

Banner General Job Submission Training Workbook

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Table of Contents

Section A: Introduction	4
Overview	4
Process Introduction	5
Section B: Set Up	6
Overview	6
Rule and Validation Forms Used In Job Submission.....	7
Printer Validation	8
System Indicator Validation	9
Parameter Value Validation	10
Process Maintenance	11
Parameter Definitions.....	12
General Users Preference Maintenance	13
Defining a Parameter's Validation Criteria	14
Section C: Day-to-Day Operations	16
Overview	16
Process Introduction	17
Locating and Running a Job.....	18
Viewing, Saving, and Printing Job Submission Data.....	21
Working with User-Level or System-Level Defaults.....	24
Querying and Defining User-Level Default Parameters	27
Summary	30
Self Check	31
Self Check – Answer Key	33
Section D: Reference	34
Overview	34
Setup Forms and Where Used.....	35
Day-to-Day Forms and Setup Needed.....	36
Forms Job Aid	37
Job Submission Job Aid	38



Section A: Introduction

Lesson: Overview

◀ Jump to TOC

Workbook goal

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. In addition, you will learn to query tables. The workbook is divided into three sections:

- Introduction
- Set up
- Day-to-day operations

Intended audience

Personnel responsible for running Banner reports and processes at your institution

Section contents

Process Introduction	5
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Section A: Introduction

Lesson: Process Introduction

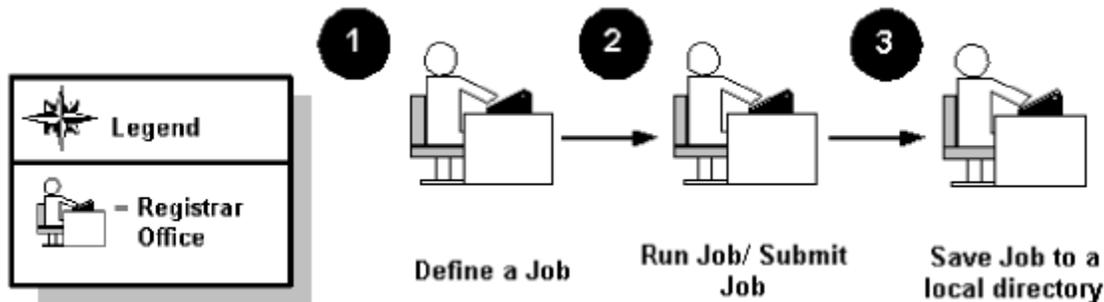
◀ Jump to TOC

Introduction

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.

Flow diagram

This diagram highlights the processes used to run Job Submission, from defining the job to saving it to the database.



About the process

The Job Submission module facilitates the submission of reports and processes throughout Banner. With the Job Submission module, you can

- submit a Banner report or process for processing
- define the characteristics of each Banner report or process that can be run at your institution
- define the parameters that control the processing of a report or process
- define user-level defaults for the parameters that control the processing of a report or process
- display output from a report or process that was run through Job Submission and saved to the database.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to outline the Job Submission setup process and detail the procedures of the setup.

Intended audience

Personnel responsible for running and maintaining Job Submission.

Note: This could be, and often is, more than one person. For example, depending on the institution, technical personnel or end users could run the jobs.

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 setup.

Prerequisites

To complete this section, you should

- have completed the SunGard Higher Education computer-based training (CBT) tutorial "Banner 7.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the Banner system
- be familiar with the processes and procedures in your various areas before attempting to run jobs for those areas
- administrative rights to create the rules and set the validation codes in Banner

Section contents

Rule and Validation Forms Used In Job Submission.....	7
Printer Validation	8
System Indicator Validation	9
Parameter Value Validation	10
Process Maintenance	11
Parameter Definitions.....	12
General Users Preference Maintenance	13
Defining a Parameter's Validation Criteria	14



Section B: Set Up

Lesson: Rule and Validation Forms Used In Job Submission

◀ Jump to TOC

Types of rule or validation forms needed

Before entering any job submission information into the system, there are several rule and validation forms that need to be reviewed, set or created.

The following examples are the rule and validation forms that play important roles in controlling Job Submission. Some of the forms below require an initial set-up that may require assistance from a technical standpoint. The pages following will review the forms and provide information regarding the required set-up.

The institution's system administrator will need to enter values for these forms:

- Printer Validation Form (GTVPRNT)
- General User Preference Maintenance Form (GUAUPRF).

Form Description	Banner Name	Page
Printer Validation	GTVPRNT	8
System Indicator Validation	GTVSYSI	9
Parameter Value Validation	GJAPVAL	10
Process Maintenance	GJAJOBS	11
Parameter Definition	GJAPDEF	12
General User Preference Maintenance	GUAUPRF	13



Section B: Set Up

Lesson: Printer Validation

◀ Jump to TOC

Description

The Printer Validation Form (GTVPRNT) is used to create codes that identify the printers at your institution.

