How To REVIEW OUTPUT From the RELATED Tab When Running Banner Processes or Reports

Banner process are 3rd letter 'P' – example PH**P**CALC; reports are 3rd letter 'R' – example PH**R**DCON. You can only display output from processes <u>YOU</u> have run.

In order to review the output, under RELATED, you have to put 'database' in the printer. If you run a 'P' process & then realize you failed to put in 'database,' <u>DO NOT</u> go back & run the process again, <u>unless it is necessary for processing payroll</u>.

Example of how to review output for PHRDCON:

Once you save, you'll see your .lis & .log number in the top right corner. Write down your numbers!!

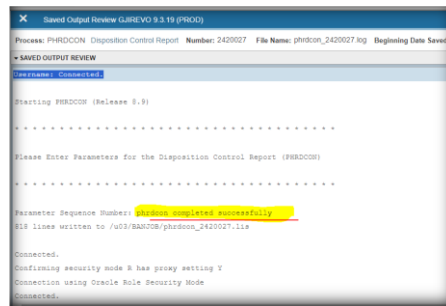Go to the RELATED tab – then select Review Output (GJIREVO).

Click the ellipses under File Name.

Select which output you want to display (**.LIS** files are the output (if any), **.LOG** files show messages about the job run, and any errors encountered).

The output will be displayed on the screen.

Examples of how data in log files look, from the IT view – shows parameters entered for a process. You can see this same information from RELATED – REVIEW OUTPUT:

This log shows an error:

To save the output if needed:

    a. Click the **Tools** button in the upper right of the screen
    b. Click the **Show Document (Save and Print File)** option
    c. Click the **Yes** button on the message box in the upper right [You have selected to Show file xxx in a browser. Do you wish to continue?]
    d. The results will be displayed in a browser window
    e. **Right-click** in this window
    f. Click the **Save As** option
    g. Choose a location for the file by navigating to the desired folder, then click on it
    h. Type a name to save the file as in the **File name:** prompt, if desired, or leave the default name
    i. Click the **Text Document (*.txt)** option, or however you want to save it.
    j. Click the **Save** button
    k. The file you named is now saved as a the document type, in the location you chose.