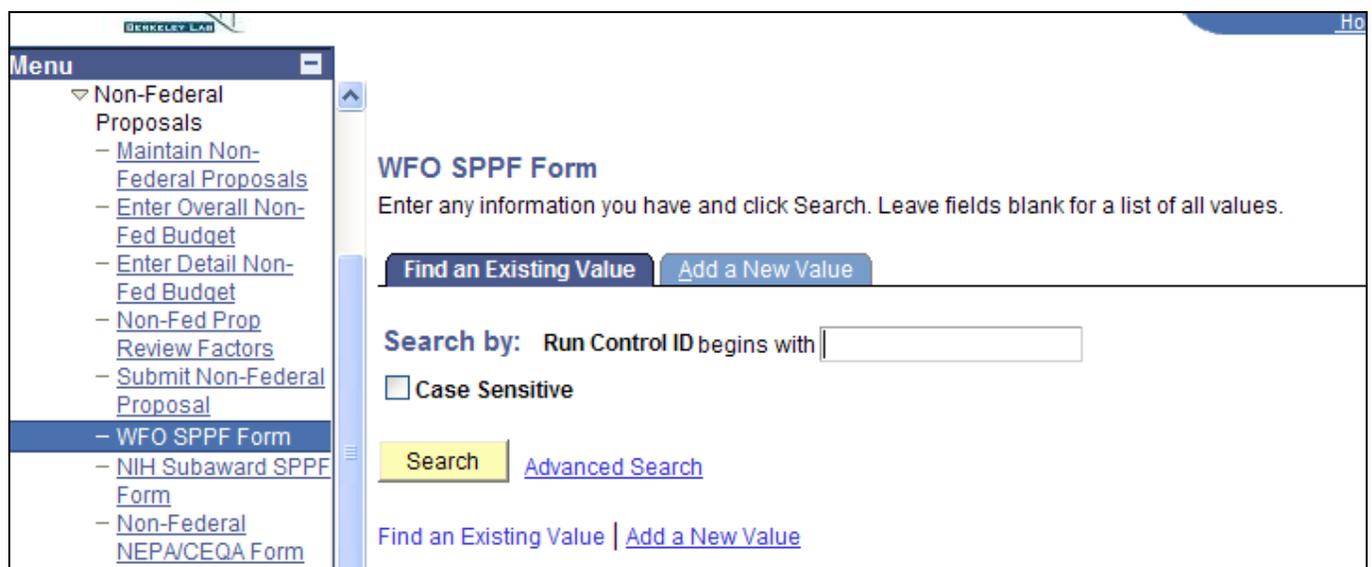
If you have questions about this RAPID Guide, send an email to [RAPIDHelp@lbl.gov](mailto:RAPIDHelp@lbl.gov). Please refer to [RAPID Topic: Reporting a Problem in RAPID](#) for additional guidance.

## Printing Forms from RAPID

The data from RAPID Proposal pages are used to complete the Sponsored Projects Proposal Form (SPPF), the NEPA/CEQA Form, the DOE Review and Approval forms, and the SPAA. The information in the Proposal pages must be complete and correct for the forms to be complete and correct.