Banner form

Code	Description	Command	Printer Port	Landscape Codes	Portrait Codes	Activity Date
DATABASE	Database					15-AUG-2002
NONE	None					14-MAR-1995
NOPRINT	Do not print					08-APR-2003
SES_3CV_3FL_EAS	SES HP8000	print /queue = SES_	\\SCTMFS2\SES_3C	chr(27) chr(91) ch	chr(27) chr(91) ch	06-FEB-2002
SLEEPWAKE	SES_DEV_8150 for Sleep/Wake	enscript -Pses_dev_				02-NOV-2004
TALARIS9	Talaris Printer 9 - Malvern 3	print /queue = talari	\\SCTMNT20\SES_D	chr(27) chr(91) ch	chr(27) chr(91) ch	18-NOV-1999
\\maldevm3\julie	Sys test jttm					22-DEC-2003
\\maldevm3\st_L4I	Sys Test 4CV ses_dev_4kn Land					27-FEB-2003
\\maldevm3\st_L8:	Sys Test 3CV ses_dev_8150 Land					27-FEB-2003
\\maldevm3\st_P4	Sys Test 4CV ses_dev_4kn Port					27-FEB-2003
\\maldevm3\st_P8	Sys Test 3CV ses_dev_8150 Port					27-FEB-2003
\\sctmnt20\ses_de	Printer by George					05-OCT-2005
\\sctmnt20\ses_pc	3CV ses_pcam_8100					01-DEC-2004
ewjtran	Transcript Sleep Wake	echo "Hello"				01-OCT-2004
sctrstal	Rochester West Wing Talaris	print /queue=sctrstal				08-NOV-1995
ses_dev_4kn	System Test 4CV					06-OCT-2005
ses_dev_8150	System Test 3CV					06-OCT-2005
tal9	Talaris Printer 9 - Malvern 3	lp -d talaris9 @	\\Sctmfs2\talaris9	chr(27) chr(91) ch	chr(27) chr(91) ch	11-MAR-2002
talaris9	Talaris Printer 9 - Malvern 3	print /queue = talari	\\Sctmfs2\talaris9	chr(27) chr(91) ch	chr(27) chr(91) ch	28-OCT-1998

Printer Code
Record: 1/19 | ... | <OSC>



Section B: Set Up

Lesson: Parameter Value Validation

◀ Jump to TOC

Description

The Parameter Value Validation Form (GJAPVAL) is used to set up values for parameters that cannot be validated against an existing validation table or list form on Banner. An example of this type of parameter would be a Y/N option or a R (report)/U (update) option.

Banner form

Parameter Value Validations GJAPVAL 7.0 (s7s7010g) (CHICAG)

Process: SPRPDIR Person Directory

Number	Parameters	Values	Activity Date
02	Applicants	A	28-MAR-1988
02	Applicants and Admitted	A,S	15-SEP-1988
02	Appl, Admitted and Faculty	A,S,F	15-SEP-1988
02	Faculty	F	27-JUN-1988
02	Recruits	R	28-MAR-1988
02	Recruits and Applicants	R,A	15-SEP-1988
02	Recruits,Applicants and Admit.	R,A,S	15-SEP-1988
02	Recruit,Applied,Admit,Faculty	R,A,S,F	15-SEP-1988
02	Admitted	S	28-MAR-1988
02	Admitted and Faculty	S,F	15-SEP-1988
03	Restrict Print of Confidential	N	28-MAR-1988
03	Include Print of Confidential	Y	28-MAR-1988
06	Do Not Print ID	N	10-MAY-1988
06	Print ID	Y	10-MAY-1988

LENGTH: 7 TYPE: Character M/S: Single
 R=Recruit, A=Applicant, S=Student, F=Faculty (if F, fill in parm 7)

Parameter; press SEARCH for valid parameters.
 Record: 1/14 ... <OSC>



Section B: Set Up

Lesson: Process Maintenance

◀ Jump to TOC

Description

The Process Maintenance Form (GJAJOB5) defines the characteristics of Banner Delivered Jobs.

Technical Note: If the code for the process is not written in RPT or Pro*C, the technical staff may need to modify the gjajobs procedure (gjajobs.shl or gjajobs.com) to submit jobs from the Process Submission Control Form (GJAPCTL).

Banner form

Process Maintenance GJAJOB5 7.0 (s7s7010g) (CHICAG)						
Process:	AAPACKN	Title:	Membership Acknow. Process	System:	A	
Description:	Membership Acknowledgement Process			Type:	PRO*C	
Printer:		Lines Per Page:	35	Special Print Stock:		
Validation:		Command:		Activity Date:	16-SEP-2005	
Process:	AAPADJS	Title:	Dues Adjustment Report	System:	A	
Description:	Dues Adjustment Report			Type:	PRO*C	
Printer:		Lines Per Page:	54	Special Print Stock:		
Validation:		Command:		Activity Date:	09-MAR-2000	
Process:	AAPCARD	Title:	Membership Card Process	System:	A	
Description:	Membership Card Initiation Process			Type:	PRO*C	
Printer:		Lines Per Page:	55	Special Print Stock:		
Validation:		Command:		Activity Date:	29-DEC-1998	
Process:	AAPFEED	Title:	Advancement Dues-Finance Feed	System:	A	
Description:	Feeds dues payments and adjustments to finance.			Type:	PRO*C	
Printer:		Lines Per Page:	55	Special Print Stock:		
Validation:		Command:		Activity Date:	06-APR-2003	

