

Steps to Start the Banner Defined Printer for Student Schedules

Logon to the Banner system. In the Search box enter: **SFRSCHD**, Click Go.

A panel called GJAPCTL will display. You are in the Printer Control block. In the Printer field click on the ellipses. Find your office printer and click ok.

Next Block (in the lower left corner), into the Parameter Values Block.

Initial Setup of Parameter Set for SFRSCHD

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Process Submission Controls GJAPCTL 9.3.10 (PROD)

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Process: SFRSCHD

Student Schedule

Parameter Set:

Start Over

PRINTER CONTROL

Printer

KTG13_CL1

...

Submit Time

Special Print

schd_r6

MIME Type

None

Lines

55

PDF Font

PARAMETER VALUES

Number *	Parameters	Values
01	ID Number	COLLECTOR
02	Process Term	202120
03	Start Range From Date	
04	Start Range To Date	
05	Schedule Type (% for all)	%
06	Instructional Method (%=all)	%
07	Address Selection Date	04/28/2021
08	Address Hierarchy	1PR
09	Printer	KTG13_CL1
10	Campus Processing Indicator	N
11	Campus	
12	Selection Identifier	
13	Application Code	
14	Creator ID	
15	Run in sleep/wake mode (Y/N)	Y
16	Sleep interval	10
17	Print Long Section Title	N
18	Print Schedule Type	N
19	Print Instructional Method	N
20	Print Reg Start/End Dates	N
21	Print Control Report	N

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Per Page

Record 21 of 21

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Enter Y to print the control report

SUBMISSION

Insert

Delete

Copy

Filter

Save Parameter Set as

Hold / Submit

Hold

Submit

Name

Description

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SAVE

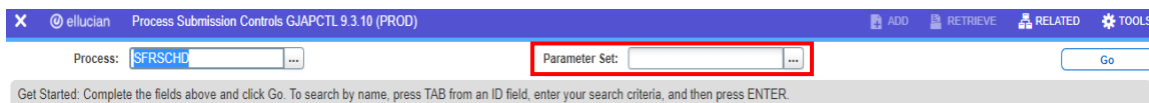
See Parameters on the Next Page

Number	Parameters	Values
01	ID Numbers	Enter COLLECTOR in all caps
02	Process Term	Enter term desired
03	Start Range From Date	Leave at default
04	Start Range to Date	Leave at default
05	Schedule Type (% for all)	%
06	Instructional Method (%=all)	%
07	Address Selection Date	Enter "T" for today's date
08	Address Hierarchy	Enter 1PR
09	Printer	Click on Values ellipses to see list of printers. Select your main office printer from this list. Double click or click ok to bring value back.
10	Campus Processing Indicator	N
11	Campus	Leave at default
12	Selection Identifier	Leave at default
13	Application Code	Leave at default
14	Creator ID	Leave at default
15	Run in sleep/wake mode	Enter Y
16	Sleep Interval	Enter 10
17	Print Long Section Title	Leave at default
18	Print Schedule Type	Leave at default
19	Print Instructional Method	Leave at default
20	Print Reg Start/End Dates	Leave at default
21	Print Control Report	Leave at default

Next Block (lower left corner), into the Submission Block. Check the Save Parameter Set As box. Enter a name for this parameter set in the **Name:** box and a brief description in the **Description:** box. Click Save.

Reusing Parameter Sets For SFRSCHD

Once you have a parameter set saved, you can reuse this parameter set by entering SFRSCHD in the Search box. Click on the ellipses icon next to the Parameter Set field.



A list of saved parameter sets for the process selected is displayed. Double-click on the desired parameter set or highlight the desired parameter and click Select (lower right).

The GJAPCTL screen will reappear. Click **Go** to populate the fields.

Parameters to Change

For SFRSCHD you will need to select your office printer in the top Printer field and change Parameter 07 - Address Selection Date every day to today's date. You will need to update Parameter 02 - Process Term whenever you wish to change the term for which you are printing schedules. Always verify the other parameters are correct, especially the printer.

Next Block to the Submission Block once all your updates have been made. Click in the Save Parameters box, and click on the Save icon to make parameter set changes.

Others Printing Schedules

If anyone in your department wants to print schedules to your Banner defined printer they must select the same printer code in the Schedule fields of the SOADEST screen as entered in Value 05-Printer field of your parameter set. The SOADEST screen will come up automatically when SFAREGS is first opened in a session.

Printing Schedules for Multiple Terms

The parameters used for SFRSCHD are term specific and do not allow for multiple terms.

Change Printer Parameters Once Started – Stopping Printer

Should you need to change parameters after you have started the printer for the day, you will first need to stop the printer and then start with new parameters. Follow these steps to do so:

In the Search box, enter: **GJASWPT**

In Process field, click on the ellipses for a list of values: select **SFRSCHD** for schedules

In Printer field, click on the ellipses to view list of printers. Select your printer by double clicking on it or select your printer and click Select (lower left corner).

Click Go to populate screen

The Continue to Run parameter must be set to **N**

Click Save to stop printer

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Sleep Wake Maintenance GJASWPT 9.3.11 (PROD)

Process: SFRSCHD Printer: KT107_BW1

Start Over

SLEEP WAKE MAINTENANCE

Insert

Delete

Copy

Filter

Continue to Run *	N	Last time of execution	12/12/2017 14:39:02
Abnormal Termination	Y	Time of next execution	
Current cycle time (seconds)	5	Last interval count	0
Next cycle time * (seconds)	5	Cumulative count	0

Activity Date 12/13/2017 12:00:02 AM

SAVE

Once printer has been stopped, follow your instructions under **Reusing Parameter Sets** and make the necessary adjustments.