

June 2018

Job Submission - Banner 9

Job Submissions - Appnav

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Job Submission

The Job Submission module facilitates the submission of reports and processes throughout Banner.



Google Chrome is the preferred browser and please disable all pop-up blockers added to it.

Logging into Banner 9/App Navigator

1. Open **Google Chrome**
2. Type : <http://banner.vsu.edu> <press enter>
3. Under INB, click **AppNav**

Youngstown STATE UNIVERSITY Y-SU

SCT BANNER APPLICATION SERVER

WARNING: To protect the system from unauthorized use and to ensure that the system is functioning properly, activities on this system are monitored and recorded and subject to audit. Use of this system is expressed consent to such monitoring and recording. Any unauthorized access or use of this Automated Information System is prohibited and could be subject to criminal and civil penalties.

[Documentation](#) [Downloads](#) [BossCars](#) [ePrint](#) [TouchNet](#)
[WebFocus](#) [Workflow](#) [Recruiter](#)

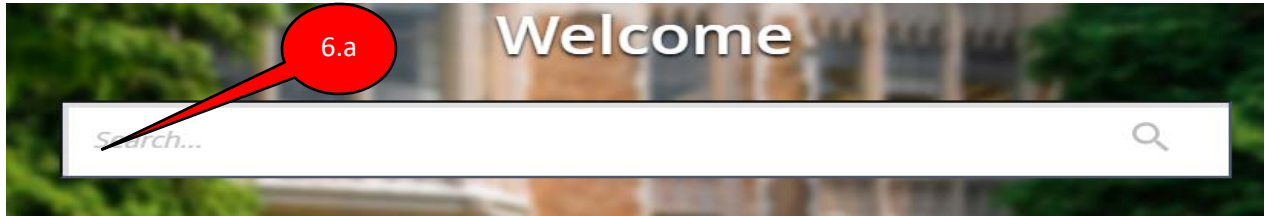
Banner 8 INB	Banner 9 Admin Pages	Banner 8 SSB	Clone Schedule
PROD		PROD	
ADVM		ADVM	
CONV		CONV	
FNCE		FNCE	
HRPY		HRPY	
PPRD		PPRD	
STFA		STFA	
TEST	TEST	TEST	
YTRN		YTRN	

