


How to Save Banner Jobs as PDFs

1. Run the Banner job with DATABASE in the Printer field on GJAPCTL.
2. After you run the job, note the one-up-number at the bottom of the screen and then go under Related at the top right and choose Review Output (GJIREVO).
3. Click the  box in the Process field.
4. Choose the process you just ran by looking for the one-up-number you noted in #2 above and/or Date Saved, which should be today. Note: Always choose the .lis file because that is your output file.
5. The output should then appear on your screen.
6. Go under Tools to Show Document (Save and Print File).
7. You will receive a box pop up in the upper right-hand corner stating, "You have selected to Show File (the file you just chose) in a browser. Do you wish to continue?" Click Yes.
8. Your output should show in a new browser window.
9. Right click in the white space of that page and choose Print...
10. Change the Destination in the right-hand box to Save as PDF.
11. Click Save at the bottom of this window.
12. Choose the location on your computer where you would like to save this document and change the File name to something more meaningful to you.
13. Click Save.
14. Go to that location on your computer and confirm the PDF is there with your output inside.