

Job Submission in Banner Forms

The following are instructions to follow in Banner Forms to start jobs (report printing, batch processing).

1. Job Submission is the method to submit a Banner report or process for processing. It is available to some users. An example is SFRSCHD for printing schedules.
2. Enter SFRSCHD in the **Process** field and hit **TAB**, then hit TAB again to get to the **GO** or click on the **GO** button

This screenshot shows the initial Banner form for 'Process Submission Controls GJAPCTL 9.3.3 (REGI)'. The 'Process' field is set to 'SFRSCHD' and the 'Student Schedule' is selected. A 'Go' button is visible in the top right corner. A message at the bottom says 'Get Started: Fill out the fields above and press Go.'

This screenshot shows the expanded Banner form. The 'Printer Control' section includes fields for 'Printer', 'Lines' (set to 55), 'Special Print', and 'Submit Time'. The 'Parameter Values' section is a table with 10 rows of parameters and their values. The 'Submission' section includes a 'Save Parameter Set as' checkbox, 'Hold / Submit' radio buttons (with 'Submit' selected), and 'Name' and 'Description' fields. A 'SAVE' button is in the bottom right corner.

| Number * | Parameters | Values |
|----------|------------------------------|------------|
| 01 | ID Number | @00970414 |
| 02 | Process Term | 201506 |
| 03 | Start Range From Date | |
| 04 | Start Range To Date | |
| 05 | Schedule Type (% for all) | % |
| 06 | Instructional Method (%=all) | % |
| 07 | Address Selection Date | 12/11/2015 |
| 08 | Address Hierarchy | 1PR |
| 09 | Printer | FINANCE1 |
| 10 | Campus Processing Indicator | N |

After entering the report or process name, the Printer and Parameter blocks must be defined in the GJAPCTL form.

In the Submission block click in the **Save Parameters Set as** field, then click on the **SAVE** button (in the lower-right hand corner) to actually run the process.

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3. Some processes can be run in audit/report mode prior to running in update mode to determine if they will work as expected. Key processes are usually tested first in REGI or FINA databases (TEST is not setup for Job Submission).
4. Processes that print in a special format, such as schedules, transcripts, or bills, are printed with a Special Print entry in the Printer Control block. The Special Print entry is related to the product FormFusion that we license from Evisions. Users who need to use the special print versions need specific Banner access for it.
5. Output goes directly to the specified printer. If the user needs to re-print output, he/she can send an email to the techcenter, specifying the jobID.
6. All users that use Job Submission should be able to see Banner output online, without printing it. This is useful for testing when several runs are needed and there is no need for a printed record.

- In the Printer Control block, click on the Save Parameter Set as. Then click on the printer value.
- Fill in the Parameter Set field on File->Save above
- Save/execute the process.
- Make note of the jobID (in the upper right corner)

Curry College

Pamela Lindberg Sign Out ?

Process Submission Controls GJAPCTL 9.3.3

ADD RETRIEVE RELATED TOOLS 2

Process: APPSTDI Parameter Set:

Get Started: Fill out the fields above and press Go.

✓ Saving current parameter values as user level defaults.

✓ Log file: appstdi_1175726.log List file: appstdi_1175726.lis

- Go to GJIREVO form (via RELATED tab) and enter the process or click the drop down arrow to see everything that has been saved.

Curry College

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Process Submission Controls GJAPCTL 9.3.3

ADD RETRIEVE RELATED TOOLS 2

Process: APPSTDI Parameter Set:

Get Started: Fill out the fields above and press Go.

Q Search

Review Output [GJIREVO]

Delete Multiple Saved Output [GJIREVD]

Upload File [GUAUPLP]

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- The process/job and the jobID should be auto-filled. Via the “...” selectBox, choose the related .lis or .log file and click OK.

The screenshot shows the Banner Job Submission interface. The main window is titled "Curry College" and "Pamela Lindberg". The process is "APPSTDI" and the number is "1175726". The file name is "appstdi_1175726.log" and the beginning date is "07/28/2017". The "Available Files" dialog box is open, showing a table of files:

| Output File Name | Record Count | Date Saved | Time |
|---------------------|--------------|------------|-------|
| appstdi_1175726.lis | 71 | 07/28/2017 | 01:34 |
| appstdi_1175726.log | 8 | 07/28/2017 | 01:34 |

The dialog box also has a search criteria field and a "Go" button. The "Cancel" and "OK" buttons are at the bottom.

The screenshot shows the Banner Job Submission interface after the job has been submitted. The main window is titled "Curry College" and "Pamela Lindberg". The process is "APPSTDI" and the number is "1175726". The file name is "appstdi_1175726.lis" and the beginning date is "07/28/2017". The "Saved Output Review" screen is displayed, showing the following information:

Process: APPSTDI Student-Advancement Interface Number: 1175726 File Name: appstdi_1175726.lis Beginning Date Saved: 07/28/2017 Lines: 71

SAVED OUTPUT REVIEW

28-JUL-2017 01:34:11 PM Curry College PAGE 1
201609 Student-Advancement Interface APPSTDI
RELEASE 8.7.1 REPORT ONLY - NO UPDATES
28-JUL-2017 01:34:11 PM Curry College PAGE 2
201609 Student-Advancement Interface APPSTDI
RELEASE 8.7.1 REPORT ONLY - NO UPDATES

*** STUDENT-ADVANCEMENT INTERFACE RESULTS SUMMARY ***

Number of Student Records Added 0
Number of Student Records Updated 0
Number of Student Records Failed 0

Total Records Processed: 0

*** OVERALL SUMMARY DETAILS ***

Number of Degree Records Added 0
Number of Degree Records Updated 0
Number of Activity Records Added 0

Record 10 of 71

EDIT Record: 10/71 GUROUTP.OUTPUT_LINE [10] ellucian