

Banner Student Using Job Submission

Education
Services

About Process Submission Controls (GJAPCTL)

Use the Process Submission Controls page (GJAPCTL) to submit a process or report, identify and define parameter values, and establish and save user default parameters. Key fields are outlined below. Steps for using the Process Submission Controls page follow.

Key block

1. **Parameter Set:** Displays all saved parameter sets. When selected, saved values auto-populate the process/report.

Printer Control section

2. **Printer:** Enter DATABASE (case-sensitive) to review process output online or enter a printer name to print the results.

Parameter Values section

3. **Parameter Value Search icon:** Displays a list of values allowed for the parameter.
4. **Pagination arrows:** If active, click the left/right arrows to view all the process parameters. Or, set the **Per Page** field to view more parameters per page.
5. **Auto-hint:** Describes expected values/data needed for each parameter, including whether it is required or optional.

Submission section

6. **Save Parameter Set as:** Allows you to save the parameter values just entered and display as a **Parameter Set** option in the key block.
7. **Hold/Submit:**
 - **Hold:** Allows you to run the process/report at a later time. You must have access to the job submission directory to complete job processing.
 - **Submit:** Runs the job immediately.

Process: SHRCINC 1 Parameter Set: Go

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

PRINTER CONTROL

Printer: DATABASE 2 Lines: 55
Special Print: Submit Time:

PARAMETER VALUES

Number *	Parameters	Values
01	Term Code	
02	Level Code	
03	Course Reference Number (CRN)	
04	Reason Code	
05	Print Student ID	I
06	Page Break	T
07	Run Mode	A
08	Future Date	
09	Grade Comment	
10	Calculate GPA	N

LENGTH: 6 TYPE: Character O/R: Required M/S: Multiple
Enter Term (or terms) to be processed. 5

SUBMISSION

Save Parameter Set as 6 Hold / Submit Hold Submit 7

Name: Description:

Record 1 of 12

Note: Information about processes and parameter values can be found in the *Banner Student User Guide*.

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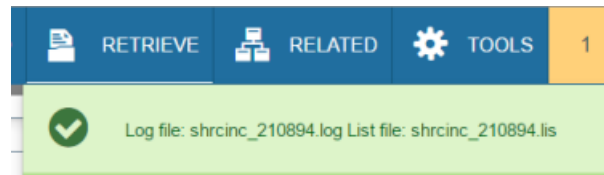
Running Process Submission Controls (GJAPCTL)

1. Access a process. **Result:** The process name displays on the Process Submission Controls page (GJAPCTL).
2. (optional) Enter a saved parameter set in the **Parameter Set** field to auto-populate the parameter **Values** fields with user defaults.
3. Click **Go**.
4. Type *DATABASE* in the **Printer** field to view the process output online or enter a printer name to print the results.
5. Click **Next Section**.
6. Enter parameter values as follows:
 - Click in the **Parameter Values** field.
 - Enter a value in the **Parameter Value** field, using the auto-hint as a guide. Either type the value or click the **Search** icon (where applicable) and select a value.
7. Click **Next Section**.
8. (optional) Click the **Save Parameter Set** as check box to save your parameter value settings. Enter a **Name** and **Description** for your user default values.

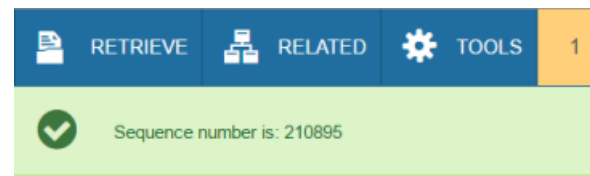
Note: On saving, the parameter set will display as an option when selecting the **Parameter Set** Search icon in the key block.

9. In the **Hold/Submit** field, click the **Submit** radio button to run the process/report immediately. Or, click the **Hold** radio button to run the process/report at a later date.
10. Click **SAVE**.

Results: If you have entered *DATABASE* in the **Printer** field and submitted the job, a Notification message displays at the top of the page indicating the process file names available for viewing.



If you selected **Hold** in the **Hold/Submit** field, make note of the sequence number in the Notification message. You will need it to run the process at a later date.



11. (optional) Refer to the step-by-step instructions for **Reviewing Output**.
12. Click **X** to close and exit the process.

Reviewing Output

1. Select **Review Output** (GJIREVO) from the **Related** menu.
2. Click the **File Name Search** icon.
3. Select a file type, then click **OK**.

Note: The log file indicates whether the process ran successfully. The list (.lis) file displays the report output/results.

Output File Name	Record Count	Date Saved	Time
shrcinc_210894.lis	15	02/01/2017	12:16
shrcinc_210894.log	8	02/01/2017	12:16

4. To review another file, click **Start Over**.
5. Repeat steps 2-3.
6. Click **X** to close the Saved Output page.
7. Click **X** again to close and exit the process.