

SUNGARD HIGHER EDUCATION


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Welcome to SunGard Banner

General Job Submission

Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations




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Course Goals

- This course is intended to teach you to run Banner reports and processes, define new reports and processes to Job Submission, and define default parameter settings in the Banner System.



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Agenda

- Overview
- Set up
- Day-to-Day
- Question and Answer

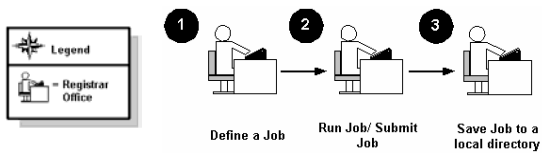


Overview

- This course is intended to teach the participant about the Job Submission module, which facilitates the submission of reports and processes throughout all of the Banner systems.



Introduction Process



Set up Objectives

At the end of this section, you will be able to

- identify Job Submission Rule and Validation forms
- provide values for rule and validation forms requiring initial set-up



Set up - Rule and Validation forms

▪ Validation Forms

GTVPRT Printer Validation	GTVSYSI System Indicator Validation	GJAPVAL Parameter Value Validation
GJAJOB Process Maintenance	GUAUPRF General User Preference Maintenance	GJAPDEF Parameter Definition



Set up Review

- Which form defines the characteristics of Banner Delivered Jobs?
- What is the Parameter Definition Form (GJAPDEF) used for?
- What is the Process Maintenance Form (GJAJOB) used for?



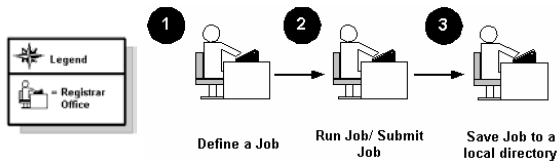
Day-to-Day Objectives

At the end of this section, you will be able to

- locate and submit a job
- identify and define a job's parameters that control the processing of a job or report
- query and define user-default parameters



Day-to-Day Process



Day-to-Day

▪ Locating and Running a Job

- Process Submission Control Form (GJAPCTL)
 - Used to allow the submission of a Banner report or job for processing



Day-to-Day

- **Viewing, Saving, and Printing Job Submission Data**
 - Submission provides online access for viewing, saving, and printing via the Saved Output Review Process (GJIREVO)
- **Job Submission Profile Maintenance Form (GJAJPRF)**
 - Contains user-level parameters that are used with (GJIREVO)



Day-to-Day, Continued

- **Printer Validation Form (GTVPRNT)**
 - Must contain the following information for the default printer that is used with GJIREVO
 - **Printer Port** field
 - **Landscape Codes** field
 - **Portrait Codes** field



Day-to-Day

- **Working with User-Level or System-Level Defaults**
 - **Process Submission Control Form (GJAPCTL)**
 - A user can submit a job or report on this form and save the parameter values as user-level defaults



Day-to-Day, Continued

- **Default Parameter Value Validation Form (GJAPDFT)**
 - Used to create a single set of user-level defaults or copy user-level defaults from one user ID to another
- **Parameter Definition Form (GJAPDEF)**
 - Used to define System-level defaults



Day-to-Day

- **Querying and Defining User-Level Default Parameters**
 - **Default Parameter Value Validation Form (GJAPDFT)**
 - Used to define user-level defaults for the parameters that control the processing of a job or report



Day-to-Day Review

- How many jobs can be submitted at one time?
- Which is the overriding default – user level or system level?
- Who should maintain the parameters of a job or report?
- Which form is used to define user-level defaults for the parameters that control the processing of a job or report?



Course Summary/Review

- As a result of this course, we have provided you with knowledge and experience to run Banner reports and processes, define new reports and processes to Job Submission, and define default parameter settings in the Banner System.





Questions and Answers



Thank you for your participation