

How to Print/Save a Document in Web-Enabled Banner (Internet Native Banner – INB)

RUN REPORT

1. Run your report as normal through either Direct Access or GJAPCTL.
Make sure to type "DATABASE" as the printer.
2. After submitting the report, (while in the form GJAPCTL - "Process Submission Control Form"), click on **Options, Review Output**.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Select Printer Options

Process: SFRSLST Class Roster Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Submission

Save Parameter Set as Name: Description: Hold Submit

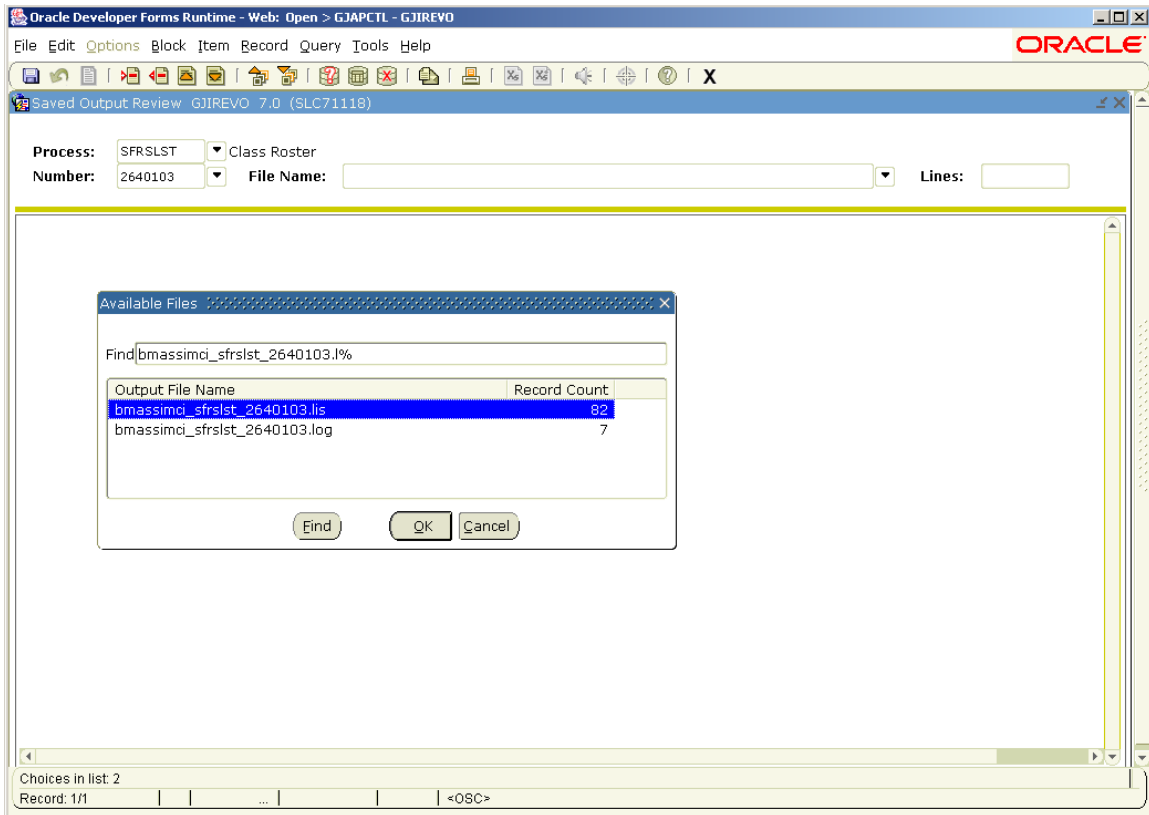
Log file: sfrslst_2640103.log List file: sfrslst_2640103.lis

Record: 1/1 <OSC>

3. Another form, GJIREVO – “Saved Output Review” will open.
(You can go directly to GJIREVO if the report already exists.)