4. Enter your **MyYSU portal Username and Password**
5. Click **Sign In**



Sign in to your account

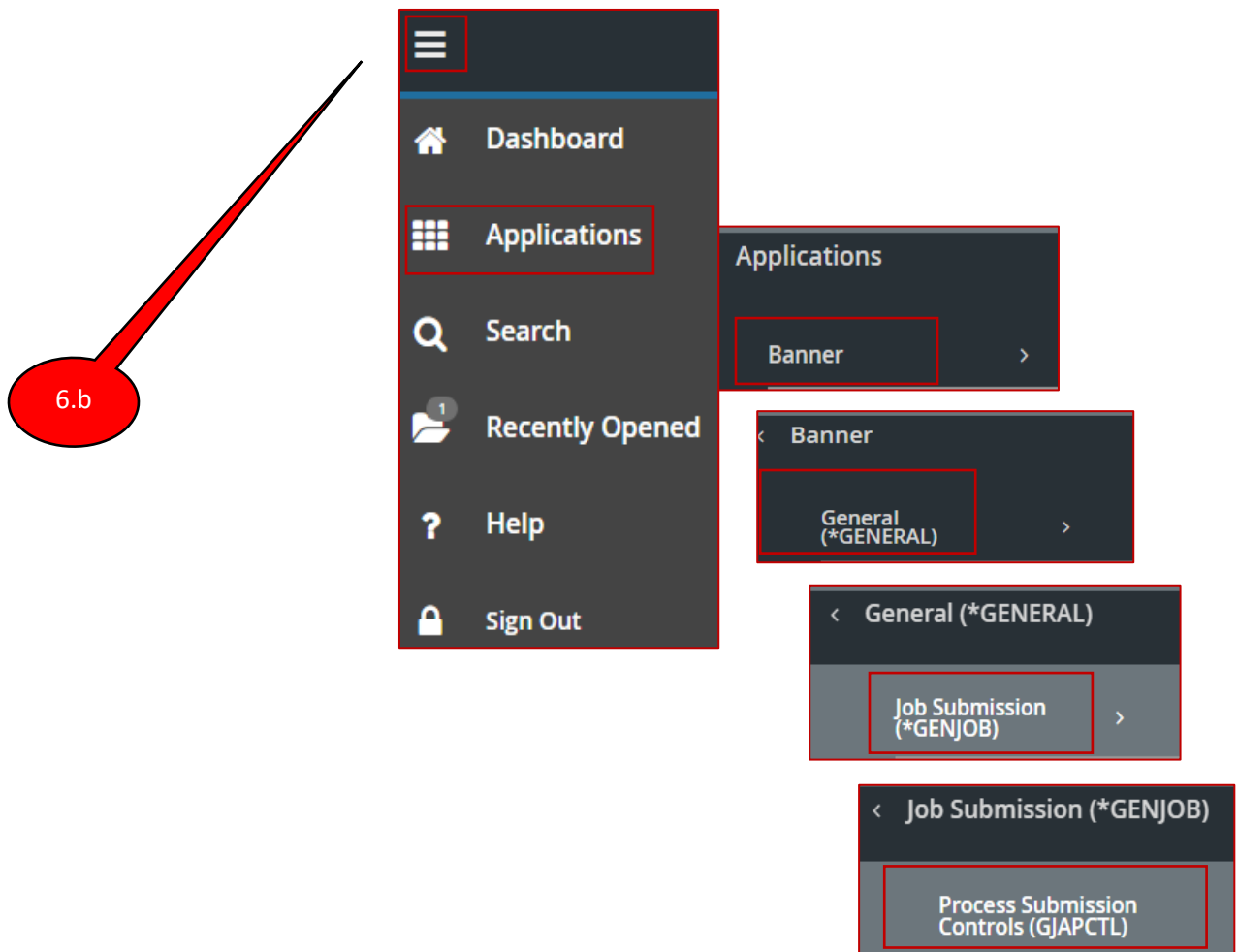
6.a: Locate Process Submission Controls form from the Application Navigator Welcome page, by **typing the Job Name on the textbox and clicking Enter.**



(Or)

6.b: You may locate the Process Submission Controls form from the Hamburger menu on the left.

- Click the **Hamburger Menu**
- Click **Applications**
- Click **Banner**
- Click **General**
- Click **Job Submission**
- Click **Process Submission Controls**



Submission Control Process Form

1. Type **Process Name** (e.g.: SARACTM)
2. Click **Go**
3. Navigate to the **Next Section (via Alt+PageDown)** or the button in the lower left, to access Printer Control
4. Navigate to the **Next Section (via Alt+PageDown)** or the button in the lower left, to modify Parameter values



