Georgia State University

Job Submission Basic

Training Documentation
Job Submission Basic

Introduction: Submitting reports and other data processing jobs are common activities in the Banner systems. The Job Submission function communicates with the database server environment to facilitate submission of processes and reports.

GJAPCTL is used to run Banner reports and processes, commonly known as jobs. It is also used to define the user-level defaults for parameter sets. When you run a job, you can choose to produce either a hardcopy output or an online output.

Policy Clarifications: You must have proper authorization set up in Banner Security before you can run a report or process. User authorization is established by authorized staff according to the policies and procedures defined at the Georgia State University.

Procedures Overview: The following procedures are covered in this manual:
- Basic Job Submission in GJAPCTL
- Set up user-level defaults for parameter sets
- Review, save and print online results
Unit 1: Submit Jobs

Objectives:

¾ Submit basic jobs in GJAPCTL

Institution-Specific Business Processes

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Unit Overview

Job submission uses the Process Submission Control Form (GJAPCTL) to run reports and processes. You can choose to produce either a hardcopy output or an online output.
Submitting Basic Jobs in the Job Submission Control Form (GJAPCTL)

Process

1. If you know the process code, type the process code in the Direct Access box and hit <Enter> or if you do not know the process code, you can enter GJAPCTL in the Direct Access box and hit <Enter>.

2. This brings you to the Process Submission Control Form (GJAPCTL) with the process code in the Process field or if you do not know the process code, you can search for the process code by double-click in the Process field.

3. If you have a saved parameter set for this process, enter or use the search icon to search for the Parameter Set code in the Parameter Set field.

4. Enter the Next block function <Ctrl+Page Down> to go to the Printer Control block.
5. Enter the designated printer code in the Printer field if you want to have a hardcopy output of the process or report.

Leave the “Printer” field blank if you want to view, save or print the online output from the web browser.

If you want to schedule the job to run late at night or early in the morning, use the “Submit Time” field. This field uses military time format.

Eg: If you want to run the job at 10 PM, you will enter 22:00 anytime during the day.
If you want to run the job at 6:30 AM on 5/16, you will enter 06:30 on 5/15 any time after 6:30 AM during the day of 5/15.

6. Enter the Next block function <Ctrl+Page Down> to go to the Parameter Values block.
7. Enter the Parameter Values as prompted. Values are case-sensitive. Each process or report has a specific set of parameter values. Banner may provide hint as to what value to enter for each parameter or you may click on the Values Search button.

If you are using a Parameter Set, the parameter values are defaulted from the Parameter Set. You may want to review the values and edit them if necessary.

Please refer to the SCT documentation for detail information on specific Parameter values for individual job.

8. Click the Submit button in the Submission block.

Note: Banner defaults to the Submit button. However, you must click on the Submit button even though it’s already been checked.
9. Click the Save button icon to run the job process. The job name(s) will appear on the Auto-hint line. **Make note of the job number contained in the job name.**

Most jobs generate two files, a log file and a lis file, in the database. The log file holds processing information. The lis file holds the actual formatted output, the results of your run.

Example log and list file names:
shrtrtc_10889.log.log
shrtrtc_10889.log.lis

Some jobs generate only a sequence number and others do not generate any file at all. Please refer to the SCT documentation for detail information on files generated for individual job.

**Note:** Always make note of the system generated output job name. The job name usually consists of a system generated sequence number. The sequence number is unique and identifies the specific job.
Unit 2: Define and Save User-Level Parameter Sets

Objectives: In this unit you will learn how to:
➢ Define and save user-level parameter sets

Institution-Specific Business Processes

Unit Overview

GJAPCTL can be used to define the user-level defaults for parameter sets. Determining a coding structure to use for the Parameter Sets will provide for easy queries of Parameter Set codes.

Parameter sets, also known as parameter defaults, are useful when you have to run a certain job in which you use the same parameter values every time. They are useful even when you have to change one or two parameter values from the default.
Defining and Saving User-Level Parameter Sets in the Job Submission Control Form (GJAPCTL)

Process
1. Follow Steps 1 through 7 in Unit 1 - Submitting Basic Jobs process.

2. Click the Save Parameters checkbox in the Submission block.

3. Tab to the As field and type in a name for the Parameter Set.

4. Tab to the field next to the As field and type in the description of the Parameter Set.

5. Click the Submit button if you want to run the job and save the parameter set at the same time.

   Click the Hold button if you only want to save the parameter set but not run the job.

