
Implementing the Local Print Solution

Banner Baseline General

User Documentation

Version 8.6

Information Technology Services

December 2013

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Implementing the Local Print Solution

Introduction

Purpose

The Local Print Solution modifications provide users the ability to view and print process .lis and .log files in Banner rather than users directly accessing the operating system. This enhancement also creates a .pdf of the .lis file and permits the saved documents to be opened directly from the Process Submission Controls form (GJIREVO).

Target Audience

All staff members who run Banner processes via GJAPCTL.

Purpose and Scope of Document

This document explains how to implement the Local Print Solution.

This chapter includes the following topics:

- Local Print Solution Process Flow
- Implementing the Local Print Solution
 - Retrieve Output File
 - Run Processes to a Network Printer
 - Run Processes to the Database
 - Copy Output to Another User

Certifications

This modification has been certified on the following:

- Platform - Linux 5 Operating System
- Software - Adobe Acrobat 11.x

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.



On target: steps completed successfully.

References



For information about the baseline product, see *Using Ellucian Banner User Manuals for General*.

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service:
http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations,
call the ITS Helpdesk immediately

- 706-583-2001

Toll free within Georgia: 1-888-875-3697

Process Flow

Description

Some Banner processes generate other output files in addition to the standard .lis and .log files. Retrieve an output file using the Secure FTP Manager.

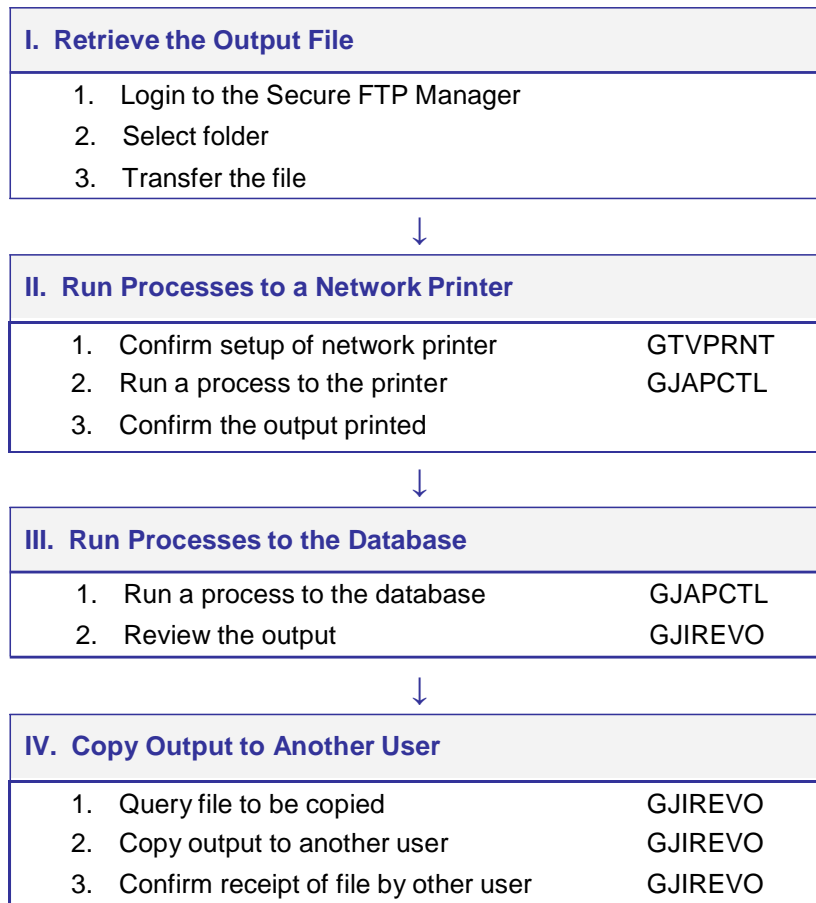
Banner processes can be executed to a designated network printer that has been configured on the Printer Validation form (GTVPRNT) or saved to the database.

When a printer is entered in the Printer field on the Process Submission Controls form (GJAPCTL), the process output (.lis and .log files) is sent to the designated printer.

With the release of General 8.3.1, the process is run from GJAPCTL using the user added printer field "DATABASE," the .lis and .log file will be saved and a .pdf of the .lis file will be created. A confidentiality statement is appended to the bottom of each page of the .pdf file.

The saved files will be accessible via the Saved Output Review form (GJIREVO). GJIREVO displays the .lis, .log, and .pdf details. Double-clicking a filename will open the file in an internet browser. A file may also be selected and copied to another Banner user.

Overview of Flow



Implementing the Local Print Solution

I. Retrieve the Output File

Overview Some Banner processes generate other output files in addition to the standard .lis and .log files. Retrieve an output file using the Secure FTP Manager. If you do not have access to the file manager tool, contact your on-site technical person. Request that they set the tool up on your desktop and that they contact ITS Helpdesk (e-mail helpdesk@usg.edu or call 1-888-875-3697) to request your FTP user name and password.

1. **Login** Login to the file manager tool.
2. **Select folder** Select the jobsub folder to retrieve the files.
3. **Transfer file** Transfer the file to your desktop.