Process Name; Process may be Pro*C, Executable, Procedure or Oracle Report.
Record: 1/? | | ... | | <OSC>



Section B: Set Up

Lesson: Parameter Definitions

◀ Jump to TOC

Description

The Parameter Definition Form (GJAPDEF) identifies the parameters that control the processing of a report or process, establishes validation characteristics for the parameters, and defines system-level defaults for the parameters.

Banner form

Parameter Definitions GJAPDEF 7.2 (s7s7010g) (CHICAG)

Process: SPRPDIR Person Directory

Parameter	Type	Length	Validation	Help	List	Low	High	Default
01 Term	Character	6	STVTERM_EQUAL	Report Term.	STVTERM			
02 Person Type List	Character	7		R=Recruit, A=Applicant, S=Student, F=Faculty (if F, fill in parm 7)				
03 Confidential Person Print Ind	Character	1		N denotes no confidentiality, Y or return denotes confidentiality.				N

Parameter identification number
Record: 1/10 ... <OSC>



Section B: Set Up

Lesson: General Users Preference Maintenance

◀ Jump to TOC

Description

The General User Preference Maintenance Form (GUAUPRF).

Selecting the Directory Options Tab will allow for set up of values to indicate where extract files will be viewed using GJREIVO. Your system administrator identifies the directory where extract files are located.

You can override your institution's default directory and identify your own directory location for extract files.

The description tells what the value entered controls within Banner. The default value displays an example of how the user value should be entered. The System Administrator would enter the values to tell the system where users will view the extract files run through Job submission.

Banner form

General User Preferences Maintenance GUAUPRF 7.3 (s7s70)

Display Options **Directory Options** My Links Menu Settings LDAP

Description: Local directory for saving output.
Default Value: c:\temp
User Value: c:\temp

Description: Data extract format: FILE(.csv), TEXT or WEBUTIL.
Default Value: FILE
User Value: FILE

Description: Enter the location for your online help for web access.
Default Value: http://maldevm14:7778/bannerOH/bannerOH
User Value: http://maldevm14:7778/bannerOH/bannerOH

Description: Enter the location of your Banner ID images.
Default Value: c:\YourImageDirectory
User Value: c:\YourImageDirectory

Description: Enter the name of your Oracle Reports Server.
Default Value: http://maldevm14.sct.com:7778/reports/rwservlet?
User Value: http://maldevm14.sct.com:7778/reports/rwservlet?

Enter user specific settings.
Record: 1/8 | ... | <OSC>



Section B: Set Up

Lesson: Defining a Parameter's Validation Criteria

◀ Jump to TOC

Background

The Parameter Value Validation Form (GJAPVAL) would be used only if the Technical Staff has created a Job to be run through Job Submission that has not been delivered with Banner.

Note to Technical Staff: If the code for the process is not written in RPT or Pro*C, you may need to modify the GJAJOB procedure (gjajobs.shl or gjajobs.com) to submit jobs from the Process Submission Control Form (GJAPCTL). The job or report must be defined on the Process Maintenance Form (GJAJOB). The parameters must be defined on the Parameter Definition Form (GJAPDEF).

The Parameter Value Validation Form (GJAPVAL) is used to define valid values for the parameters that control the processing of a job or report that has been created by the Technical Staff. These values are used to validate entries on the Process Submission Control Form (GJAPCTL). This ensures that parameter values are valid and in the correct format before you submit a job or report.

Values you can define

You can define two kinds of values on GJAPVAL.

You can define values for parameters that cannot be validated by a validation table. For example, if a report has a sort parameter that must be 1, 2, or 3, you can define the values 1, 2, and 3 on GJAPVAL.

You can define values for parameters that use some, but not all, values in a validation table. For example, if a job uses specific ZIP codes from the ZIP/Postal Code Validation Form (GTVZIP), you can define the specific ZIP codes on GJAPVAL. Do not use GJAPVAL, however, if the parameter is validated against all values in a validation form. Instead, use the List field on the Parameter Definition Form (GJAPDEF) to identify the validation form.

Note: Only the person who originally defined a job or report on GJAPCTL should set up and maintain parameter values on this form.



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to explain the regular process and detail the procedures to handle general Job Submission procedures at your institution.

Intended audience

Personnel responsible for controlling day-to-day operations for Job Submission

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

Prerequisites

To complete this section, you should have completed the SunGard Higher Education computer-based training (CBT) tutorial "Banner 7.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the Banner system.

