



Productivity Tip

Have you ever wondered how you can create a set of default parameter settings to run a job in Banner without entering the parameters each time you run the same job?

Setting Up User-Level Defaults

Note: You can create one or multiple sets of defaults by using the Process Submission Control Form (GJAPCTL). If you have multiple sets, each job parameter set must have its own name. The defaults in each set are associated with the user ID and the job parameter set.

Using GJAPCTL

This form lets you run a report or process and save the parameters as user-level defaults. If you want to save more than one set of parameters for the report or process, you can save the current set with a unique name. The defaults in each set are associated with the user ID and the job parameter set.

1. Log on to Banner with the user ID that will be linked to the defaults.
2. Access the Process Submission Control Form (GJAPCTL).
3. Enter the name of the report or process in the **Process** field. You can select the down arrow icon to access the Process Maintenance Form (GJAJOBS) to search for a report or process.
4. Make sure the **Parameter Set** field is blank.
5. Go to the Printer Control block.
6. (*Optional*) Enter any print parameters. (Print parameters are not saved as user-level defaults.)
7. Go to the Parameter Values block.
8. Enter the default value for each parameter in the **Values** fields. Select the down arrow icon on the **Parameters** field to display the Parameter Definition Form (GJAPDEF) with details for the selected parameter. If validation requirements have been established for the parameter, you can select the down arrow icon on the **Values** field to display a list of valid parameter values.

Note: A message at the bottom of the block describes the selected parameter. □

9. Go to the Submission block.
10. Select the **Save Parameters** check box.

11. If you want only one set of parameter defaults for the report or process, make sure the **As** field is blank.

OR

If you want multiple sets of parameter defaults for the report or process, enter the name and description of a new job parameter set in the **As** field.

12. Select the **Hold** radio button or the **Submit** radio button.

13. Save your changes.

Note: If you enter a job parameter set name and description in step 11, the job parameter set is automatically added to the Job Parameter

Set Rule Form (GJRJPRM).
