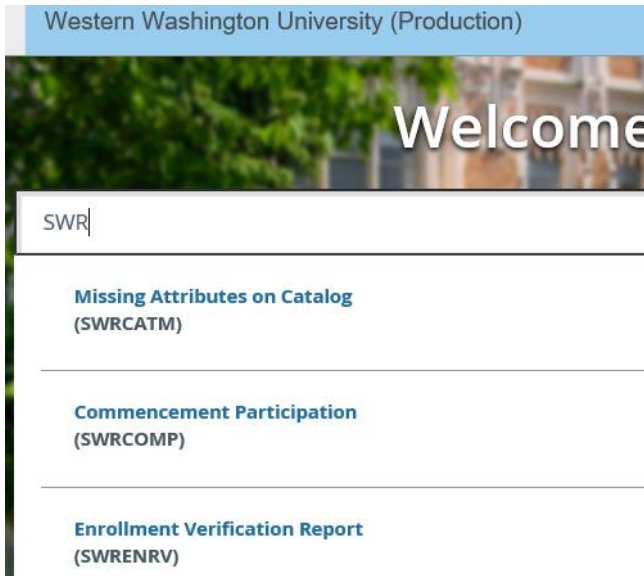


Banner 9 Quick Sheet

Running a Report, Process, or Job

1. From MyWestern, Employee Tab, Log into Banner 9 using Chrome (or any browser)
2. In the search field, type in the Page name and hit enter, or search for the report, process or job and select from the list.



Western Washington University (Production)

Welcome

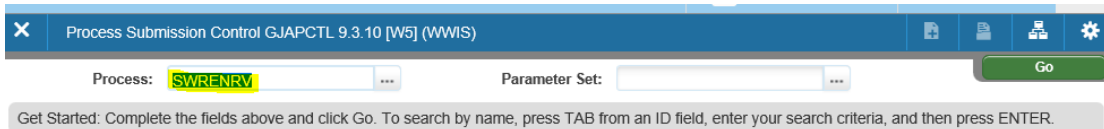
SWR

Missing Attributes on Catalog
(SWRCATM)

Commencement Participation
(SWRCOMP)

Enrollment Verification Report
(SWRENRV)

3. The report, process, or job displays in the Process Submission Control Page (example SWRENRV)



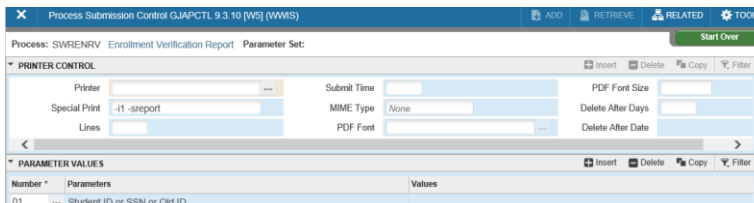
Process Submission Control GJAPCTL 9.3.10 [W5] (WWIS)

Process: **SWRENRV** Parameter Set:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4. Click **Go** or Alt-PageDown.
Note: The cursor is in the Printer field.



Process: SWRENRV Enrollment Verification Report Parameter Set:

Start Over

PRINTER CONTROL

Printer: Submit Time: PDF Font Size:

Special Print: -j1 -sreport MIME Type: None Delete After Days:

Lines: PDF Font: Delete After Date:

PARAMETER VALUES

| Number * | Parameters | Values |
|----------|-----------------------------|--------|
| 01 | Student ID or SSN or Old ID | |

5. Alt-PageDown to enter parameter is the Parameters Values Section of the Page (parameters are specific to the report, process or job).
Tab to enter values and arrow down to go to the next line, or click in the field for direct data entry.

Banner 9 Quick Sheet

| PARAMETER VALUES | | |
|------------------|-----------------------------|-----------|
| Number * | Parameters | Values |
| 01 | Student ID or SSN or Old ID | W00114288 |
| 02 | Term Code | 201820 |
| 03 | Expected Graduation Date | |
| 04 | Future Term Message | |

6. After entering all parameters, Alt-PageDown to the Submission Section.

| SUBMISSION | | |
|--|-------------|--|
| <input type="checkbox"/> Save Parameter Set as | | Hold / Submit <input type="radio"/> Hold <input checked="" type="radio"/> Submit |
| Name | Description | |

7. Click Save or F10 to run the report, process or job.
8. The Print Control box opens. Printing by default is set N (no). To print the output, change to Y (yes). The number of copies and 1 or 2 sided options can be changed here as well.

| PRINT CONTROL | |
|--|-------------------------------|
| Print? | N (Y/N) |
| stock | standard letter size |
| Copies | 1 (1-9) |
| 1-Sided or 2-Sided | 1 Please use 2-Sided Printing |
| Printing | |
| Printer | pqfisc07 BFS Ricoh MP C2504 |
| <input type="button" value="Run Job"/> <input type="button" value="Exit"/> | |
| <p>Go Green! Do your part. Don't print, view your report in PDF. All reports are available in PDF format from the GWIROUT Form. After running job and it has completed: View your report by selecting GWIROUT from the "options" menu at the top of the Job Submission Form.</p> | |

9. Click Run Job to run the report, process or job.

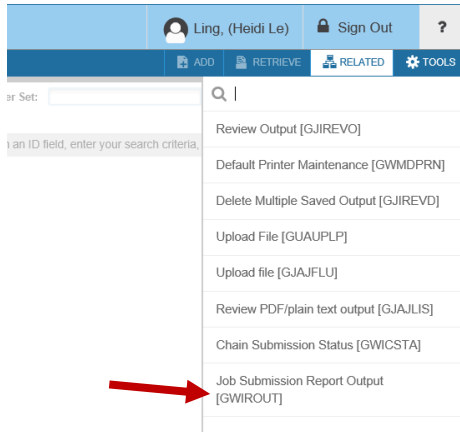
| | |
|--|-------------------------------------|
| <input type="button" value="Run Job"/> | <input type="button" value="Exit"/> |
|--|-------------------------------------|

10. A message will appear at the Process Submission Control Page, click tab or click the number to clear the message.

| Submission Control GJAPCTL 9.3.10 [W5] (WWIS) | |
|--|-------------------------------------|
| ISS: SWREN RV | Parameter Set: <input type="text"/> |
| <input type="button" value="ADD"/> <input type="button" value="RETRIEVE"/> <input type="button" value="RELATED"/> <input type="button" value="TOOLS"/> 1 | |
| <p>Log file: swrenrv_8620663.log List file: swrenrv_8620663.lis</p> | |

Banner 9 Quick Sheet

11. To view the output, click RELATED, and click on Job Submission Report Output [GWIROUT]



Note: Pop-up blocker needs to be turned off in the browser (view the Pop-up blocker quick sheet for more information).

12. Click View on the Report Output – Job Submission GWIROUT Page. If the report is still running 'View' is grayed out. Click 'Refresh Display' until View is available.