The data required for each record (or row) is identified by the field length, the type (character, numeric date, etc.), optional or required, and multiple or single parameters. The Parameter Values determine the output results. All required Parameter Values must be entered before performing the next step.



Use the dropdown arrow to perform a query for any value that is necessary for the process or report.

5. **Navigate** to your next section to access Submission. Save your parameters with a name, if desired.
6. Check to see if the **Submit** radio button is selected. If not, select **Submit**.
7. Run your Banner process by clicking **Save** or **F10**. (**Save button in the lower right**)

Process: SARACTM Adm Count By College/Major Parameter Set:

PRINTER CONTROL

Printer: DATABASE Submit Time: PDF Font Size: []
 Special Print: MIME Type: None Delete After Days: []
 Lines: 55 PDF Font: [] Delete After Date: []

PARAMETER VALUES

Number *	Parameters	Values
01	Entry Term	201820
02	Prior Entry Term 1	201740
03	Prior Entry Term 2	201730

Record 3 of 3

SUBMISSION

Save Parameter Set as

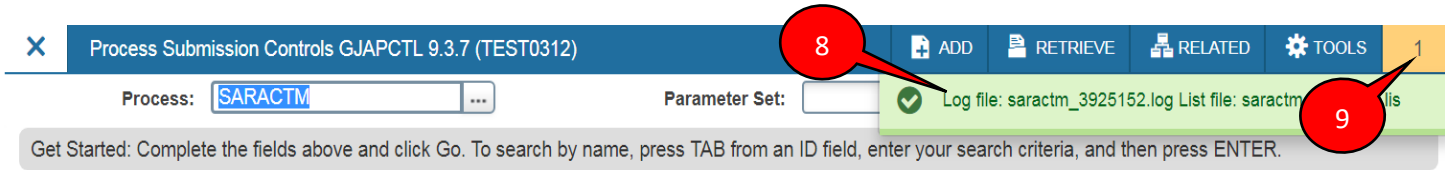
Name: [] Description: []

