

Banner

Running Jobs (Reports) in Banner

A Banner "job" is a report or process. Processes make global modifications to the database, but typically produce little valuable printed results. Examples include fee assessment, GPA calculation, letter extraction, and posting to the ledger. Reports are run primarily for the printed results. Examples include transcripts, bills, letters and budget reports.

Since the client (PC) is actually running the "Job Submission" form (GJAPCTL), and the report is actually running on the Unix (Sun) computer, jobs will not prompt for parameters at runtime. All parameters must be specified in the parameter block of GJAPCTL. After submitting the job, you will immediately go back to Banner (while the job is running on the Sun computer).

Output from the report or process will remain on the Sun computer. After the job is done running, you may connect to the Sun computer to spool the file.

Running (Submitting) a Job

To run a job (report or process), enter the job name using "Direct Access", or select the Process Submission Control Form (GJAPCTL) from Direct Access or a menu:

Number	Parameters	Values
01	Report Title Override	Class Roster 200511
02	Term	200511
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	16056
06	CRN (% = ALL)	16057
06	CRN (% = ALL)	16060

In the "Process" field, enter the name of the report or process you wish to run. You may issue a **ListFieldValues** function or click on the **Process** button to list all jobs that you have permission to run.

If you have saved a parameter set for this report that you wish to use again, use **NextField** to move to the "Parameter Set" field and enter the parameter set name (or use **ListFieldValues** to list sets you have already stored). Issue the **NextBlock** function to move to the "Printer Control" block.

If you wish to have the output from the job print immediately upon completion, enter a printer code in the "Printer" field (or use **ListFieldValues** to list valid printers). All Hamline network printers should be identified by node number. If your printer has a Hamline label indicating a node number, you may specify that name in the "Printer" field.

If you want the output sent to you via E-mail, use the code "EMAIL" in the "Printer" field.

To specify special print instructions when printing, place them in the "Special Print" field. Use this field to specify your (or someone else) E-mail address if "EMAIL" was specified in the "Printer" field.

If you wish to run the report immediately, leave the "Submit Time" field blank. If you wish to run the report later today, enter the time (00:00 - 24:00) that you wish the report to run.

Issue the **NextBlock** function to move to the "Parameter" block.

If you specified a previously saved parameter set, or if you previously saved parameters for this process without specifying a set, those parameters will be displayed. Otherwise, the default parameters for this job will be displayed. For each parameter, decide whether you wish to accept the default value, or change it. If you wish to change any value, use **NextRecord** or **PreviousRecord** until the cursor is on that parameter, press **NextField** to move to the "Values" field and type your desired value over the default value.

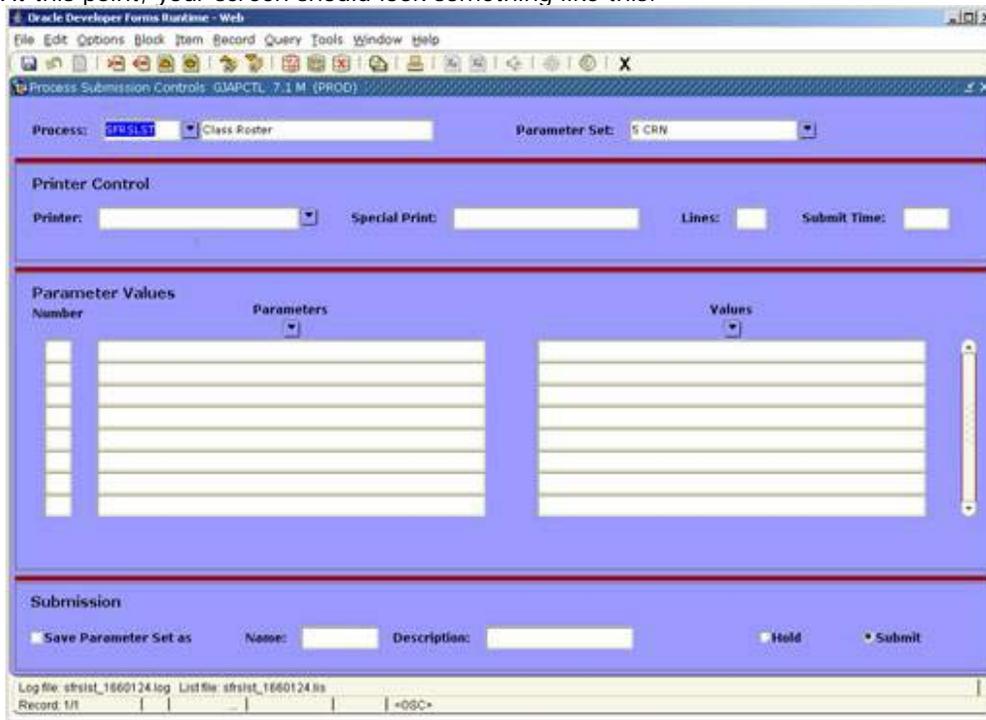
Note that as you move from one parameter to another information about that parameter displays below the parameter list. Pay special attention to the description of the parameter, whether the parameter is required or optional, and whether multiple values are allowed or not.