6. Click the Save button icon to save the parameter set and submit/hold the job.
Unit 3: Copy Saved User-Level Parameter Sets from one user to another

Objectives: In this unit you will learn how to:
- Copy saved user-level parameter sets from one user to another.

Institution-Specific Business Processes

Unit Overview

GJAPDFT can be used to save the user-level defaults for parameter sets from one user to another.

Copying Parameter sets are useful when more than one staff members have to run a certain job in which you use the same parameter values every time.
Copying and Saving User-Level Parameter Sets in the Default Parameter Value Validation Form (GJAPDFT)

Process

1. Type in the Process name and the Parameter Set name. Next block and the User Default value will display. You can change the term if desired.

2. Click on Options and select Copy Defaults to New User. The Copy Default to New User block will appear.

3. To copy parameter set from your ID to another user, type in the user’s Banner ID in the New User field.

4. Save.
Unit 4: Review, Save or Print Online Results from the Web Browser

Objectives: In this unit you will learn how to:
- Review online results from the web browser for processed jobs
- Save and Print online results from processed jobs

Institution-Specific Business Processes

Unit Overview
The jobs output web page (jobs.gosolar.gsu.edu) can be used to review the output generated from job submission. The online output can be saved to a local directory. A hardcopy output can be printed from the web browser or the local directory.
Reviewing, Saving, or Printing Online Results from the Web Browser

Process

1. Follow the steps in Unit 1 to submit a job. Make sure you leave the Printer field blank in Step 5.

2. After you have submitted the job, make note of the job number contained in the job name on the auto help line.

3. If it is your first time viewing job output online for a particular database instance, you must change your Banner password at http://campusid.gsu.edu in order to set up the job output online account. It takes about 5 to 10 minutes to set up the account after you have changed your password. Skip this step if you have already established your job output online account for the desired database instance.

4. Open your web browser from your desktop. Internet Explorer works best in viewing most of the online outputs. However, some files will display differently in Netscape when compare to Internet Explorer. Contact Help Desk if you have technical problems.

5. The URL for reviewing the online results is jobs.gosolar.gsu.edu

6. The network password box will appear. Enter your Banner logon username and password and click OK.

7. It will bring you to the BPROD job output window with a list of outputs that you have submitted in Banner.
8. By default, the output is sorted by job name in ascending order. However, you can sort your output by name, last modified date or size by clicking on the desired link.

9. To view the output, click on the file that contains the desired **job name and number**.

10. Depending on how your computer is set up, the file may directly open in the web browser or the File Download dialog box may appear to give you an option to either open or save the file. Click on the desired option from the File Download dialog box and click OK.

11. When you open the file, depending on your web browser configuration, it may or may not give you a choice to open the file in notepad, wordpad, etc. Some files are too big to open in notepad or wordpad. If you encounter file sizes error and cannot open the file, you may have to save the file to your local directory. Contact Help Desk if you have technical problems.

12. After you have opened the file, you may view or print the file from the web browser.
13. If you choose to save the file, the Save As window will open. You may browse and choose the directory you want to save the file.

14. After you have saved the file, you may view or print the file from the directory.

Please note:

Because there are variation of output files generated by different jobs, please refer to the SCT documentation for detail information on files generated for individual job.

- If the job you have submitted is not listed in job output window, it may mean the job has not been completely processed. Wait for a couple of minutes and click Refresh in the Tool bar.

- If you have waited for a while and the job you have submitted still is not listed in the job output window, it may mean there is a problem processing the job. Contact the Help Desk and give them the job name(s) and number(s).

- Most jobs generate two files, a log file and a lis file, in the database. The log file holds processing information. The lis file holds the actual formatted output, the results of your run.

  Example log and list file names: shrrtc_10889.log.log
  shrrtc_10889.log.lis

- If you choose the log file, it will bring you the processing information. It tells you if the process is completed successfully or contains error.

- If you choose the lis file, in most cases, it will bring you the results of your job.
Some jobs generate only a sequence number and others do not generate any file at all.

Some jobs generate an end file to let you know the processing status of the jobs.

Some generated files have data and you can tell by looking at the file size.

Some generated files are intended to have no data.

If the file size is 0, it means there is no data.