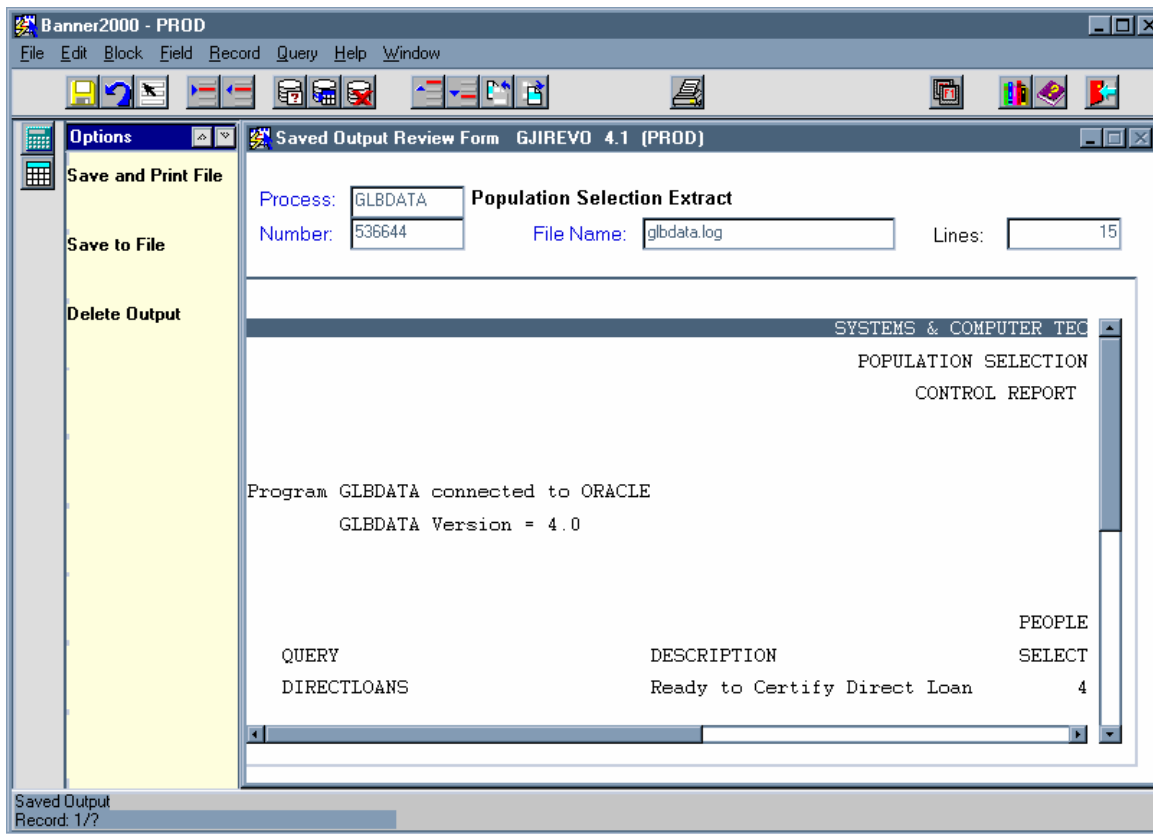


# GJIREVO

The GJIREVO (Saved Output Review) form allows you to preview reports on your computer screen that you submit through job submission. In order to view a report on-line, you must enter **DATABASE** (in UPPERCASE letters) as the printer on the *GJAPCTL* form. Fill in the rest of your job's parameters and submit the job.

Once the job has finished running, you may go to the GJIREVO form and review the job output. You'll need to fill in the **Process**, **Number** and **File Name** fields on the GJIREVO form and then click on the **Next Block** button on the toolbar. You may double-click in the Process, Number and File Name fields to see a list of the jobs you have available to review and select a job from that list, or just type in the job name and number if you know it. The job number displays at the bottom of the GJAPCTL screen once you've submitted a job.



From the GJIREVO form you may Save and Print, Save to File or Delete Output.

### **Save & Print and Save to File**

If you want to Save & Print or Save to File, you must first set up a default output directory on the form **GJAJPRF**. This will be the directory on your computer where you wish to save files when you select 'Save & Print' or 'Save to File' from GJIREVO.

You will fill in the **Value:** line on the GJAJPRF form directly under the LOCAL\_DIRECTORY field. To save files to your Temp directory on your c: drive, you would enter the following in the Value field: **c:\temp\**

The screenshot displays the 'Job Submission Profile Maintenance Form GJAJPRF 4.0 (DVLP)'. It features a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar with various icons. The main area contains three groups of input fields:

- Group 1:** Operating System: WIN32COMMON; Component: DEFAULT\_PRINTER; Value: pr7528
- Group 2:** Operating System: WIN32COMMON; Component: LOCAL\_DIRECTORY; Value: C:\temp\
- Group 3:** Operating System: (empty); Component: (empty); Value: (empty)

At the bottom, a status bar shows: "Information\* Output saved as file C:\temp\bantest.tmp" and "Record: 3/3".

Once you have filled in a Local Directory value, **Save** and then exit the GJAJPRF form. You may then go back to the **GJIREVO** form and select 'Save & Print' or 'Save to File.'

### **Selecting a Printer**

The first time that you select 'Save & Print' you will be asked to select a printer. A dialog box will come up and you can select the printer that you normally use. A second dialog box will appear asking if you wish to print to the printer you just selected—click once on 'Yes.' A third dialog box will come up and ask if you want to set that printer as your default printer—click once on 'Yes' to

make that printer the printer that GJIREVO output automatically prints to when you select 'Save & Print' in the future.

You will get a message at the bottom of the GJIREVO screen when the file has been successfully saved and printed.

If you select '**Save to File**' from the GJIREVO form, the file you are viewing will be saved to the directory that you specified on the GJAJPRF form. You can open the file with Word and review it or print from Word if you wish.

## Cleanup

### Removing output from the database

If you use the GJIREVO form, you may delete output that you no longer need. To delete output, go into GJIREVO and double-click in the 'Process' field to see the list of jobs that you currently have in the database. Select the job you wish to delete, fill in the Number and File Name fields and then click once on the 'Delete Output' option.

Files saved to GJIREVO will automatically be deleted from the database when they have been there more than one week.

Although files will automatically be deleted from the database, if you have performed the 'Save to File' or 'Save and Print File' function from GJIREVO, the file(s) will remain in the directory you specified on the GJAJPRF form until you delete them from your that directory.