Instructions for Producing Reports in Banner ADMIN

Producing Reports in Banner

The Banner Job Submission Process consists of the following steps:
1. Enter your report name in one of the search boxes.
2. The Process submissions controls page (GJAPCTL) will open with your report name in the process field. Clicking go will advance you into the page.
3. Determine your printer (output) option: leaving the default DATABASE for electronic output options or selecting a printer
4. Provided the necessary parameters on the Process Submission Controls page (GJAPCTL) and submit the job.
5. Review the job output: on the Saved Output Review page (GJIREVO) for DATABASE option or on a printer if you chose to print it, or see the data file for data extraction reports.

Running Reports in Detail
To run reports in Banner from the Banner Home Screen/Landing Page, enter the seven character report name using either of the Search tools: Search box in the first figure and the Search Glass icon which opens a search box. Once the report name has been entered into either of these areas hit Enter.
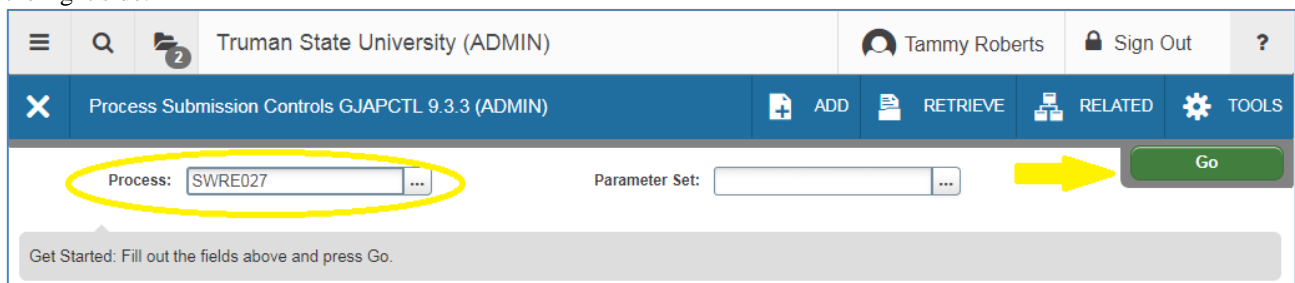
Search box option:
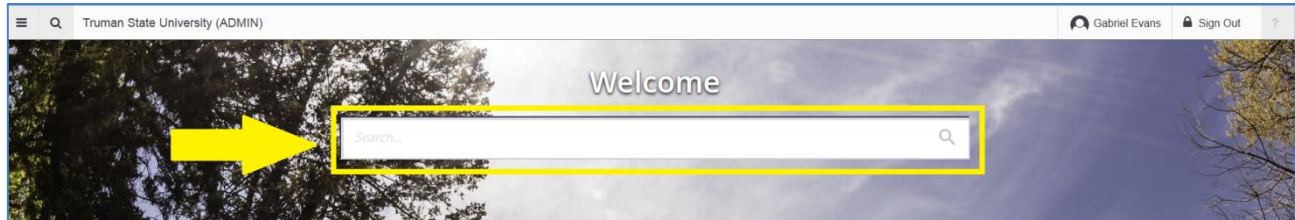
Search Glass icon option in the top left of the page.
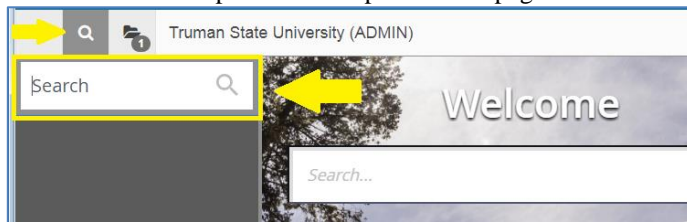
You will be taken to the Process Submission Controls GJAPCTL page. Once on the page, click the green Go button on the right side.

Either select the printer to which you want the report printed or leave DATABASE in the field to get an electronic copy of the listing. (Note: Report listings are only available from reports that produce a listing. Some reports such as SWRE027 do not produce a listing – only a data file.)

Instructions for Producing Reports in Banner ADMIN

Complete the fields in the Parameter Values section by clicking into the values column and providing the appropriate response for that parameter row. (See Parameter Values section below for additional assistance on this section.)

In the Submission section at the bottom of the page, click on the SAVE button in the lower right hand corner (in gray) to run your report.

The notification button in the top right of the screen will provide you with the job number for your report (seen on the green bubble that pops up). If you selected DATABASE for your printer, see below 'To get an electronic copy of the listing/Downloading report listing output to user's PC' for additional instructions.

