

USUB Job Submission from within Banner

Banner usub jobs may be submitted from the Banner form GJAPCTL (see below). This form will show you the various job parameters and check that entries are valid. All jobs available for use in the GJAPCTL form are listed and documented at the following location: <http://www.humboldt.edu/~oaa/banner/reports.html>

Before using Banner job submission the first time, enter your department and email address in the form GHSUIN1. All reports should be sent to an HSU email account.

In the GJAPCTL form, enter the job name in the Process box. All the usub process names begin with U_ (the letter U followed by Underscore). If you select a process that does not have a description, it is not ready to be used. Send an Email to reports@redwood if there is a report you need that is not available in the form.

Parameter Number	Parameters	Values
01	Schedule Term	200720
02	Campus Code	M
03	College Code	
04	Department Code	
05	Subject Code	MATH
06	Part-of-Term code	

LENGTH: 4 TYPE: Character O/R: Optional M/S: Single
Subject Code

Submission
 Save Parameter Set as Name: Description: Hold Submit

Record: 5/6 ... List of Valu... <-OSC>

Use next block (Ctrl-PageDown) to move to the 2nd block on the screen. This is where you can submit the job to run at a particular day and time or repeatedly (e.g. every week). Normally, you will just leave everything blank so that your job will run immediately. However, if you want to run the job repeatedly enter the start date in the Date field, a runtime (*not 0000*), and the number of days between runs in the Repeat field. Press Ctrl-PageDown to move to the third block.

The third block is where you enter the parameters. Enter the values you want to use in the right column next to the correct parameter name. Information about each parameter may appear below the parameter block. In many cases, you may press the Values button to see a list of acceptable values. All code parameter values must be entered in upper case. If an error message pops up when you try to move to the next parameter, check to see that the value you entered is correct. If you are unable to move to the next block, check the status line to determine which required parameter you have left blank.

Finally, use Ctrl-PageDown to move to the Submission block and then click the Save button or press F10 to submit the job. In a few seconds, a message box will appear telling you something about job 0. Click OK. That's it! Your job has been submitted and your output will be delivered to you via Email.