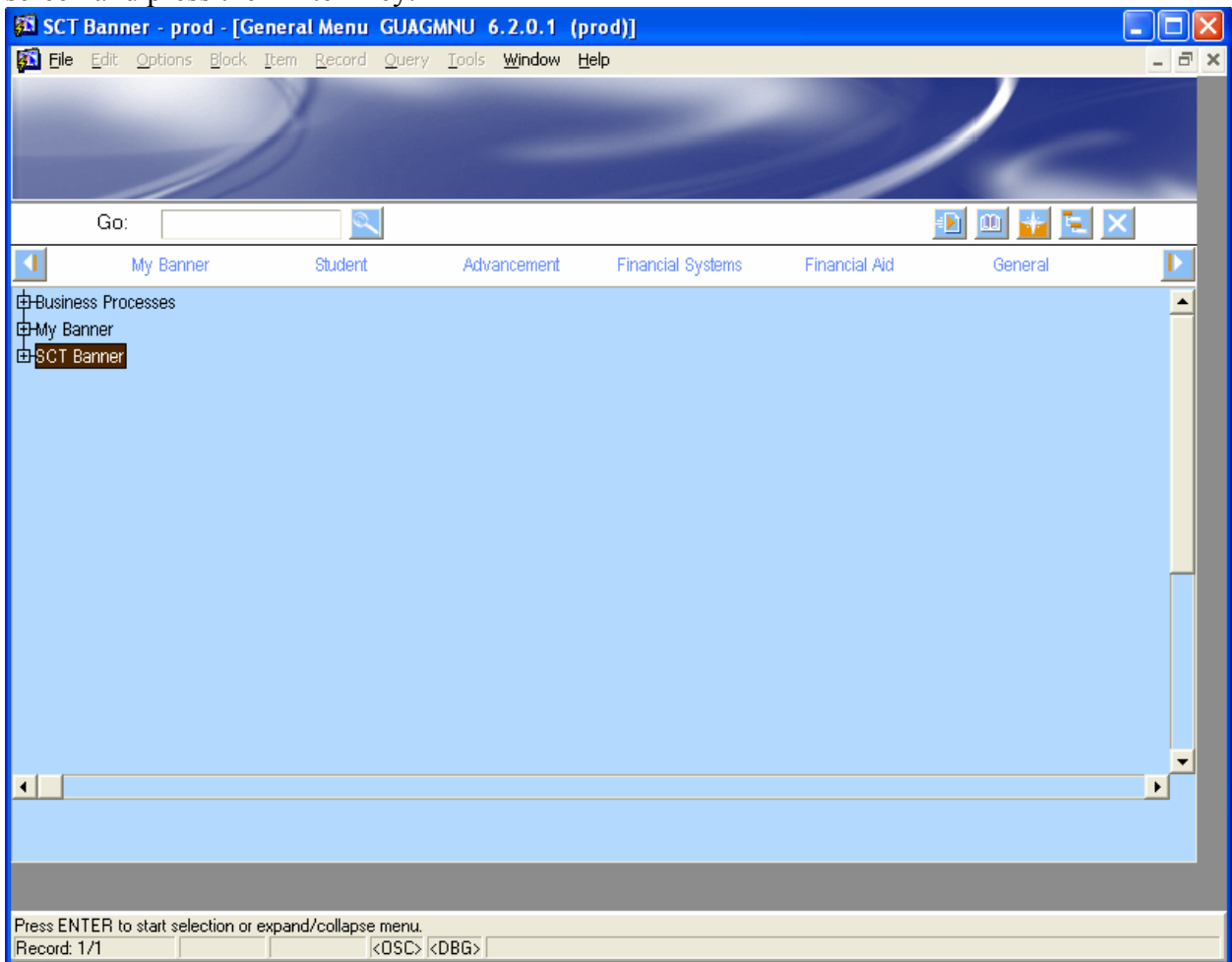
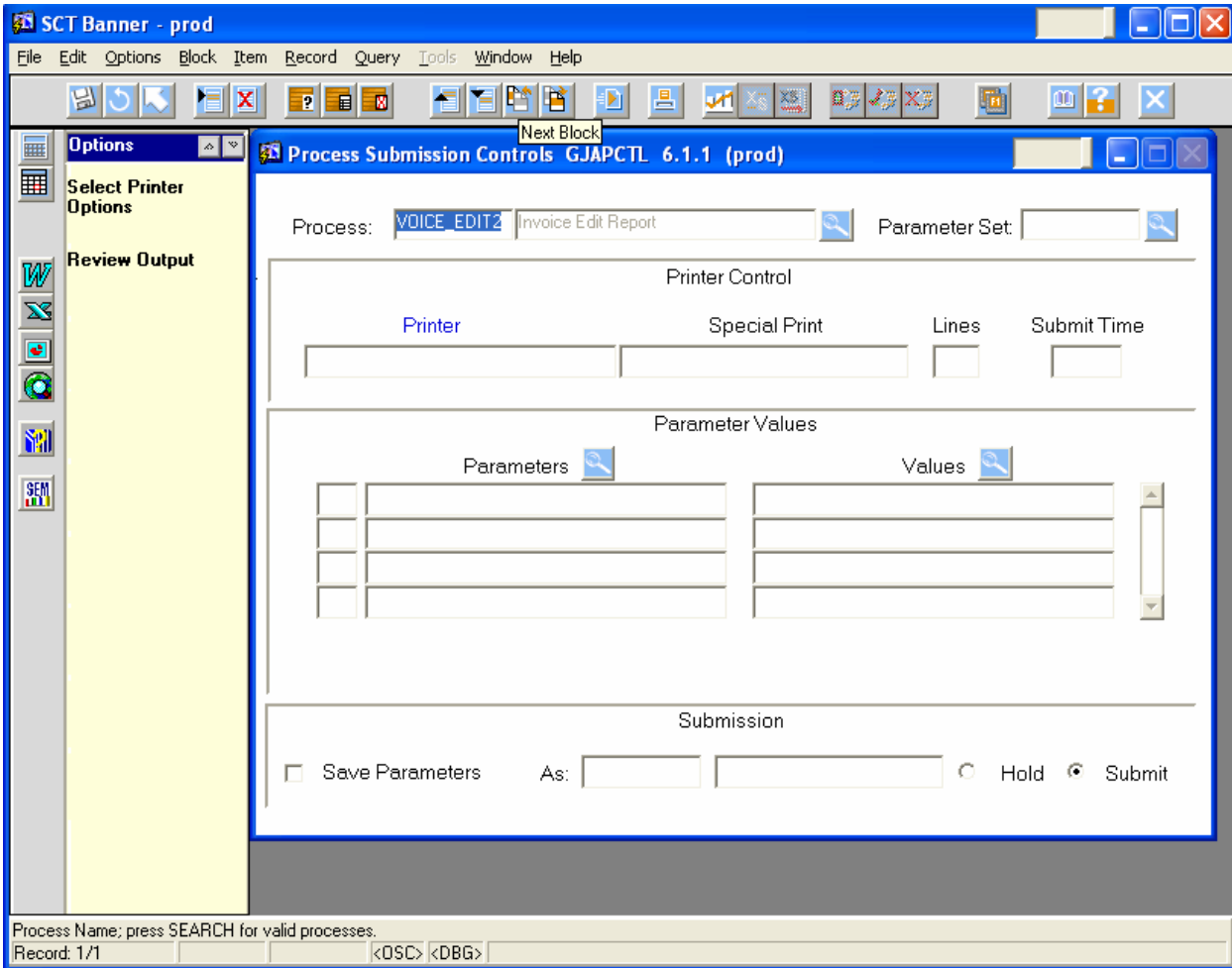


