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. Click on Go or Alt+PgDn; DATABASE will display in the Printer Box; DO NOT CHANGE THIS FIELD.
4. Click on Next Section (bottom left hand corner or Alt+PgDn).
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. Click on Next Section (You will be in the submission box. You do not need to click the Save Parameter set as box) and Save.
8. The Process Submission Controls page will display. To view the report, click on Related in the top right corner. Click on Review Output (GJIREVO)
9. If the report has not run yet, you will receive an error in the top right hand corner. Do not click the ellipsis beside the Number Box.
10. Click the ellipsis next to File Name or the Number field. This will show only the report you ran
11. Select your report number (.lis file, this is usually the first option) and click OK.
12. Your report output should appear on the screen.
13. To save/print the output in a web file, go to Tools > select Show Output (Save and Print File)
14. A dialog box will appear and prompt you to respond. You should click Yes to open the report in a new browser
15. From the new browser, you can view or print the output.
16. If you wish to save the document, the best practice is to copy the output into a Word document and save.