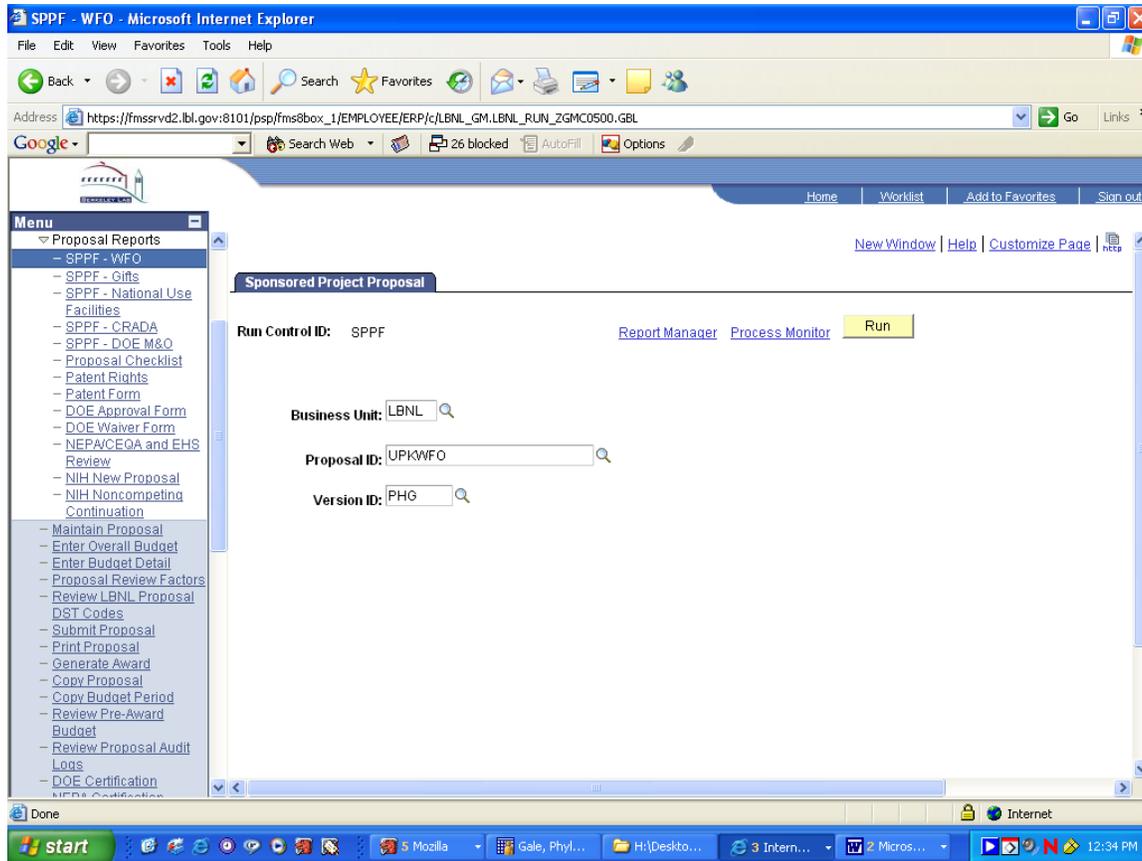
### Choosing the Correct Forms and Printing

The Forms are a link in the Menu. Choose the one you want to print. In this example, it is the WFO SPPF Form.



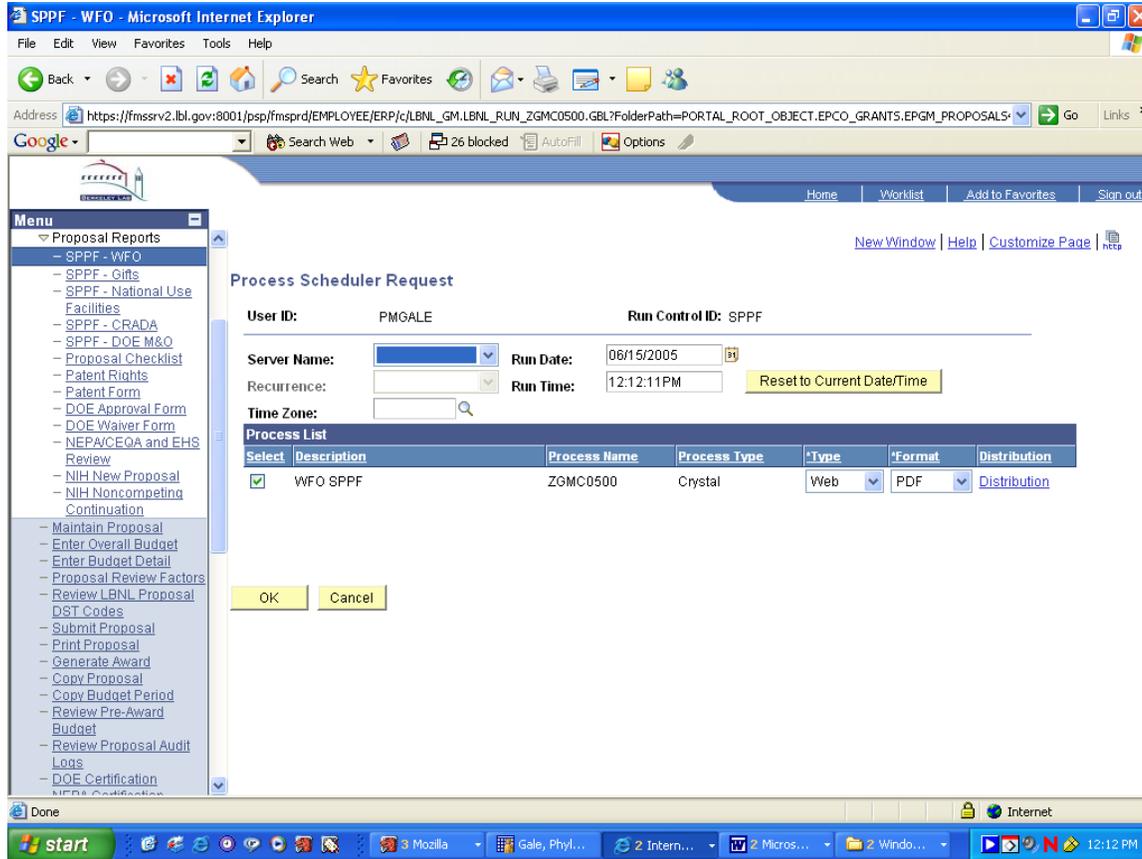
Step	Action
1.	Begin by navigating to the Non-Federal Proposals Click on WFO SPPF or NIH Subaward SPPF
2.	Enter your RAPID Run Control ID. It can be your userid some other unique ID. Do not use "SPPF". Using commons names confuses the printer. If you do not have a Run Control ID, please click on the "Add a New Value" tab and add one.
3.	The Run Control Page then appears.