Electronic Output/Downloading Output

To get an electronic copy of the list/Downloading report listing output to user's PC:

1. Run report same as if printing it, except leave DATABASE in the printer section
2. After saving to execute the report, click on **RELATED** from the blue title bar menu and then click on **'Review Output'** option.
3. This brings up the page GJIREVO pre-filled with the report name and the job number. Click in the box directly below the Process field. When it will let you into the File Name box, the report has completed (a good estimate is how long it takes when you run it to the printer from the time you've saved it to the time is starts printing.) Double click in this box.
4. A window will pop up labeled **'Available Files'**. It will contain just the .lis and .log of the job just completed if you come here from the job submission page and double click after completion of your job. You will get a list of all runs of this report by you that are in the database if you come to GJIREVO directly or if you double click in the File Name box before your current job has completed. The most recent one should be the one highlighted.
5. Select the file with the .lis extension - these are the reports (the .log file is just the record of the report run.) Then click **OK** at bottom right of the Available Files window.
6. If you would like to save and/or print the file, click on **TOOLS** from the blue title bar menu and then click on '**Show Document (Save and Print)'**. This will open your document in a new browser menu and from there you can save the document and/or print your document.

Note: When you are finished with reports that you have run to the database, it is a good idea to delete them. From the GJIREVO page, select the report and then click on **RELATED** from the blue title bar menu and then click on '**Delete Multiple Saved Output'**.

Parameter Values

There are a variety of types of parameters. Some parameters are required and others are optional. Some parameters can be wild carded (meaning accepts all existing values) and some have to have a value provided. Some parameters are single occurrence, meaning only one choice may be selected per report run, and others are multiple occurrences, meaning multiple values may be selected for the report run.

To check what the types are of each parameter, click on the value field for a parameter and then check the notes area at the bottom of the Parameter Values section. In the example below you can see that the parameter Term is of type Character, Required, and is Single. This means a term must be provided and only one term can be processed per report run.

Number *	Parameters	Values
01	Term	201760
02	Level Code	%
03	Class Code	%
04	Department	%
05	Major	PELM
05	Major	PSEC
05	Major	PSED
06	Minor	%
07	Include GPA's? Y/N	N
08	Subject for Subj GPA	

◄ ◄ 1 of 2 ► ►◄   10 ▾ Per Page   Record 1 of 12

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter Term Code

Next is an example of a multiple occurrences parameter - Department in this example:

Number *	Parameters	Values
01	Term	201760
02	Level Code	%
03	Class Code	%
04	Department	AGS
05	Major	PELM
05	Major	PSEC
05	Major	PSED
06	Minor	%
07	Include GPA's? Y/N	N
08	Subject for Subj GPA	

LENGTH: 4 TYPE: Character O/R: Required M/S: Multiple
Example: BIOL, CHEM, COMM, ED, HES, ENLG, AGS, ACCT

Parameter number 04 is the Department parameter. One code is already entered in the example above: AGS. To request additional codes as part of this one run move to the 04 parameter line. Click on + Insert and a new line will appear in the Parameter Values section below your current line.

Number *	Parameters	Values
01	Term	201760
02	Level Code	%
03	Class Code	%
04	Department	AGS
05	Major	PELM
05	Major	PSEC
05	Major	PSED
06	Minor	%
07	Include GPA's? Y/N	N

Your cursor should already be in the number field of the new empty line. Type in the parameter number you would like an additional value for – in this case 04 – and the Parameter field will fill in for you and the cursor will move into the Values field. Enter the next code. This can be repeated as needed.

Additional notes on Parameter Values

For Parameters that have Banner coded values, typically in the page of a validation table, these can be accessed to select the codes desired by clicking on the ellipse button at the end of the field while having the cursor in the Values field for which you want to review the code values. In the example, the cursor is in the Values field of the Department parameter.

Number *	Parameters	Values
01	Term	201760
02	Level Code	%
03	Class Code	%
04	Department	%
05	Major	PELM
05	Major	PSEC
05	Major	PSED
06	Minor	%
07	Include GPA's? Y/N	N
08	Subject for Subj GPA	

Instructions for Producing Reports in Banner ADMIN

The Department Code Validation table (STVDEPT) will be presented for review of the codes and descriptions for selection.

Double clicking on a code from the list will select the code and return you back to the job submission page. You can also click on the X (normal Banner page close process) and return back to the job submission page without a selected code.

Instructions for Producing Reports in Banner ADMIN

Instructions for Running Selected Reports

PRINTING A CLASS ROSTER
(TRUMAN-DESIGNED REPORT)
Instructions prepared 11-7-17

Using the Main Banner page/Landing page or the Search Glass, go to **SWRSLST**

Click GO

Double-click in the **Printer** field and find your printer (this is a landscape report--utilize the printer designation for your area that has an "l" at the end) or select DATABASE for an electronic list.