You will also need to ensure that the rules and validation codes in Banner needed for the Job Submission module have been set up for you.

Section contents

Process Introduction	17
Locating and Running a Job	18
Viewing, Saving, and Printing Job Submission Data.....	21
Working with User-Level or System-Level Defaults.....	24
Querying and Defining User-Level Default Parameters	27
Summary	30
Self Check	31
Self Check – Answer Key	33



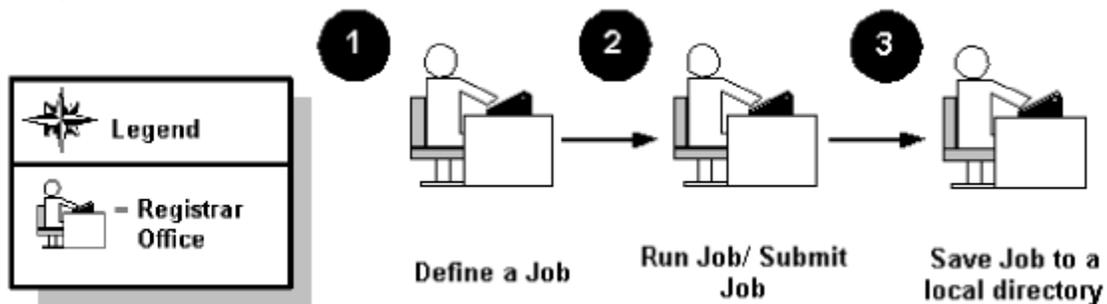
Section C: Day-to-Day Operations

Lesson: Process Introduction

◀ Jump to TOC

Flow diagram

This diagram highlights the processes used to define a job, run Job Submission, and view, save and print to a local directory.



What happens

The stages of the process are described in this table.

Procedure

Follow these steps to

Stage	Description
Registrar	
1	Locate/Define a job
2	Run job / Submit job
3	View, Print or Save job to a local directory



Section C: Day-to-Day Operations

Lesson: Locating and Running a Job

◀ Jump to TOC

Banner form

The Process Submission Control Form (GJAPCTL) is used to allow the submission of an SCT Banner report or job for processing.

Process Submission Controls GJAPCTL 7.3 (s7s70)

Process: Person Directory Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

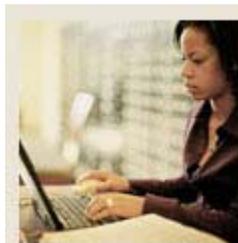
Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Term"/>	<input type="text" value="d"/>
<input type="text" value="02"/>	<input type="text" value="Person Type List"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Confidential Person Print Ind"/>	<input type="text" value="N"/>
<input type="text" value="04"/>	<input type="text" value="Address Selection Date"/>	<input type="text" value="31-MAY-2006"/>
<input type="text" value="05"/>	<input type="text" value="Address Hierarchy"/>	<input type="text" value="1MA"/>
<input type="text" value="06"/>	<input type="text" value="Print ID"/>	<input type="text" value="Y"/>
<input type="text" value="07"/>	<input type="text" value="Faculty Type"/>	<input type="text"/>
<input type="text" value="08"/>	<input type="text" value="Selection Identifier"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Report Term.

Submission

Save Parameter Set as Name: Description: Hold Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 | ... | List of Valu... | <OSC>



Section C: Day-to-Day Operations

Lesson: Locating and Running a Job (Continued)

◀ Jump to TOC

Overview of procedure

The Process Submission Control Form (GJAPCTL) allows a report or job to be submitted and executed immediately or allows you to enter report parameters that are used later. To accommodate this, default characteristics about the job and parameters display but can be overridden. Entering parameter values is supported by extensive validation and editing.

Use this form to submit an SCT Banner job or report for processing. You can specify the print settings and parameter values that control processing. Default parameter values appear if they have been defined. They can be user-level defaults, system-level defaults, or a combination. Using defaults reduces the number of entries you must make each time you run the job or report.

Note to Technical Staff: The GJBPRUN table stores parameter values until a job or report runs successfully. Closely monitor the space allocation and contents of this table. Use SQL*Plus to remove parameter values for jobs and reports that fail or never run.

Background

The Process Maintenance Form (GJAJOBS) is used to create and store the characteristics of each SCT Banner job and report that can be run at your institution. The characteristics stored on this form are used as the command for running a job or report when you submit it for processing from the Process Submission Control Form (GJAPCTL) or a specific application form.



