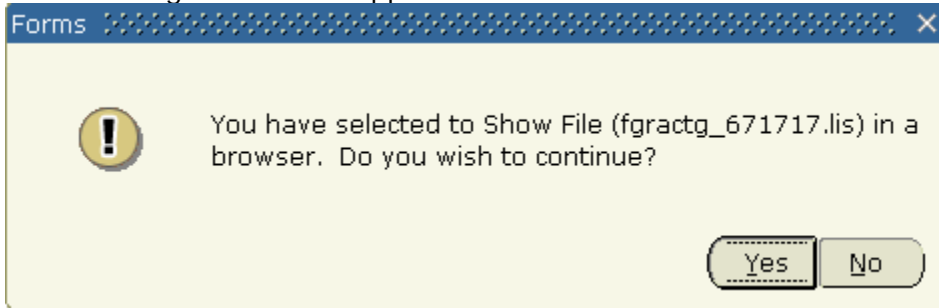**Steps to Print or Save a File from GJIREVO in INB (Banner 7)**

1. After running a report in GJAPCTL and printing it to DATABASE, you can access it on GJIREVO by 1 of 3 ways:
   a. Going under **Options** in the menu and selecting **Review Output [GJIREVO].**
   OR
   b. Write clicking in the white space of GJAPCTL and selecting **Review Output [GJIREVO].**
   OR
   c. Exiting GJAPCTL and going directly to GJIREVO by typing it in the Go To . . . box on the main menu.
2. Select the valid .lis file you just ran and the data should appear on the screen.
3. Go under **Options** in the menu to **Show Document (Save and Print File)** or right click in the top part of GJAPCTL (not in the data part) and select **Show Document (Save and Print File)**.
4. The following window will appear:

Forms	×
(!) You have selected to Show File (fgractg_671717.lis) in a browser. Do you wish to continue?	
	Yes No

5. Click **Yes.**
6. A separate browser window will open. If you want to print, you can then choose **File** in the menu and select **Print.**
7. If you prefer to save the file, you can select **Save As** under the **File** menu.
8. A **Save Web Page** window will appear and you must choose a location to save the file, a file name and the type of file to save (you will most likely want to save as a Text File (*.txt) and open in WordPad, Word, Excel, etc. later).
9. Close out of the browser and the file should now be saved on your computer in the location you named above.