Run Control Page



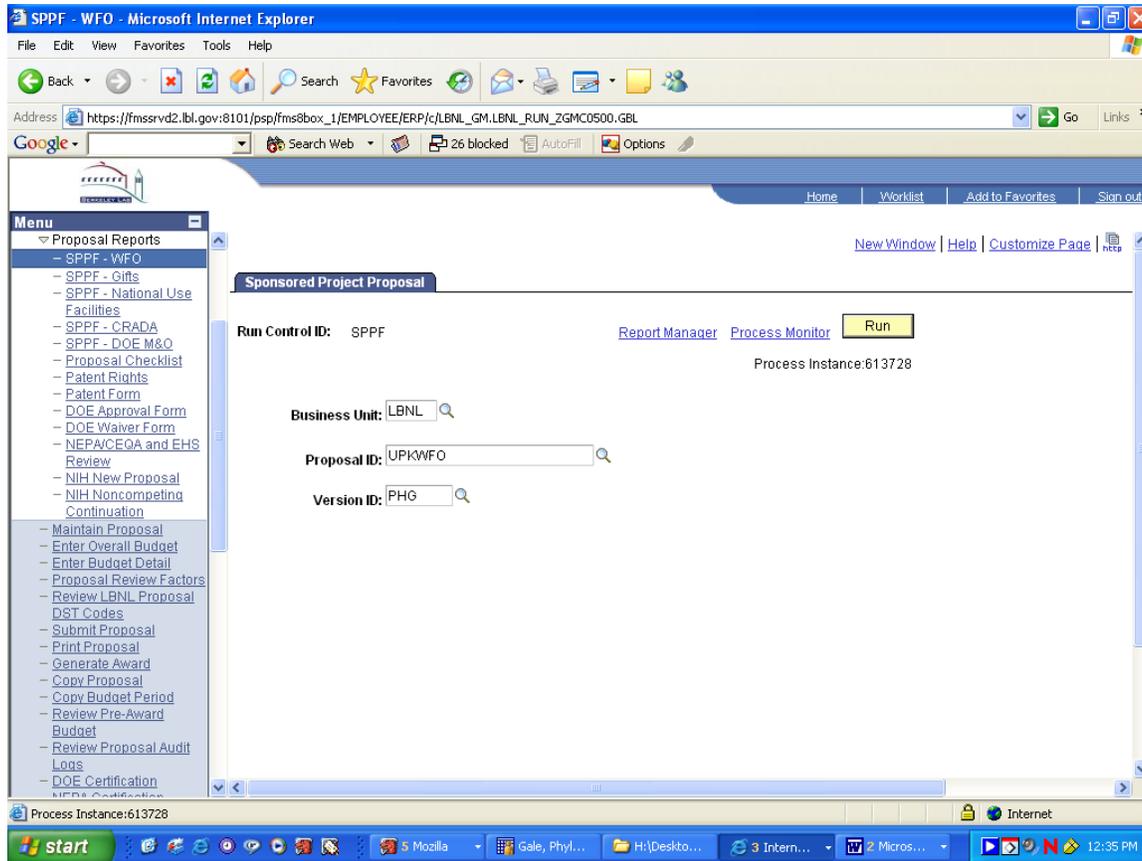
Step	Action
4.	Enter "LBNL" into Business Unit.
5.	Enter Proposal ID.
6.	Enter Version ID. You can click on the Look up Icon (the magnifying glass) and it will give you all the versions associated with this proposal. You cannot run a form without a Version ID.
7.	Click on Run in upper right hand corner.
8.	The Process Scheduler appears.