Section C: Day-to-Day Operations

Lesson: Locating and Running a Job (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Process Submission Control Form (GJAPCTL).
2	Click the Search icon to access the Process Maintenance Form (GJAJOBS). For this example, you want to search for a list of all SCT Banner Student System reports and processes, and you know that the first letter of Student processes is S.
3	In the Name field, enter <i>S%</i> .
4	Execute the query to display all jobs that begin with the letter S. <u>Note:</u> If you do not specify any criteria, the query returns all available reports and process for all systems.
5	Review the items by using the scroll bar or the down arrow key.
6	Find the job: Name —SPRDIR, Title — Person Directory.
7	Double-click in the Name field to select this job, or click the Select icon from the menu bar. The information is returned to GJAPCTL.
8	Perform a Next Block function.
9	Enter the word <i>DATABASE</i> in the Printer field to print to the database.
10	Perform a Next Block function to navigate to the Parameters Values block.
11	Review the parameters and values associated with SPRDIR.
12	Click the Save icon. <u>Note:</u> You must be in the submission block in order to save.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Viewing, Saving, and Printing Job Submission Data

◀ Jump to TOC

Saved Output Review Process

Job Submission provides online access for viewing, saving, and printing via the Saved Output Review Process (GJIREVO).

Note: This feature works with Pro*C programs only.

Printer Validation

The Printer Validation Form (GTVPRNT) must contain the following information for the default printer that is used with GJIREVO:

- The **Printer Port** field identifies the network printer port used to print output from GJIREVO. You can use the name of a local LPT device as well. You can print by copying a file from the local directory where it has been saved, to this new location. This port must be a valid target for a copy operation.
- The **Landscape Codes** field tells the printer how to print in landscape mode. GJIREVO uses this information when output is saved and printed with a maximum line length greater than 80 characters.
- The **Portrait Codes** field tells the printer how to print in portrait mode. GJIREVO uses this information when output is saved and printed with a maximum line length greater than 80 characters.

Note to Technical Staff: When setting up printers on GTVPRNT, values for the Landscape Code field should be entered as follows:

- LANDCOND (or landcond) – Landscape, condensed print
- LANDSCAPE (or landscape) – Landscape, normal.

Values for the Portrait Code field should be entered as follows:

- PORTCOND (or portcond) – Portrait, condensed print
- PORTRAIT (or portrait) – Portrait, normal.

If these fields are left blank, the report will print in a normal landscape format.



Section C: Day-to-Day Operations

Lesson: Viewing, Saving, and Printing Job Submission Data (Continued)

◀ Jump to TOC

Job Submission Profile Maintenance

The Job Submission Profile Maintenance Form (GJAJPRF) contains user-level parameters that are used with GJIREVO:

- The `DEFAULT_PRINTER` parameter identifies the printer used to print your output from GJIREVO. This parameter applies to Windows environments only. (In a Macintosh environment, you cannot print directly from GJIREVO.) This value is created automatically the first time you print from GJIREVO. You can change the default to any printer code defined on the Printer Validation Form (GTVPRNT).
- The `GURJOBS_DIRECTORY` parameter identifies the directory used to save your output from Pro*C jobs that are run with the Process Submission Control Form (GJAPCTL).
- The `LOCAL_DIRECTORY` parameter identifies the local directory where output from GJIREVO is saved. This value is created automatically when you save output from GJIREVO.

Running the job

Follow these steps to complete the process.

Step	Action
1	Enter the Process name in the key block or perform a search if you do not remember the process name.
2	Perform a Next Block function.
3	Enter <i>Database</i> in the Printer field.
4	Perform a Next Block function to get to the Parameter Values block.
5	Enter the required parameters for the job you have selected to run.
6	Perform a Next Block function to the Submission Block where you can save your parameters to run future jobs.
	<u>Note</u> : You can also submit the job to run without saving the parameters.



Section C: Day-to-Day Operations

Lesson: Viewing, Saving, and Printing Job Submission Data (Continued)

◀ Jump to TOC

Running the job, continued

Step	Action
7	<p>Select Review Output from the Options menu to access the Saved Output Review Form (GJIREVO).</p> <p><u>Note:</u> In the Process Name field, you will see the name of the process you ran that created the output.</p> <p><u>Note:</u> In the Number field, you will see the sequence number that identifies the specific report or process.</p>
8	<p>In the File Name field, double click to view the file name of the output file.</p> <p><u>Note:</u> An ‘Available Files’ pop up box will show you the list of valid files. You will want to select the .lis file to view your output.</p>
9	<p>In order to save your output to your local directory and print a copy:</p> <ul style="list-style-type: none">• Windows PC: Select Show Document (Save and Print File) from the Options menu. A series of dialog boxes asks you to choose a printer and optionally set up a default printer.• Macintosh: Select Show Document (Save and Print File) from the Options menu. Then print from your desktop.• Web browser: The output of the job appears in a separate browser window. You can save the output to a file or send it to a printer by selecting the appropriate item from the Options menu. <p><u>Note:</u> Your technical staff will have had to set up these values in GUAUPRF.</p> <p><u>Note:</u> To save your output to your local directory without printing, select Save to File from the Options menu.</p>
10	<p>To remove the selected file from the database, select Delete Output from the Options menu.</p> <p><u>Note:</u> A file is not automatically deleted from the local directory when you save or print the file. You must maintain this directory.</p>
11	<p>Click the Save icon.</p>
12	<p>Click the Exit icon.</p>



Section C: Day-to-Day Operations

Lesson: Working with User-Level or System-Level Defaults

◀ Jump to TOC

User-level defaults

The signed-on user ID can have one or more sets of user-level defaults for a job or report. For example, a user can have three sets of defaults for running the Person Directory (SPRPDIR): one set for recruits, another for students, and another for faculty. Each set of defaults is called a job parameter set and has its own name. If a user has more than one set of defaults for a job or report, the name of the job parameter set must be entered when the job or report is submitted on GJAPCTL.

