RUNNING REPORTS IN BANNER JOB SUBMISSION

1. Enter the report name in the Go To box on the main menu window in Banner.
2. The Job Submission Controls Form (GJAPCTL) will open with the report name you have entered in the process field.
3. Next block; DATABASE will display in the Printer Box; DO NOT CHANGE THIS FIELD.
4. Next block.
5. Enter the term code. Always enter a valid term, if a Term Code parameter exists.
6. Enter report parameters. You do not need to enter every field.
7. Next block and Save.
8. The report has run. See the message bar at the bottom of the screen for the report number.
9. Select Options > Review Output (GJIREVO).
10. Click the down-arrow next to File Name or the Number field.
11. Select your report number (.lis file) and click OK.
12. Your report output should appear on the screen.
13. To save/print the output in a web file, go to Options > select Show Output (Save and Print File)
14. A dialog box will appear and prompt you to respond.
15. You may need to hold down the control (Ctrl) key to override your pop-up blocker and allow the output to display in a web file on your machine.
16. Click "Yes" and the file will open.
17. Save the file to a folder on your computer and print.
18. The SZRCSCH report prints best in landscape, legal format; set all margins to 0.25.
19. Go to View on toolbar > choose Text Size > Smallest, if necessary.