Process Scheduler Request



Step	Action
9.	Make sure the Server Name is "blank". If a Server Name does appear, please choose "blank" from the drop down list.
10.	Click OK and the Run Control Page reappears.

Run Control Page



Step	Action
11.	The Run Control Page Reappears
12.	Click the <a href="#">Process Monitor</a> link.
13.	The <a href="#">Process Monitor</a> page appears.

Process Monitor Page

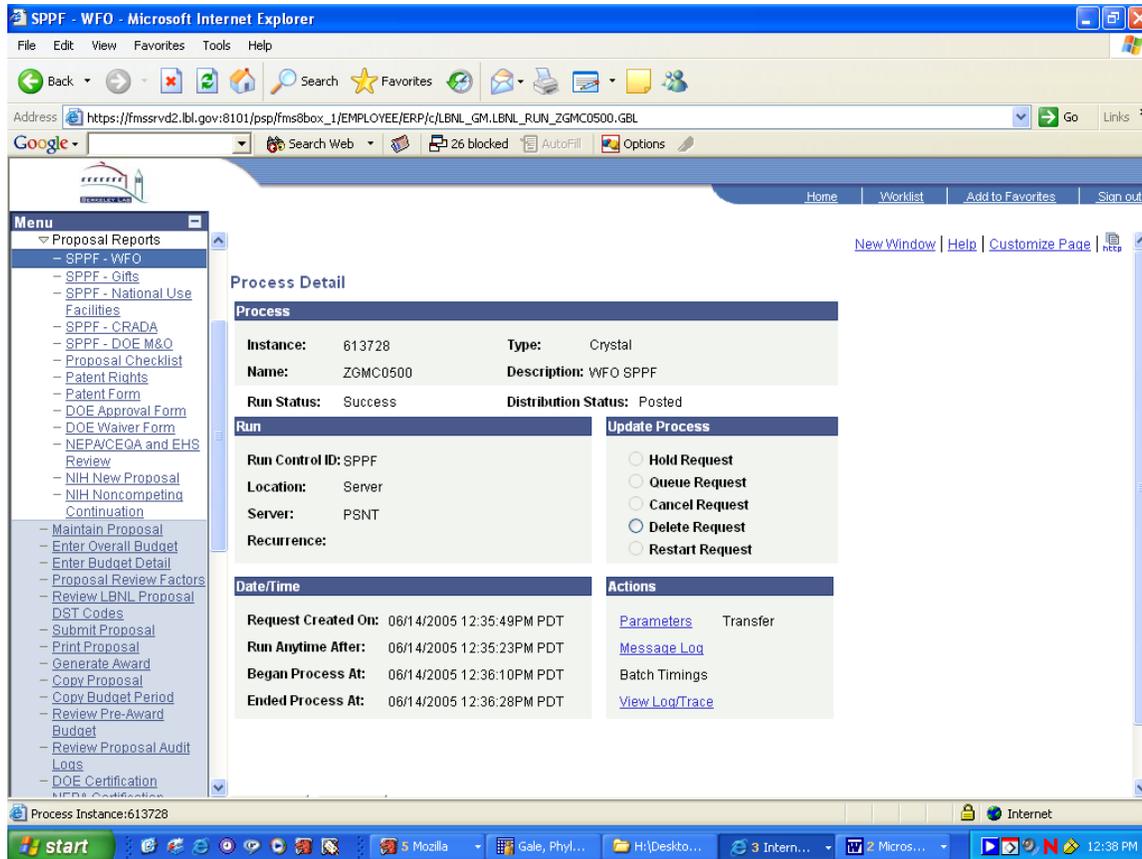
The screenshot shows a web application interface for SPPF - WFO. On the left is a navigation menu with options like 'Proposal Reports', 'SPPF - WFO', 'SPPF - Gifts', etc. The main area is titled 'Process List' and 'Server List'. Below this is a 'View Process Request For' form with fields for User ID (PMGALE), Type, Last (1 Days), Server, Name, Instance, and Distribution Status. A 'Refresh' button is present. Below the form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	613728		Crystal	ZGMC0500	PMGALE	06/14/2005 12:35:23PM PDT	Success	Posted	<a href="#">Details</a>

Below the table are 'Save' and 'Notify' buttons, and a 'Process Instance: 613728' label. A callout box on the right contains the text: 'When Run Status = Success and Distribution Status = Posted Click on DETAILS'.