Saving user-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. If the user has more than one set of parameters for the job or report, each set must be named uniquely.

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 7.3 (s7s70)". The form is divided into several sections:

- Process:** A dropdown menu and a text input field.
- Parameter Set:** A dropdown menu.
- Printer Control:** Includes a "Printer:" dropdown, "Special Print:" text input, "Lines:" with a value of "55", and "Submit Time:" text input.
- Parameter Values:** A table with three columns: "Number" (checkboxes), "Parameters" (dropdown), and "Values" (text input). There are 8 rows of input fields.
- Submission:** Includes a checkbox for "Save Parameter Set as", "Name:" and "Description:" text inputs, and radio buttons for "Hold" and "Submit".

At the bottom, there is an error message: "*ERROR* Process name must be entered" and a status bar showing "Record: 1/1" and "<OSC>".



Section C: Day-to-Day Operations

Lesson: Working with User-Level or System-Level Defaults (Continued)

◀ Jump to TOC

Creating user-level defaults

Using the Default Parameter Value Validation Form (GJAPDFT), you can create a single set of user-level defaults or copy user-level defaults from one user ID to another. You can also use this form to change default values in an existing job parameter set.

Default: Parameter Value Validations GJAPDFT 7.3 (s7s70)

Process : SPRPDIR Person Directory Parameter Set :

Number	Description	System Default
01	Term	
02	Person Type List	
03	Confidential Person Print Ind	N
04	Address Selection Date	SYSDATE
05	Address Hierarchy	1MA
06	Print ID	Y
07	Faculty Type	
08	Selection Identifier	
09	Application Code	
10	Creator ID	

User Default

d

LENGTH: 6 TYPE: Character M/S: Single
Report Term.
** Press SEARCH for valid values, COPY DEFAULTS to copy values to new user **

Parameter number;
Record: 1/10 | ... | <OSC>



Section C: Day-to-Day Operations

Lesson: Working with User-Level or System-Level Defaults (Continued)

◀ Jump to TOC

Defining system-level defaults

System-level defaults are defined on the Parameter Definition Form (GJAPDEF). A system-level default applies to all users at your institution. It has lower priority and is used only when the parameter has no user-level default.

The screenshot shows the GJAPDEF Parameter Definition Form with the following details:

- Process:** SPRPDIR (Person Directory)
- Parameter 01:** Term. Type: Character. Length: 6. Validation: STVTERM_EQUAL. Help: Report Term. Options: Optional, Required, Single, Multiple. List: STVTERM. Low, High, and Default fields are empty.
- Parameter 02:** Person Type List. Type: Character. Length: 7. Validation: (empty). Help: R=Recruit, A=Applicant, S=Student, F=Faculty (if F, fill in parm 7). Options: Optional, Required, Single, Multiple. List, Low, High, and Default fields are empty.
- Parameter 03:** Confidential Person Print Ind. Type: Character. Length: 1. Validation: (empty). Help: N denotes no confidentiality, Y or return denotes confidentiality. Options: Optional, Required, Single, Multiple. List, Low, High, and Default fields are empty.

Parameter identification number
Record: 1/10 | ... | <OSC>



Section C: Day-to-Day Operations

Lesson: Querying and Defining User-Level Default Parameters

◀ Jump to TOC

Banner form

The Default Parameter Value Validation Form (GJAPDFT) is used to define user-level defaults for the parameters that control the processing of a job or report. You can create new defaults, change existing defaults, and copy defaults from one user ID to another.

Note: Only the person who originally defined a job or report on the Process Submission Control Form (GJAPCTL) should set up and maintain parameter defaults on GJAPDFT.

Number	Description	System Default
01	Term	
02	Person Type List	
03	Confidential Person Print Ind	N
04	Address Selection Date	SYSDATE
05	Address Hierarchy	IMA
06	Print ID	Y
07	Faculty Type	
08	Selection Identifier	
09	Application Code	
10	Creator ID	

User Default

d

LENGTH: 6 TYPE: Character M/S: Single
Report Term.
** Press SEARCH for valid values, COPY DEFAULTS to copy values to new user **

Parameter number;
Record: 1/10



Section C: Day-to-Day Operations

Lesson: Querying and Defining User-Level Default Parameters (Continued)

◀ Jump to TOC

Exercise 1

Review the system-level default values and your own saved default values using these steps.