II. Run Processes to a Network Printer

Overview Banner processes may be run to a printer that is designated on the Printer Validation form (GTVPRNT). When a printer is entered in the Printer field on the Process Submission Controls form (GJAPCTL), the process output (.lis and .log files) is sent to the designated printer.

Warning



Internet Explorer 6.x or greater is required.

Make sure pop up blockers are turned off; otherwise they will interfere with viewing the output files.

Check your internet viewing options for how the file will be displayed. If you have it set to Save Only, you will not be able to view the file.

1. Confirm setup of network printer (GTVPRNT)

Confirm the setup of the network printer on GTVPRNT. Institutional technical support staff may need to be consulted to ensure that the appropriate technical setup is complete.

Code	Description	Command	Activity Date
hpvsimx34_1	hpvsimx34_1	lp -d hpvsimx34_1 -o nb -o nff hpvsimx34_1 @	28-JUL-2006

2. Run a process to the printer (GJAPCTL)

- Go to GJAPCTL.
- Enter a process name.
- Perform a Next Block function to the Printer Control block.
- Enter a network printer code in the Printer field.
- Perform a Next Block function to the Parameter Values block.

Enter the appropriate parameters in order for the process to run successfully.

- Perform a Next Block function to the Submission block.
- Save the record.

The screenshot shows a web-based interface for 'Process Submission Controls'. At the top, there are dropdown menus for 'Process' (set to 'SFRSLST') and 'Class Roster'. Below this is a 'Printer Control' section with a 'Printer' dropdown (set to 'DATABASE'), a 'Special Print' field, 'Lines' (set to '55'), and 'Submit Time' field. The main section is 'Parameter Values', which is a table with columns for 'Number', 'Parameters', and 'Values'. The table contains 8 rows of parameters. Below the table, there is a note: 'LENGTH: 30 TYPE: Character O/R: Optional M/S: Single Enter a title; otherwise will default to "Class Roster"'. At the bottom is a 'Submission' section with a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and radio buttons for 'Hold' and 'Submit'.

Number	Parameters	Values
01	Report Title Override	
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	
07	No Grade Report Option	N
08	Sort option	C

Warning



Running the Aging Report (ZGRAGES) does not produce an output file for GJIREVO.

To retrieve the output files, using the Secure FTP Manager select the output files for this process. If you do not have access to the file manager tool, contact your on-site technical person.

3. Confirm the output printed

Confirm that the process output was printed on the selected network printer.

III. Run Processes to the Database

Overview

When a process is run from GJAPCTL using the user added printer field “DATABASE,” the .lis and .log files will be saved and a .pdf of the .lis file will be created. The saved files will be accessible via the Saved Output Review form (GJIREVO). GJIREVO displays the file details. Double-clicking the filename will open the file in an internet browser window.

1. Run a process to the database (GJAPCTL)

- Go to GJAPCTL.
- Enter a process name.
- Perform a Next Block function to the Printer Control block. You will need to add the word “DATABASE” in the Printer field.
- Depending upon the desired output style, “LANDSCAPE” or “PORTRAIT” can be entered in the Special Print field. The baseline default print style is landscape.
- Perform a Next Block function to the Parameter Values block. Enter the appropriate parameters in order for the process to run successfully.
- Perform a Next Block function to the Submission block.
- Save the record.

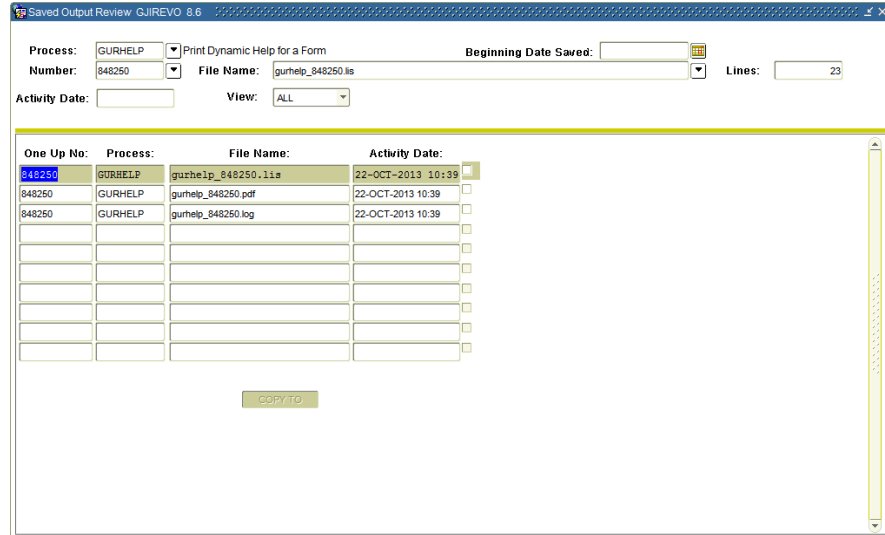
Parameter Number	Parameters	Values
01	Report Title Override	
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	
07	No Grade Report Option	N
08	Sort option	C

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Enter a title; otherwise will default to "Class Roster".