Directions to run reports using Job Submission. (Updated Mar 3, 2006)

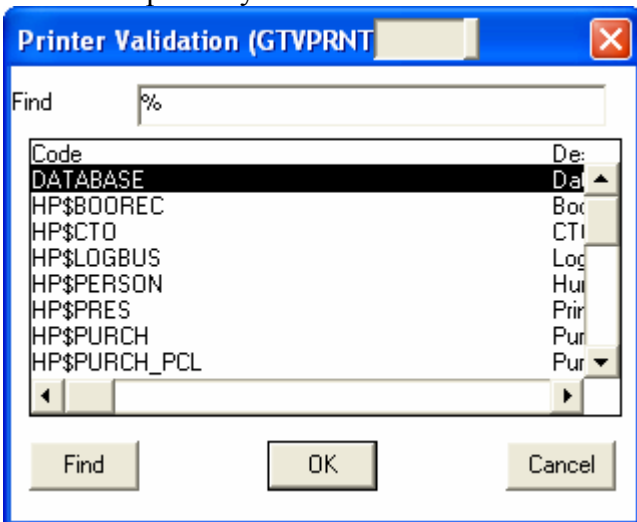
1. After logging into Banner type the name of the report in the 'Go' box in the upper left side of the screen and press the 'Enter' key.



2. Press the 'Next Block' button on the menu bar.



3. The cursor will then be in the 'Printer' block, double click in the 'Printer' block with the left mouse button.
4. In the form that comes up, Printer Validation (GTVPRNT), double click the left mouse button on the printer you want to use.