Once the parameters are entered, do a **NextBlock** to move to the "Submission" block.

To save the current parameters, click on the "Save Defaults" box and (optionally) specify a parameter set code and name to save them under. (This name can be anything you wish). If you do not wish to save the parameters, leave the "Save Defaults" field blank.

If you wish to run the report, click on the **Submit** radio button. To simply save the parameters without running the report, click on the **Hold** button. In both cases, the **Save** button must be pressed to run the job, save parameters, or save and run.

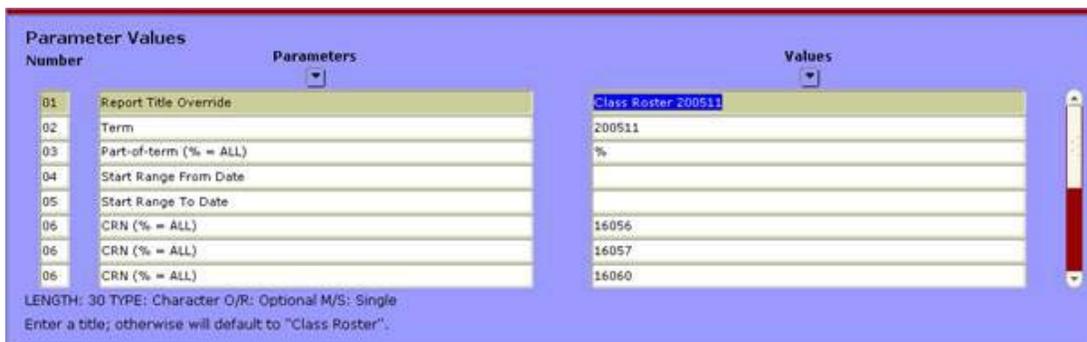
At this point, your screen should look something like this:



The form will automatically clear and your cursor will be placed in the "Process" field. Note that the help line at the bottom will display a message telling you what the output file names are, for example: sfrslst_1660124.lis and sfrslst_1660124.log.

Entering Parameters

There are two help lines at the bottom of the parameter block, for example:



Note that in this example, the "Report Title Override" parameter has the following properties:

- Maximum length of 30 characters
- Type "Character" (vs "Numeric" or "Date")

- Is "Optional" (vs "Required")
 - Is "Single" (vs "Multiple")
 - The help text tells us that if left blank, the text "Class Roster" will be used.
- When a parameter value is "Optional", you may leave it blank. A blank is the same as entering ALL possible values for that parameter.

When a parameter value is "Required", you may not leave it blank. If you want ALL possible values for that parameter, enter "%" (percent sign).

When a parameter value is "Multiple", you may use the **CreateRecord** function to create another parameter line with the same parameter number. Here is a sample parameter block with multiple parameter links:

Number	Parameters	Values
06	CRN (% = ALL)	16056
06	CRN (% = ALL)	16057
06	CRN (% = ALL)	16060
06	CRN (% = ALL)	16055
07	No Grade Report Option	Y
08	Sort option	C
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

LENGTH: 5 TYPE: Character O/R: Required M/S: Multiple

In this example, the "CRN" parameter is "Multiple". Although three CRN lines were entered here, any number of parameters may be used. To enter multiple parameters, issue the **CreateRecord** function to open a new parameter line for the desired parameter.

