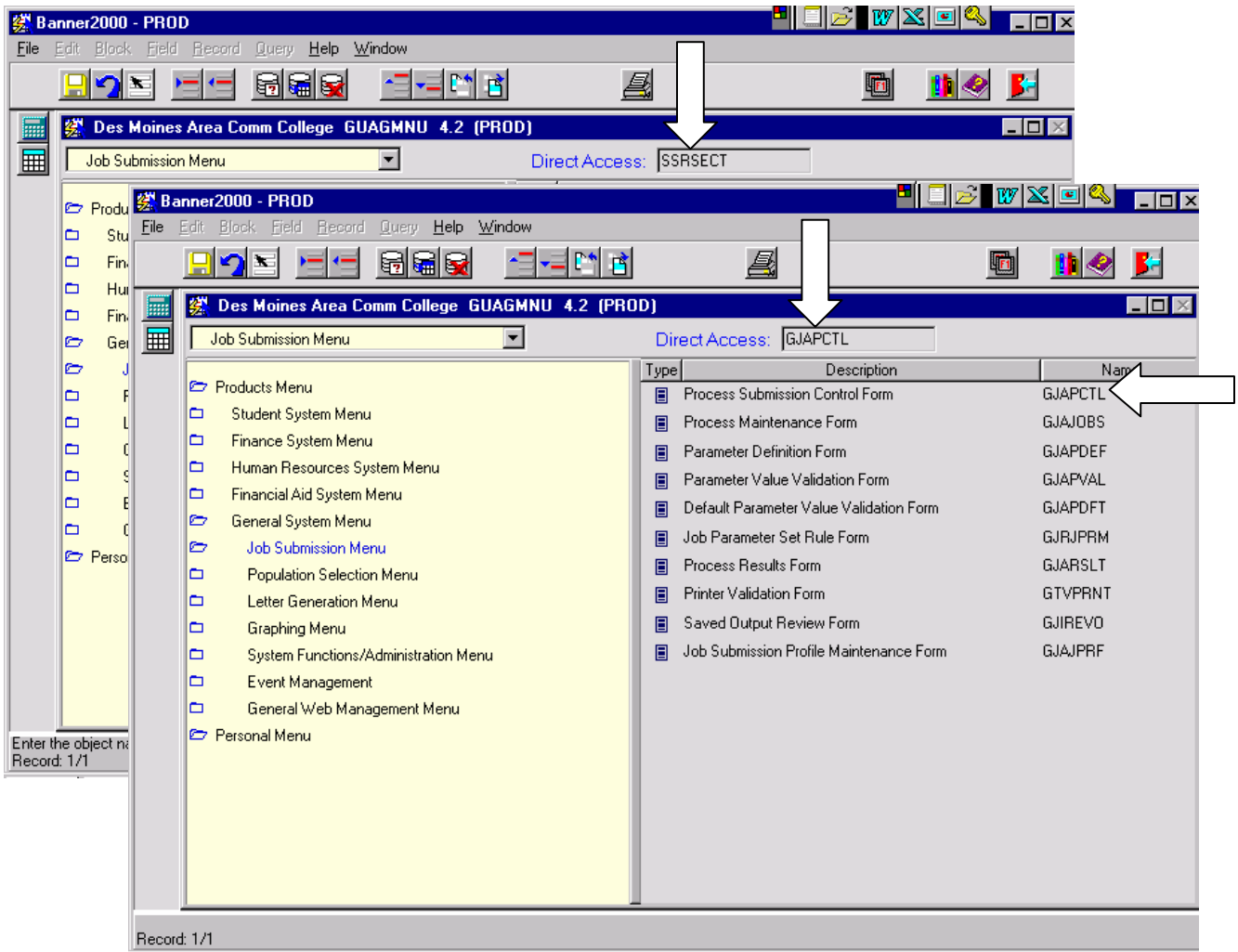


Running Banner Reports

The facility within Banner called Job Submission, allows you to run reports to be printed immediately or after you review the report on your screen. After reviewing the report, you may print the report, delete the report and/or save the report to a disk file.

Submitting a Report to be Run

To run a report, you can either enter the name of the report in the *Direct Access* field on the menu screen or navigate to *GJAPCTL* (Process Submission screen) and enter the report name on that screen.



On *GJAPCTL* you will need to fill in *Process*, if it is not already filled in.

The screenshot shows the Banner2000 - PROD interface. The title bar reads "Banner2000 - PROD" and the menu bar includes "File Edit Block Field Record Query Help Window". The main window title is "Process Submission Control Form GJAPCTL 4.2 (PROD)".