Step	Action
1	Access the Default Parameter Value Validation Form (GJAPDFT).
2	In the Process field, enter <i>SPRPDIR</i> .
3	Tab to the Parameter Set field and enter a Parameter Set name, or query to display a list of valid parameter sets that have been created for this process.
4	Perform a Next Block function. The system-level and user-level default parameters maintained for SPRPDIR are displayed.
5	Scroll through the parameter definitions displayed and their system defaults. Review the parameter definition information displayed for each parameter. <u>Note</u> : This information is maintained on GJAPDEF. Any user-level defaults entered are validated against these parameter definitions.
6	Click the Exit icon.



Section C: Day-to-Day Operations

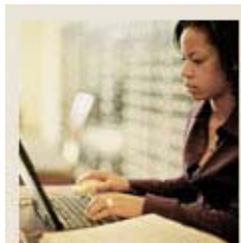
Lesson: Querying and Defining User-Level Default Parameters (Continued)

◀ Jump to TOC

Exercise 2

Define new user-level default parameters.

Step	Action
1	Access the Process Submission Control Form (GJAPCTL).
2	In the Process field, enter SPRPDIR.
3	Perform a Next Block function.
4	Enter DATABASE in the printer field to print to the database.
5	Perform a Next Block function. The system-level parameter values for SPRPDIR display.
6	Scroll through the parameter definitions displayed and enter the valid system values required for each parameter.
7	Perform a Next Block function.
8	Enable the Save Parameters box by clicking and placing a check mark to save user-level default parameters.
9	Tab to the As field and enter a name for the values you have defined. This value is not validated against the system so it can be named any value. Example: ADM
10	Tab to the next field and enter a description for the code that has been created.
11	Click the Save icon.
12	A message will display that the system is saving the user-defined defaults.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- located and run a job
- viewed, saved, and printed job submission data
- queried and defined user-default parameters.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

The default parameter values can be defined:

- a) at the user level
- b) at the system level
- c) at both the user and system levels

Question 2

What table stores parameter values?

Question 3

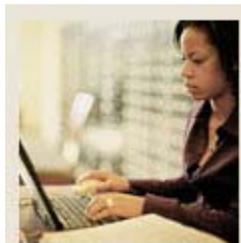
What form processes the characteristics that are built on GJAJOBS?

Question 4

Who should maintain the parameters of a job or report?

Question 5

What are some of the functions allowed in the Default Parameter Value Validation Form (GJAPDFT)?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 6

How many jobs can be submitted at one time?

Question 7

Which is the overriding default – user level or system level?

Question 8

All parameters must have values.
True or False



Section C: Day-to-Day Operations

Lesson: Self Check – Answer Key

◀ Jump to TOC

Question 1

The default parameter values can be defined:
c) at both the user and system levels

Question 2

What table stores parameter values?
GJBPRUN

Question 3

What form processes the characteristics that are built on GJAJOBs?
The Process Submission Control Form (GJAPCTL)

Question 4

Who should maintain the parameters of a job or report?
Only the person who originally defined the report on GJAPCTL should set up and maintain parameters.

Question 5

What are some of the functions allowed in the Default Parameter Value Validation Form (GJAPDFT)?
You can create new defaults, change existing defaults, and copy defaults from one user ID to another.

Question 6

How many jobs can be submitted at one time?
A single job name may be specified, or a wildcard may be used to print all jobs that begin with a specified string of characters.

Question 7

Which is the overriding default – user level or system level?
If any user-level defaults exist for your login ID, they will display instead of any system level-defaults.

Question 8

All parameters must have values.
False. Not all parameters will have values



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

This section contains quick-reference materials for this course.

Section contents

Setup Forms and Where Used	35
Day-to-Day Forms and Setup Needed.....	36
Forms Job Aid	37
Job Submission Job Aid	38



Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Printer Validation Form	GTVPRNT		
System Indicator Validation Form	GTVSYSI		
Parameter Value Validation Form	GJAPVAL		
Process Maintenance Form	GJAJOB		
General User Preference Maintenance Form	GUAUPRF		
Parameter Value Validation Form	GJAPVAL		



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Process Submission Control Form (GJAPCTL)	<ul style="list-style-type: none">••••
Process Maintenance Form (GJAJOB)	<ul style="list-style-type: none">••••
Saved Output Review Form (GJIREVO)	<ul style="list-style-type: none">••••
Job Submission Profile Maintenance Form (GJAJPRF)	<ul style="list-style-type: none">••••
Default Parameter Value Validation Form (GJAPDFT)	<ul style="list-style-type: none">•
Parameter Definition Form (GJAPDEF)	<ul style="list-style-type: none">•



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
GJAJOB	Process Maintenance Form	
GJAJPRF	Job Submission Profile Maintenance Form	
GJAPCTL	Process Submission Control Form	
GJAPDEF	Parameter Definition Form	
GJAPDFT	Default Parameter Value Validation Form	
GJAPVAL	Parameter Value Validation Form	
GJIREVO	Saved Output Review Form	
GTVPRNT	Printer Validation Form	
GTVSYSI	System Indicator Validation Form	
GUAUPRF	General User Preference Maintenance Form	



Section D: Reference

Lesson: Job Submission Job Aid

◀ Jump to TOC

Quick reference guide

The following procedure is a quick reference guide for running reports in Banner using Job Submission.