When the cursor is in the "Value" field, you can (in some cases) use **ListFieldValues** to display a list of all the possible values you can enter for that parameter. You may then use **ExitWithValue** (Select) to remember the desired value, and return it to the "Values" field.

Entering the Submit Time

What you enter in the "Submit Time" field determines whether the job is run immediately or at a certain time.

Examples of submit times are:

Submit Time	When the Job Runs
(blank)	Immediately
17:00	The next time it is 1700 (5 p.m.)
01:00	The next time it is 0100 (1 a.m.)

When you enter a time, the job will be run today if that time has not already passed. It will be run tomorrow if that time has already passed.

Listing Jobs

To obtain a list of jobs that you have permission to run, use the Process Maintenance Form (GJAJOBS). To get to that form, use Direct Access, or issue a **ListFieldValues** from the "Process" field of the GJAPCTL form. Here is a sample GJAJOBS screen:

Process: **SFRSCHC** Title: Student Schedule System: S Type: PRO*
 Description: Print a student's schedule of classes for a term.
 Printer: [] Lines Per Page: 55 Special Print Stock: []
 Validation: [] Command: [] Activity Date: 27-FEB-1998

You are currently in the process of querying the database for jobs (note the help line tells you "Enter a query"). At this point you may specify text to search for and press **ExecuteQuery** (or leave everything blank and press **ExecuteQuery** to get a complete list).

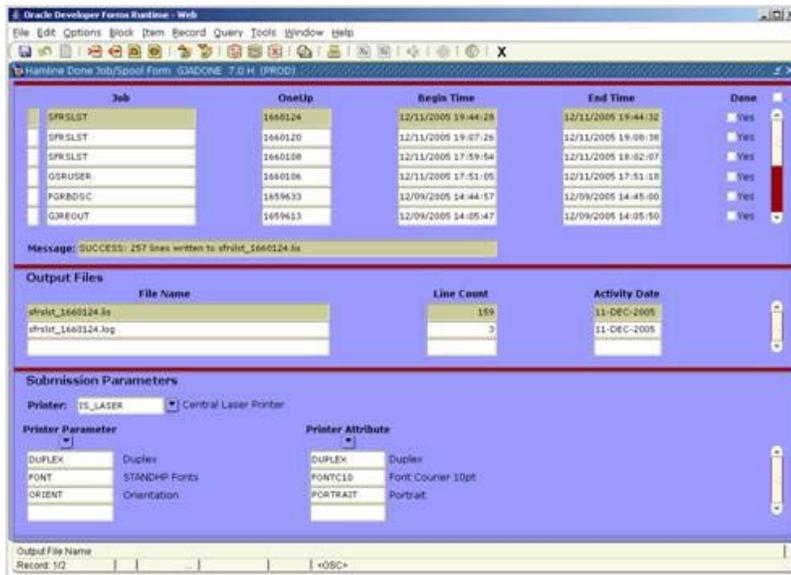
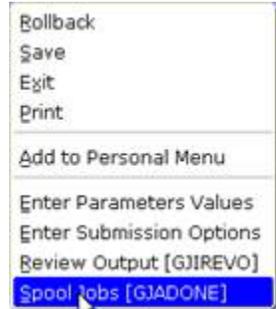
You may now scroll through the list by using the **NextRecord** and **PreviousRecord** functions. Note that detailed information about each job is displayed as you scroll up and down the list.

To bring a particular job back to the Process Submission Control Form (GJAPCTL), you must set your cursor to the appropriate job name and press **ExitWithValue** (Select). You may then follow the Job Submission procedure explained earlier in the handout.

Spooling (Printing) the Report Output

When your job is done running on the UNIX (Sun) computer, a message will be sent using the Hamline Done Job/Spool Form (GJADONE). To access this form, click either "Spool Jobs" (GJAPCTL) from the Options file menu, the Options pop-up menu, or use Direct Access.

Information about the job includes the job name, the job number, date and time the job began, date and time the job finished, and a short message about the status of the job.