Hold / Submit: Hold Submit

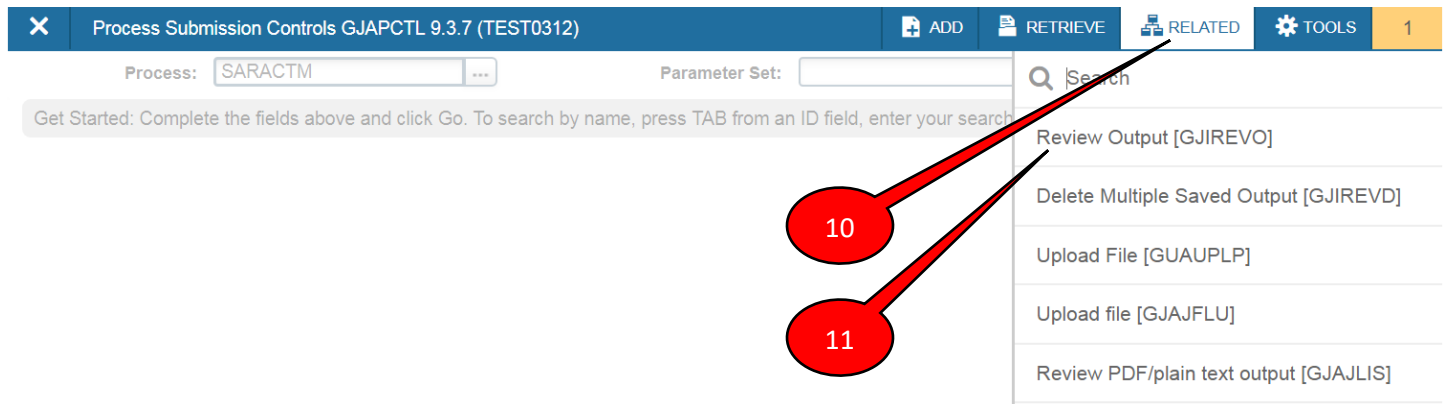
SAVE

EDIT Record: 1/1 SUBMIT_BLK.DISPLAY_SAVE_DEFAULTS [1] ellucian

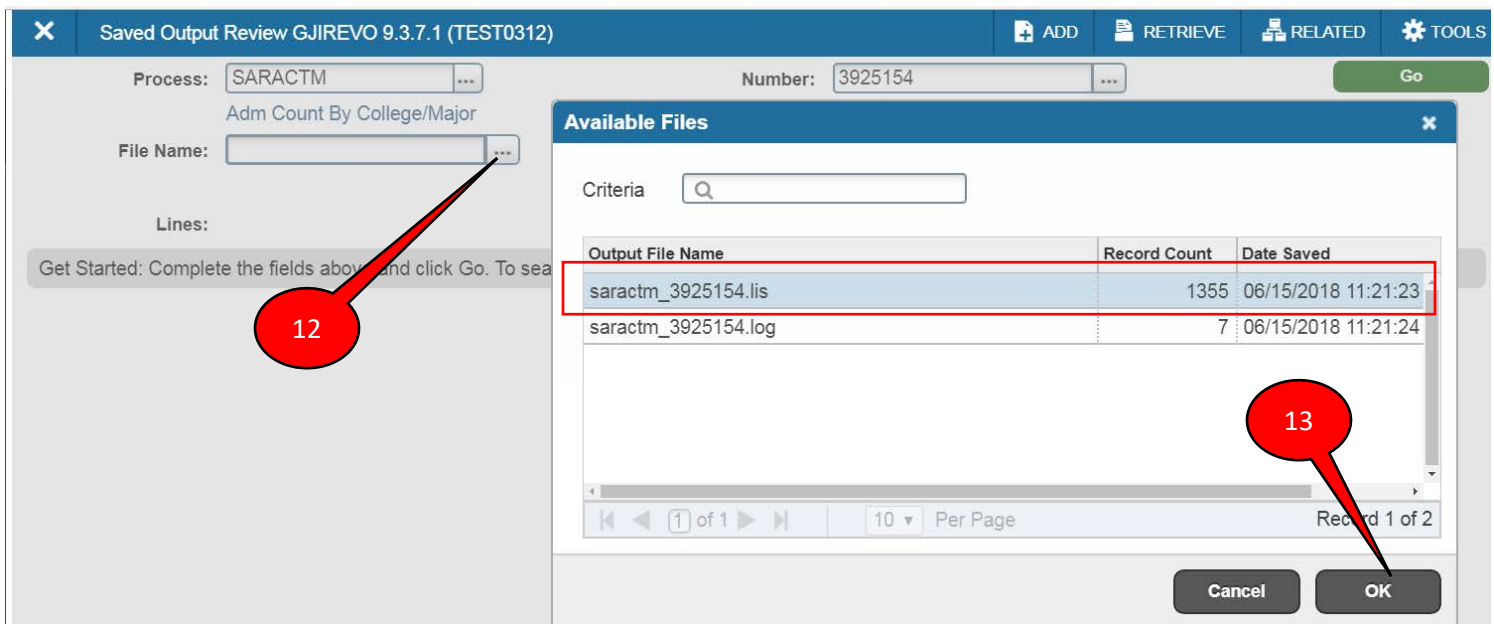
- After running the process, a **Notification** appears with the **job number and files**.
- To access the output for the process **Close the Notification** (via clicking the **1** in the upper right or hitting tab key)



- Access the **Related Form** (via Clicking the **Related** icon in the upper right or **Alt+Shift+R**)
- Select **Review Output [GJREVO]** from the drop-down list