Note: Chapter 19 in the Banner Advancement User Manual contains samples of the reports that may be run in Job Submission.

Step	Action						
1	Log onto Banner in the usual manner.						
2	From any menu, type the name of the report (e.g. AGPPACT) in the <i>Go To</i> box. This will open the <i>Process Submission Control Form</i> (GJAPCTL).						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>You know the code for your report</td> <td>Skip to step 5.</td> </tr> <tr> <td>You do not know the code for your report</td> <td>Continue to steps 3 and 4.</td> </tr> </tbody> </table>	IF	THEN	You know the code for your report	Skip to step 5.	You do not know the code for your report	Continue to steps 3 and 4.
IF	THEN						
You know the code for your report	Skip to step 5.						
You do not know the code for your report	Continue to steps 3 and 4.						
Step	Action						
3	From any menu, enter <i>GJAPCTL</i> in the <i>Go To</i> box to get to the Process Submission Control Form. (This form may be found in the Job Submission submenu of the General system.)						
4	Enter the code for the report you wish to run in the Process field in the key block. If you do not know the code name, click the Search icon for the Process field. Enter <i>A%</i> and click the Enter Query icon. Scroll through the results and highlight a report. Click Select to bring it back to the submission form.						
5	Go to the Printer Control block by clicking in the Printer field. In the Printer field, enter the name of the printer you wish the report to print on. Click on the Search icon for the Printer field to view a list of available printers. If you wish to view the report online before printing, enter or select <i>DATABASE</i> .						



Section D: Reference

Lesson: Job Submission Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	<p data-bbox="293 579 1403 646">Move to the Parameter Values block by clicking in the first Parameter Number field. Enter values for the parameters listed, or accept the defaults if there are any.</p> <p data-bbox="293 688 1422 863">Some parameters allow access to a <i>List of Values</i> by clicking on the VALUES button at the top of the block. The <i>Help</i> line at the bottom of the block will show important information about the parameter such as whether it is required or optional, or if multiple values may be entered. There is also an <i>Auto Help Line</i> at the bottom of the screen with additional information.</p> <p data-bbox="293 909 915 940">To enter multiple values for the same parameter:</p> <ul data-bbox="293 947 1422 1199" style="list-style-type: none"><li data-bbox="293 947 1422 1014">• Check the help text at the bottom of the parameter list to see if this parameter allows multiple values. (This is the last item in the line starting with the word “Length”.)<li data-bbox="293 1020 1422 1129">• Click the Insert Record icon to get a blank line. Enter the parameter number you wish to repeat in the first field. The parameter description will appear and your cursor will move to the Values field.<li data-bbox="293 1136 834 1167">• Enter the next value for the parameter.<li data-bbox="293 1173 1279 1199">• Repeat this step until all the desired values for that parameter are entered.



Section D: Reference

Lesson: Job Submission Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	<p>Review your parameters to be sure that they are correctly entered.</p> <p>Optional: You may save your parameters for use the next time you run the report. To do this, move to the Submission block and click the Save Parameter Set as box. Tab to the Name field and enter a code name for the parameter set. Tab to the Description field and enter a description of the parameter set. Click Save and acknowledge the message that your parameters are being saved.</p> <p>The parameters will be saved under your user ID and will remain in effect until you change them. To use a parameter set the next time you run the report, double-click in the Parameter Set field in the key block of the Job Submission Form. Select the set that you wish to run.</p>
8	<p>To change or delete saved parameters, open the Job Submission submenu. Select the Default Parameter Value Definitions Form (GJAPDFT). Enter the name of the Process and the Parameter Set in the key block. Perform a Next Block function to display parameter values.</p>
9	<p>To delete or change user defaults, locate the parameter you wish to update. The value will appear in the User Default block. Delete or change the value. Click on the Search icon under User Default to display a list of Parameter Values. Select the one you want and click OK. Click Save when you are finished.</p>
10	<p>To copy defaults for one user to another, select the Options menu and click on Copy Defaults to Another User. In the dialog box, click on the button to display a list of user ids. Select a user and click Save. A parameter set with the same name will be created for the new user.</p>
9	<p>To run the report, click Submit and click Save. The Auto Help Line will display a message indicating the name of the report and a job number. Retrieve the report from the printer you selected, or go to the GJIREVO form if you selected DATABASE as your printer. (Select View Results on the Options menu.)</p>

Good housekeeping tips

If you 'print' to DATABASE frequently, the table that contains all jobs that have been run will fill up (GURJOBS). You might find this out because your reports are no longer running, or are taking a very long time to complete. Therefore, you should delete jobs that you no longer need, or save them to a desktop file and then delete them from Banner. You can use the delete option in GJIREVO, or your IT staff can set up a schedule for cleaning out the GURJOBS table.



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 05/31/2006.