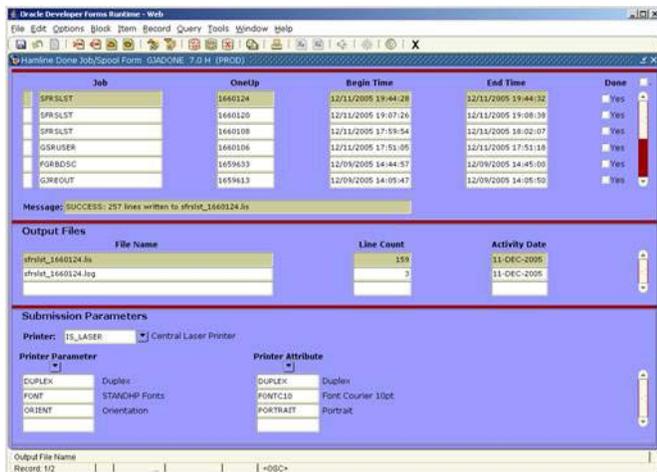


Jobs will continue to appear in this list until the "Done" field is selected. At that point, the record of your running the report remains in the database, but will not appear on the list. Note also that jobs are displayed in reverse chronological order (newest jobs first).

Once the job is completed, you should see at least one file listed in the "Output Files" Block. The size is also displayed. For most jobs (when successful) you should spool the file with a ".lis" file extension. If the job failed, you should spool the file with a ".log" extension to see what the error was. To view the output immediately (on your screen), or to send the report to a **local** printer directly connected to your computer, follow the procedure below labeled "Viewing the Report Output".

To send the report to a network printer, use the **NextBlock** function to move to the File Name Block, and highlight the file you wish to print (usually the ".lis" file). Then use the **NextBlock** function again to move to the Submission Parameters Block to enter the printer code. This code is usually the Hamline "Node Number" of the printer (normally displayed on a label attached to the printer). Use **ListFieldValues** to obtain a list of available printers if you don't know which one to choose. If you wish to use formatting other than the default for that printer, you may choose options such as duplex, landscape, and font size by entering these options in the Printer Parameter and Printer Attribute fields. These fields only accept the coded values that are appropriate for the particular printer that you have chosen (some printers do not allow duplex or other features).

Once you have indicated the file to print, the printer code, and any (optional) parameters and attributes, click the "Spool Job" link in the Options frame.



Viewing the Report Output

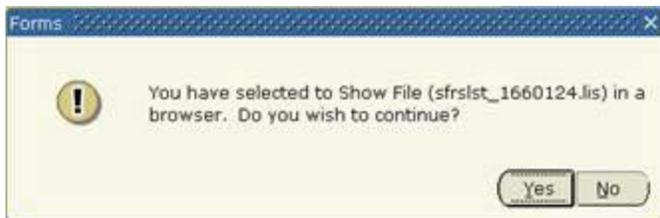
To view the resulting report output before or instead of printing it, use the same Hamline Done Job/Spool Form (GJADONE).

Use the **NextBlock** function to move to the File Name Block, and highlight the file you wish to print (usually the ".lis" file).



Right click on the background canvas and select "View a File" link in the Options pop-up window

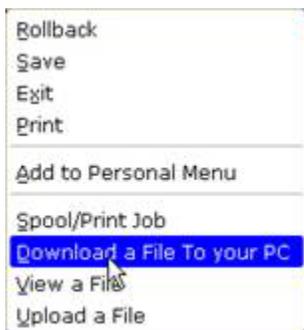
A pop-up window will display a message telling you that the file will be displayed using a browser. Click the **Yes** button to continue.