5. The cursor will now be in the 'Special Print' box, type in upper case letters the appropriate text for the printer you selected in step 4 and press the 'Next Block' button. (see printer matrix at end of instructions for what to type)
6. Enter 'Values' for any 'Parameters' listed and press the 'Next Block' button again. If no 'Parameters' are listed press the 'Next Block' button then skip to step 8. Look for information about the parameter values under the 'Parameters' block above the 'Submission' block.
7. Put a check in the box next to 'Save Parameters', this will keep your 'Values' so you don't have to reenter them next time. You will be able to change the 'Values' at anytime by following these directions and putting in different information.
8. Press the 'Save' button on the menu bar, it's in the upper left corner. At this point you will receive a message saying that Banner is saving your current values as user defaults, press the 'OK' button.

The screenshot shows the 'SCT Banner - prod' application window. The main menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Window', and 'Help'. A toolbar with various icons is located below the menu. On the left, a vertical sidebar contains buttons for 'Save Options', 'Enter Parameters Values', 'Enter Submission Options', and 'Review Output'. The main content area is titled 'Process Submission Controls GJAPCTL 6.1.1 (prod)'. It features several sections:

- Process:** A dropdown menu showing 'INVOICE_EDIT: Invoice Edit Report' and a search icon.
- Parameter Set:** An empty dropdown menu with a search icon.
- Printer Control:** A table with columns for 'Printer', 'Special Print', 'Lines', and 'Submit Time'. The first row contains 'LN\$CC', an empty field, '55', and an empty field.
- Parameter Values:** A table with columns for 'Parameters' and 'Values'. The first row shows '01 Invoice' and '_P-3675'. The second row shows '02 Term' and '200502'. There are search icons for both columns.
- Submission:** A section with a checkbox for 'Save Parameters', an 'As:' label, two empty input fields, radio buttons for 'Hold' and 'Submit', and a 'Submit' button.

 At the bottom of the window, there is a status bar with the text: 'Special Print Instructions; if left blank the default format is Landscape. Record: 1/1 <OSC> <DBG>'.

Then Banner will begin to run the report which may take 5-10 minutes or longer depending on the report, the report will print out when it's done. DO NOT run the report again or similarly named reports again until it has printed, contact Computer Services if you have questions/concerns about a report taking a while to print.

You can exit the form by pressing the 'Exit' button on the upper right part of the menu bar.

Printer matrix

| <i>Printer</i> | <i>Desc</i> | <i>To print Portrait</i> | <i>To print Landscape</i> |
|-----------------------|-----------------------------|-------------------------------------|--------------------------------------|
| DATABASE | View on screen | | |
| HP\$BOOREC | Boone Records Office HP | LN\$DEFAULT | LN\$STK\$8 |
| HP\$CTO | CTO HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$LOGBUS | Logan Business Office HP | LN\$DEFAULT | LN\$STK\$8 |
| HP\$PERSON | Human Resources HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$PRES | Presidents Office | LN\$DEFAULT | LN\$STK\$8 |
| HP\$PURCH | Purchasing HP | DCPS\$DEFAULT | DCPS\$DEFAULTW |
| HP\$RECORDS | Central Records Office HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$WFORCE | Work Force HP printer | LN\$STKP8 | LN\$STK\$8 |
| HP\$WILBUS | Williamson Bus Office HP | LN\$DEFAULT | LN\$STK\$8 |
| HP\$WILCSA | Williamson Room 308 HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$WYOBUS | Wyoming Bus Office HP | LN\$DEFAULT | LN\$STK\$8 |
| LA\$PERSON | Human Resources LA 424 | DEFAULT | <i>not used</i> |
| LG\$CC | Computer Services LG | DEFAULT | <i>not used</i> |
| LN\$ACCTG | Accounting Laser | LN\$DEFAULT | LN\$STK\$8 |
| LN\$CC | Computer Services Laser | DCPS\$DEFAULT | USE LN\$CC_W |
| LN\$CC_W | Comp. Serv. Laser landscape | <i>not used</i> | DCPS\$DEFAULTW |
| LN\$ESTGEN | Eastern HP | LN\$DEFAULT | LN\$STK\$8 |
| LN\$RECORDS | Records Office Laser | DCPS\$DEFAULT | DCPS\$DEFAULTW |
| LN\$WILCSA | Williamson Room 304 | LN\$DEFAULT | LN\$STK\$8 |
| LN\$WYOCSA | Wyoming Student Lab | DCPS\$DEFAULT | DCPS\$DEFAULTW |
| HP\$VPACAD | VP Academics HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$WTLC | Williamson TLC HP | LN\$STKP8 | LN\$STK\$8 |
| HP\$LOGADV | Logan Advising Center | LN\$STKP8 | LN\$STK\$8 |