2. Review the output (GJIREVO)

- Select “Review Output” from the Options menu. The Saved Output Review form (GJIREVO) opens. The Process and Number fields are populated by the process that was just run.
- The View field defaults to “All”. This will allow the .lis, .log, and .pdf to be displayed. Select the .lis, .log, or .pdf file if you only want to view a single file.

- Perform a Next Block function. The .lis, .log, and .pdf file details will be displayed.



- Double-click on the document that you wish to view. This will trigger an internet browser window to open and display the document you selected.
- The following confidentiality statement is displayed at the bottom of each page of the .pdf file.

This document contains confidential information. The unauthorized possession, use, reproduction, distribution, display or disclosure of this material is prohibited.

- The output can be printed using the internet browser controls.

IV. Copy Output to Another User

Overview

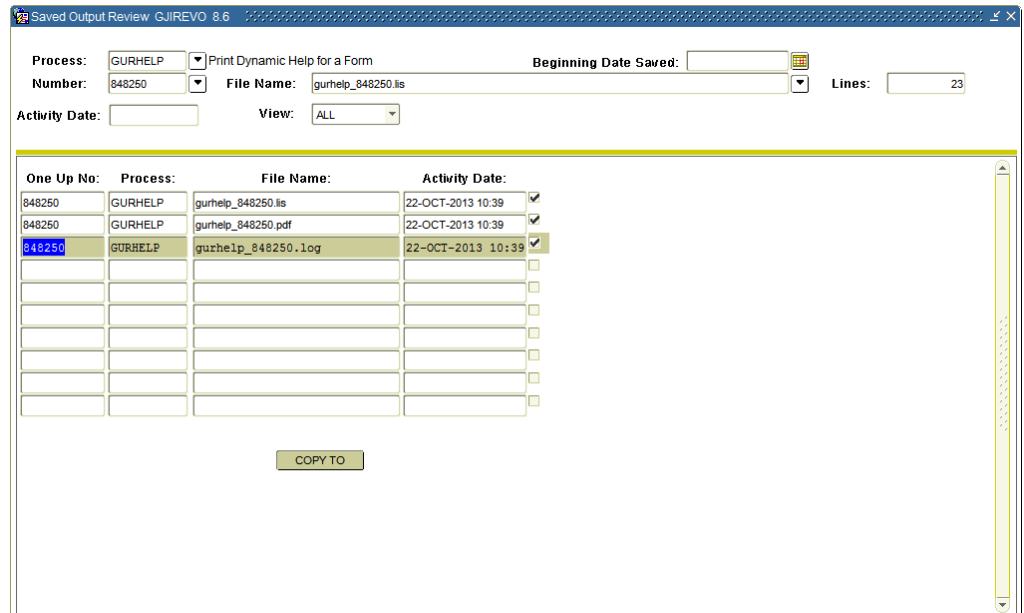
Any file that was previously saved to the database may be selected and copied to another Banner user.

1. Query file to be copied (GJIREVO)

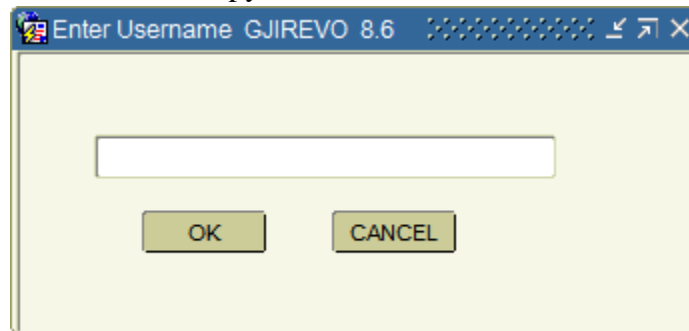
- Enter GJIREVO. All fields will be blank. The View field defaults to “All”.
- Query the Process field and select a process name.
- Query the Number field and select the appropriate number.
- The Date and View fields may be used to narrow the search results.
- Perform a Next Block function. The appropriate file details will be displayed.

2. Copy output to another user (GJIREVO)

- Check the Select File box next to the files to be copied. The Copy To button activates.



- Select the Copy To button. An Enter User Name box activates.



- Enter the Banner user name of the person to whom the files are to be copied. Be sure to use all capital letters (i.e., JSMITH).
- Select OK to process the copy function.
- A popup window indicates that the files have been copied to the user.
- Log into Banner as the user to whom the files were copied.
- Enter GJIREVO and query the Process field. Select the appropriate process name. The Number field may be entered to narrow down the search results.
- Perform a Next Block function. The files matching the Process and Number will be displayed.
- Confirm that the copied file is available.

3. Confirm receipt of file by other user

NOTE: When querying for the process name only, pdf files will not appear in the search results list. Users must enter process name and job number in order to view pdfs only.

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Modification to Baseline Banner General 7.5		All	Original
Modification to Banner Baseline General 8.3.1			Update screenshots for 8.3.1 Added Appendix B
Modification to Banner Baseline General 8.5.1			Update screenshots for 8.5.1
Modification to Banner Baseline General 8.6, December 13, 2013		1-2 and 8- 9	Updated screenshots to 8.6 and updated text for related products.

Appendix B: Process Flow