On the left, there is a sidebar with "Options" and "Review Output" sections. The main form area contains the following fields and sections:

- Process:** SSRSECT
- Class Schedule:** Class Schedule
- Parameter Set:** (empty)
- Printer Control:**
 - Printer:** (empty)
 - Special Print:** (empty)
 - Lines:** (empty)
 - Submit Time:** (empty)
- Parameter Values:**
 - Parameters:** (empty)
 - Values:** (empty)
- Submission:**
 - Save Parameters
 - As: (empty)
 - Hold
 - Submit

At the bottom left, there is a message: "FRM-41008: Undefined function key. Press Ctrl+F1 for list of valid keys. Record: 1/1".

If you are using stored parameters, fill in the *Parameter Set* name. Parameter sets are discussed in Banner Handout "*Parameter Sets & Running Reports*".

Navigate to the *Printer Control* block and fill in *Printer* with one of the following:

- Printer ID of the printer you wish to print on (ex. pr6943)
- DATABASE (in capital letters) if you wish to view the report on the screen. For more information, see Banner Handout "*Preview Reports using GJIREVO*"
- pr1 (or leave blank) if you wish to print on the main system printer located in Information Systems

Unless you have specifically been instructed otherwise, do not fill in or remove anything from the remaining fields in the *Printer Control* block.

Navigate to the *Parameter Values* block to complete the parameters that will control what data is selected for the report and/or the method or order in which it is presented.

Enter the value for each parameter in *Values* column. Be sure to use the hints given at the bottom of the *Parameter Values* block as you enter the value(s) for each parameter.

The screenshot shows the Banner2000 - PROD software interface. The main window is titled "Process Submission Control Form GJAPCTL 4.2 (PROD)". The interface is divided into several sections:

- Printer Control:** Contains fields for "Printer", "Special Print", "Lines" (set to 55), and "Submit Time".
- Parameter Values:** A table with two columns: "Parameters" and "Values".

Parameters	Values
02 Part-of-term (% for all)	
03 Order 1-Subj, 2-Coll,Div,Dept	
04 Campus (% for all)	
05 Course Status (% for all)	
- Submission:** Contains radio buttons for "Save Parameters", "Hold", and "Submit".

Below the Parameter Values table, there is a hint: "LENGTH: 1 TYPE: Character O/R: Required M/S: Multiple Report will include only these selected statuses." An arrow points to this hint.

At the bottom of the window, there is a status bar: "FRM-41008: Undefined function key. Press Ctrl+F1 for list of valid keys. Record: 4/5".

You should always find the following hints:

- **LENGTH** the maximum number of characters you can enter for the parameter. You can enter less characters if appropriate
- **TYPE** the kind of characters you can enter
 - **Character** any character is acceptable
 - **Number** only numbers can be entered
 - **Date** a date must be entered and must be in the format DD-MMM-YYYY (ex. 14-JUN-1968)
- **O/R** indicates if the parameter is 'O'ptional or 'R'equired
 - **Required** parameters must be entered
 - **Optional** parameters can be skipped if applicable
- **M/S** indicates if you can have 'M'ultiple or only a 'S'ingle parameter of this type. See the section on Inserting Additional Parameters for more information on having multiple parameters.

You may also find information on the *LOW* or *HIGH* values that are acceptable for this parameter.

LENGTH: 6 TYPE: Number O/R: Optional M/S: Single LOW: 1 HIGH: 999999

The next line may contain hints, notes, comments or a list of the valid choices.

Navigate to the *Submission* block. If you are using, or wish to use, a parameter set, see Banner Handout "Parameter Set & Banner Report".

If you don't need the report until the next day, click on the *Hold* button.

Then 'save' this request to have the report run. The fastest way may be to click on the *Save* icon on the tool bar.



NOTE If you submitted the report on 'hold' be sure to note the 'Sequence number' that is listed on the bottom of the screen. You will need to inform Information Systems of the sequence number and what time you would like the report to run. You may inform them via e-mail or by completing a 'Banner Job Request' form.

Sequence number is: 571833

Inserting Additional Parameters

If the hint indicated that multiples of a parameter is allowed and you want to submit two or more values for the parameter you can insert extra copies of the line for that parameter. Although these extra lines can be inserted anywhere in the list of parameters, it is easiest to add them at the end of the list. Simply arrow down to the line following the last parameter and enter the number of the parameter in the left column. The description will default into the next field. Then enter the value you want for the parameter. You can continue to add additional parameter in this manner.

If you wish to insert the additional parameters at places other than the bottom of the list of parameters, position the cursor on the line which you would like the additional line to follow. Then click *Insert Record*.