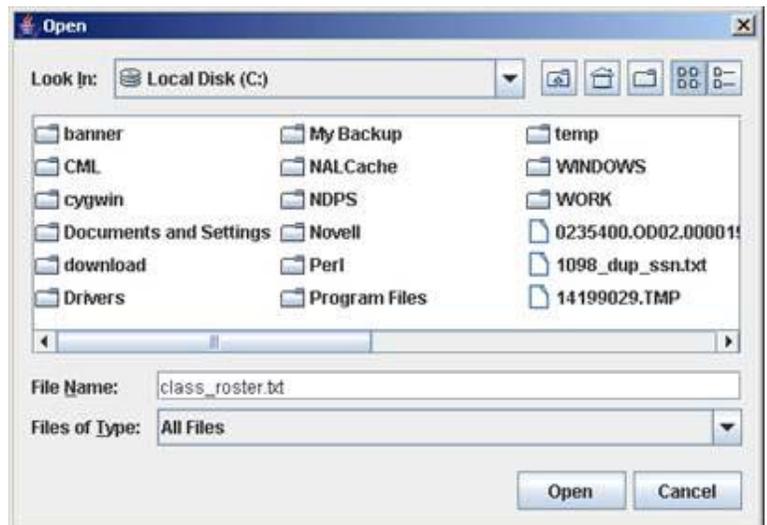
The system will take a few seconds to process the report output from the UNIX server to the web server, and will open the report in a new pop-up browser window. **(Remember to disable pop-up blockers for banner.hamline.edu so that this output will appear)**. From there, you may scroll through the report, save the file somewhere else on your computer, print the file, or do what you wish with it.

Downloading a File/Report

To download a file from Banner to your computer, follow the steps for viewing the report and use the file save option in your web browser. You may use the following steps to download a file.

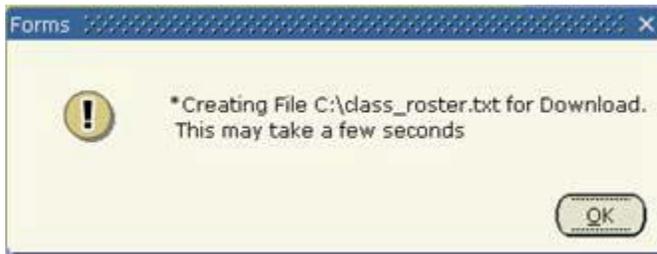


Right click on the background canvas and select "Download a File To your PC" link in the Options pop-up window

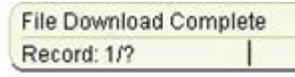


Determine the name and location of the file you would like to download

Click on the **Open** button



Shortly after a dialog box will appear to confirm the name and location of the requested file. Click on the **OK** button and the status bar will display once the download is complete



Uploading a File/Report

To upload a file from your computer to Banner, use the following steps:



Right click on the background canvas and select "Upload a File" link in the Options pop-up window.



Locate the name of the file you would like to upload to Banner. Once the file has been found, select it and click the **Open** button

Shortly after a dialog box will appear to confirm the name and location of the requested file. Click on the **OK** button and the status bar will display once the download is complete



File Name	Line Count
UPLOAD_1660142.lis	0
UPLOAD_1660142.log	5
UPLOAD_1660142.out	179

The list of the newly created files will be displayed in the output files block. The file with the ".out" extension will contain the data from the upload process.

Scheduling a Recurring Job

To schedule a job to run at the same time each week (or multiple times each week):

Step 1: GJAPCTL

Use the Process Submission Control Form (GJAPCTL) to save a set of parameters (since you won't be there to supply the job parameters when the job begins):

Specify the job you wish to submit.

Process: SFRSLST Class Roster Parameter Set:

Printer: EMAIL Special Print: rutz@gw.hamline.edu Lines: 55 Submit Time:

Number	Parameters	Values
01	Report Title Override	Fall 2005 Special Rosters
02	Term	200511
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	22322
06	CRN (% = ALL)	33333
06	CRN (% = ALL)	12345

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y to print syllabus Long Section Title (if any)

Submission
 Save Parameter Set as Name: F2005SP Description: Special Rosters Hold Submit

Submit process immediately or Hold for future submission. Press SAVE when complete.
Record: 1/1

Press **NextBlock** twice to move to the "Parameter Values" block. Specify the parameters you wish to use. Press **NextBlock** to move to the "Submission" block. Click on the **Save Parameter Set as** radio button, and enter a parameter set name and description. Click on the **Hold** radio button, then click the **Save** button to save this parameter set.

Step 2: GJANITE

Use the Hamline Nightly Batch Control Form (GJANITE) to request that the job recur at the same time.