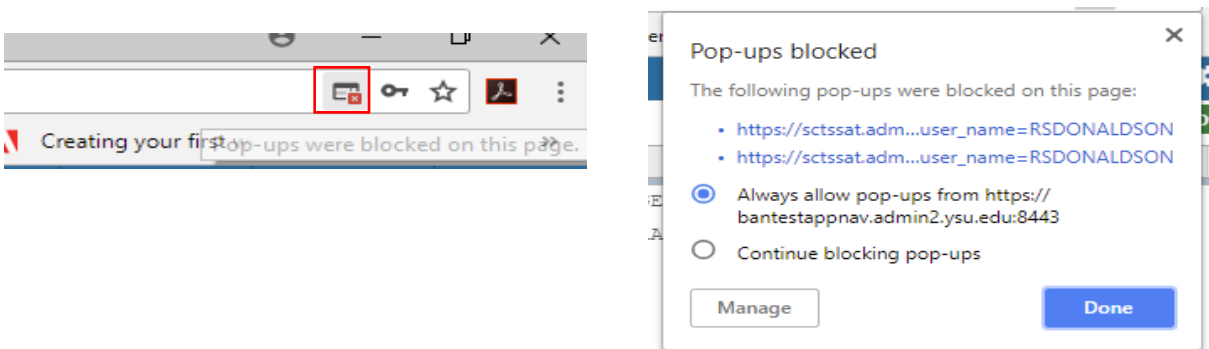
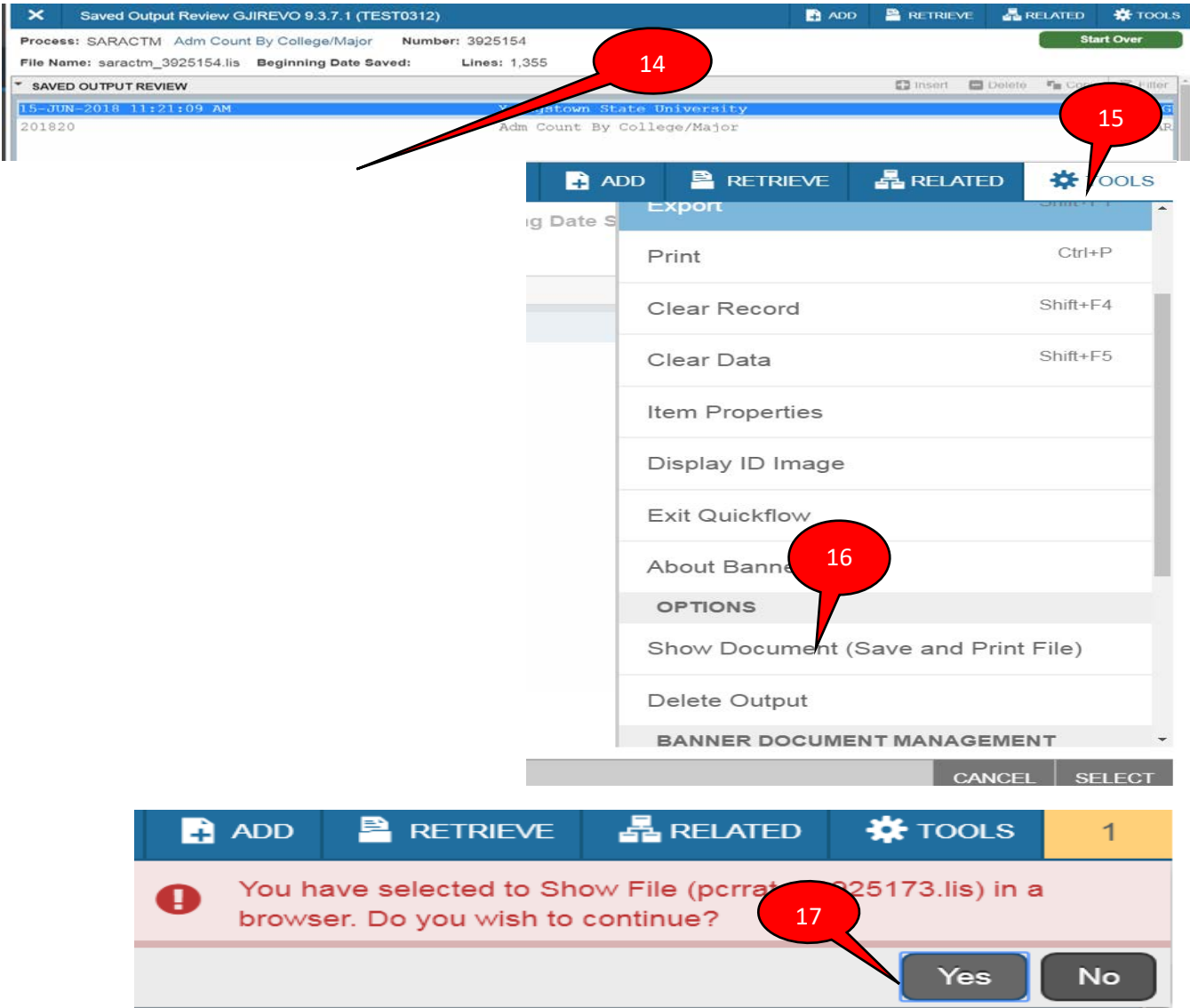


- To view the output, select the **dropdown menu under File Name** or **Press F9**.
- Output records are displayed in the **.lis** file. **Select the file and Click OK or Press Enter**.



14. Output will be displayed in the Saved Output Review Section of the form.
15. To view the output in a browser window, access the **Tools** menu (via clicking the Tools button at the upper right or Alt+Shift+T)
16. Within the drop-down Tools menu, select the **Show Document** tab
17. **Click Yes**, when a prompt appears confirming display options to the browser

Note: Your browser may have blocked a pop up of the report. Please click Allow pop-ups to view the report.

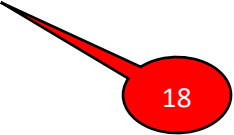


Allow Pop ups

- 18. A new browser window with the report in.html format appears.
- 19. Select the document by pressing **Ctrl+A**. **Copy** into a word/excel document and **Print**. Alternatively, you may also **print directly from the browser**.

15-JUN-2018 03:30:12 PM
PAGE 1
201820
SARACTM

Youngstown State University
Adm Count By College/Major



Term	College	Major	Count	201730 % Increase	201740 % Increase
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Contact Us

YOUNGSTOWN STATE UNIVERSITY



*Training &
Development*

Contact Training & Development at x1529 or
Visit the [Training & Development Website](#).