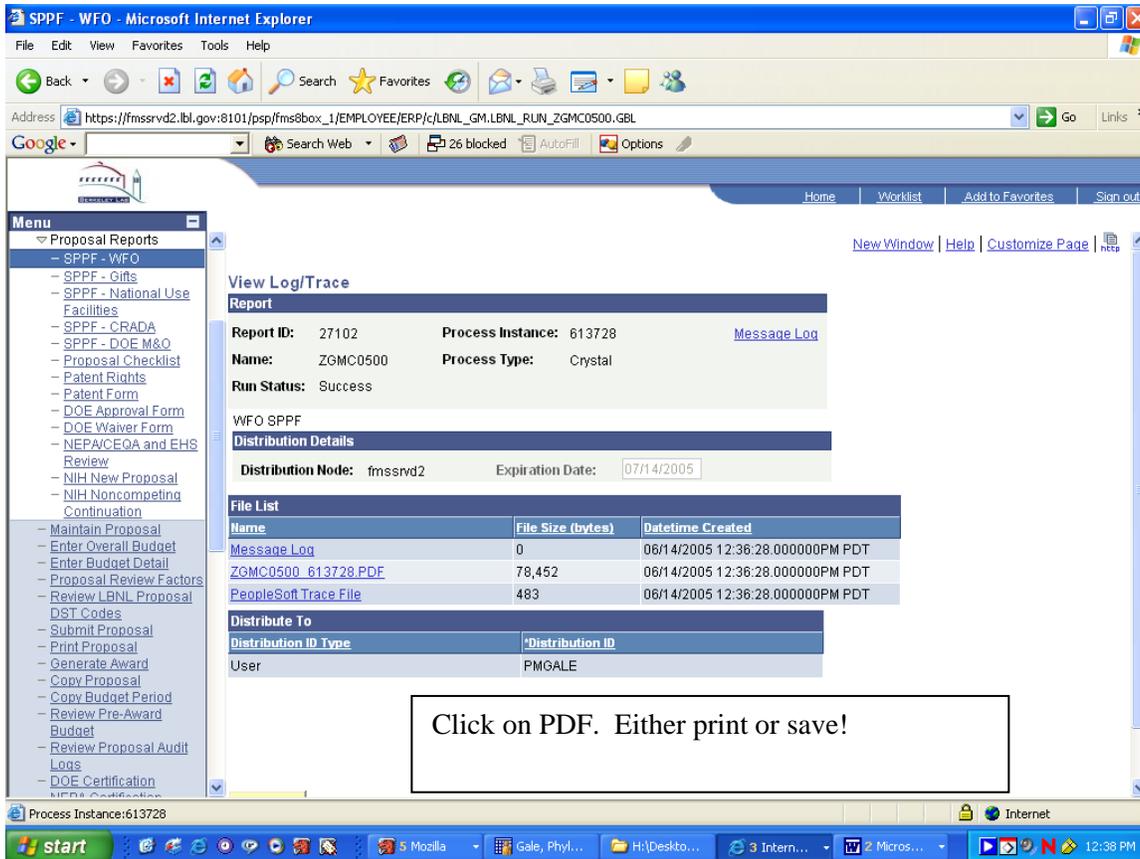
Step	Action
14.	Your Crystal Report is now on the Process List. Please leave the View Process Request for fields just as they appear! The system is programmed to point your report request to the next server ready to process your request!  The Run Status begins with "Queued", progresses to "Initiating" and "Processing" and completes with "Success". When the Distribution Status is "Posted", Click on Details.
15.	You may click the Refresh button to update and track the Run Status
16.	When the Run Status is "Success" and the Distribution Status is "Posted," click on the "Details" link. The Process Detail page then appears.

Process Detail Page



Step	Action
17.	Click on the View Log/Trace link under Actions.
18.	The View Log/Trace page appears

### View Log/Trace Page



Step	Action
19.	Select from the <a href="#">File List</a> the file with the .pdf extension. In this example it is ZMGC0500 613728.PDF.
20.	Click on your selection and the PDF of the request appear will appear on your screen.
21.	Your report can now be printed and/or saved using the appropriate icons in the PDF document.