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.

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

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

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

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.

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

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