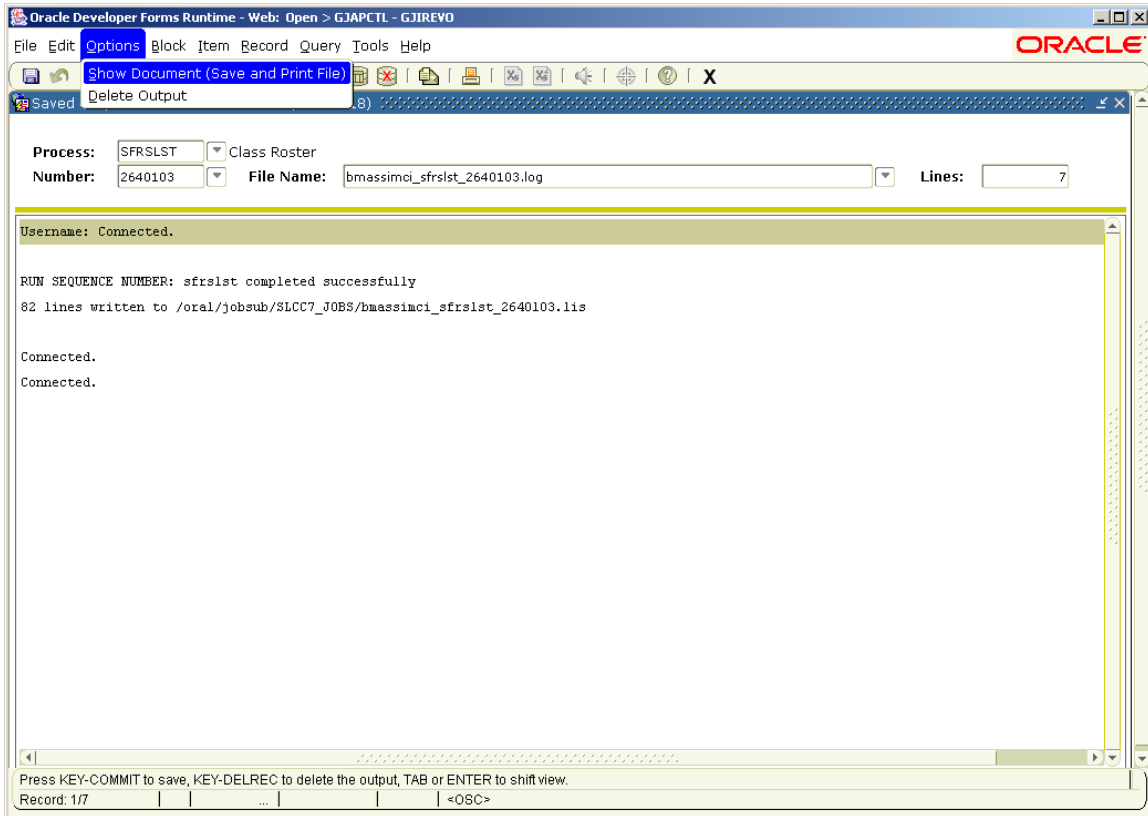
VIEW DOCUMENT

4. Bring up the document in the view window by double-clicking on any of the three fields: **Process**, **Number**, or **File Name**. A list of available reports display in a separate window titled, "Available Files."
5. Select the report you wish to view either by double-clicking the file, or select the file and click **OK**. (The files ending in .lis contain data, where the .log files usually contain the status of the job submitted, ie. successful completion.)

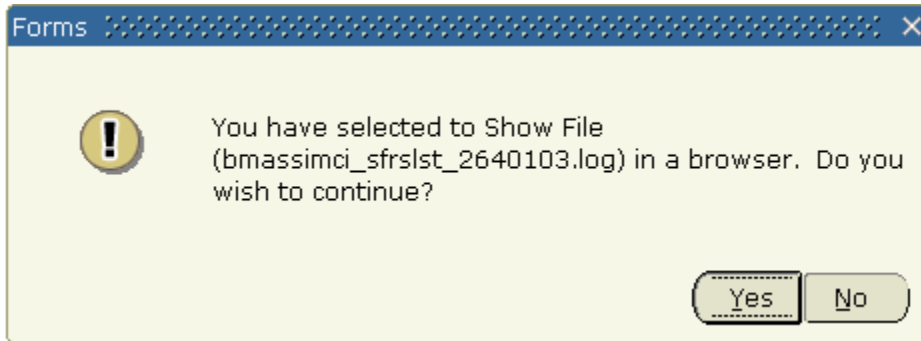


SELECT SAVE AND PRINT FILE

6. With the report displayed in the main window, click on **Options, Show Document (Save and Print File)**. If the **Options** menu item is grayed out, click anywhere in the text of your document. The **Options** menu item should then become available.



7. You will be asked if you wish to continue showing your file in a browser. Select **Yes**.



VIEW REPORT

6.1 Another browser window will open with the output as the contents. At this point, you can print, save, or copy and paste the report.

Save the file by selecting **File, Save As**.

After typing a filename, change the “Save as Type:” to “Text File (*.txt).”

A quick way to change it to type a “t” while in the save as type field.

Print the file by selecting **File, Print**.

You can change the printing options when the print window appears.

(portrait, landscape, margins, etc.)

Copy and paste the contents by selecting **Edit, Select All, Edit, Copy**. Then paste into a program like Word or Excel.