Click into the Parameter Values section

Enter the term code in the **Value** field in **Line 01** (e.g. 201760 is Fall 2017).
Leave the **Value** in **Line 02** as "%" to obtain rosters for all parts of term (sections), or change to the appropriate part of term code (1=full term; 2=first half; 3=second half, etc.).
Leave the **Value** in **Line 03** as "N" unless you wish to include names of students who have dropped the course, then change this value to "Y."

Decide which rosters you wish to run by entering <u>one</u> of the following values:

1. Enter the <u>Course Reference Number</u> in the **Value** field in **Line 04** OR
2. Enter the <u>Instructor ID</u> Number in the **Value** field in **Line 05** OR
3. Enter the <u>College Code</u> for your College/School in the **Value** field in **Line 06** (e.g. Science = SC) OR
4. Enter the <u>Department (Discipline) Code</u> in the **Value** field in **Line 07**.

Decide the sort order. The default is "C" College/Instructor/Subject/Course/Section. The other option is "S" Subject/Course/Section.

Decide if you want to include students auditing the course. The default "N" No, the other option "Y" Yes.

Click into the Submissions section

Click on the **SAVE** button in the bottom right hand corner
Class Rosters should print to the designated printer or will be viewable on the Review Output (GJIREVO) page. See the section "**Electronic Output/Downloading Output**" for additional instructions for handling output.

Instructions for Producing Reports in Banner ADMIN

PRINTING INSTRUCTOR SCHEDULES
(TRUMAN-DESIGNED REPORT)
Instructions prepared 11-7-17

Using the Main Banner page or the Search Glass, go to **SWRASGQ**

Click GO

Double-click in the **Printer** field and find your printer (this is a landscape report--utilize the printer designation for your area that has an "l" at the end) or select "DATABASE" for an electronic list.

Click into the Parameter Values section

Enter the term code in the **Value** field in **Line 01** (e.g. 201760 is Fall 2017).

Leave the **Value** in **Line 03** as "%" to obtain instructor schedules that include all parts of term (sections), or change to the appropriate part of term code (1=full term; 2=first half; 3=second half, etc.).

Decide which Instructor Schedules you wish to run by entering <u>one</u> of the following values:

      a. Enter the <u>Instructor ID</u> Number in the **Value** field in **Line 02** OR
      b. Enter the <u>College Code</u> for your College/School in the **Value** field in **Line 04** (e.g. Science = SC) OR
      c. Enter the <u>Department (Discipline) Code</u> in the **Value** field in **Line 05**.

Click into the Submissions section

Click on the **SAVE** button in the bottom right hand corner (do not click "Save Parameters" at the bottom of the page)

Instructor Schedules should print to the designated printer or will be viewable on the Review Output (GJIREVO) page. See the section "**Electronic Output/Downloading Output**" for additional instructions for handling output.

SCHEDULED SECTION TALLY

Using the Main Banner page or the Search Glass, go to **SWRTALY**

Click GO

Double-click in the **Printer** field and find your printer. Be sure to use the printer that has an "l" at the end for this landscape report (e.g. "mathdivl" for the Math & CS Department, Landscape format) or select "DATABASE" for an electronic list.

Click into the Parameter Values section

Enter the appropriate term in the **Value** in **Line** 01 (e.g. 201740 for Summer 2017, 201760 for Fall 2017, etc.). Only one term can be entered for each report run.

Leave the **Value** in **Line** 02 as "%"

Leave the **Value** in **Line** 03 as "2"

Leave the **Value** in **Line** 04 as "M"

Change the **Value** in **Line** 05 to your 2-letter College/School Code

AS	College of Arts & Sciences
EH	School of Health Sciences and Education
JI	Junior Interdisciplinary Seminar Program (JINS Courses)
LM	Libraries & Museums
PD	Professional Development
RC	Residential Colleges
SA	Study Abroad
SB	School of Business
ZZ	Inter-Divisional

Leave the **Value** in **Line** 06 as "%" if you wish to print all subjects or disciplines. If only one discipline is desired, enter the discipline code (e.g. "MATH" for only math courses, not to include STAT and CS).

Click into the Submissions section

Click on the **SAVE** button in the bottom right hand corner (do not click "Save Parameters" at the bottom of the page)

The Scheduled Section Tally Report should print to the designated printer or will be viewable on the Review Output (GJIREVO) page. See the section "**Electronic Output/Downloading Output**" for additional instructions for handling output.