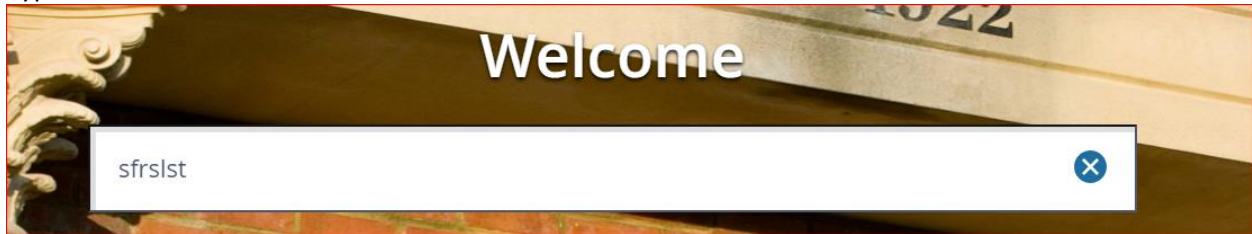


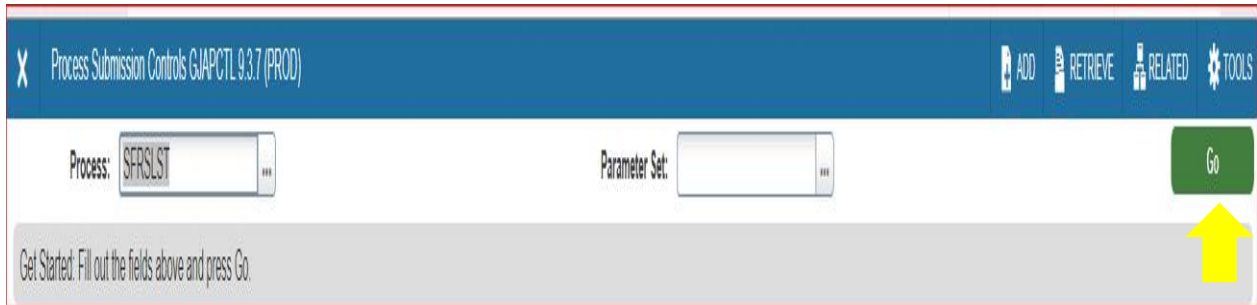
SFRSLST – PROCESS SUBMISSION CONTROLS

This form allows a user to produce a current copy of a class roster, class rosters for a particular regional campus, or rosters for a class offering with multiple sections.

Type the Form Name in the Search field and Enter.



After accessing the form in the Search field, the user will see the following channel. From this channel, click GO.



Type DATABASE in the Printer Control channel, Printer field. The next step is to type, ALT + PgDn, taking the user to the Parameter Values channel.

Process Submission Controls GJAPCTL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Process: SFRSLST Class Roster Parameter Set: Start Over

PRINT CONTROL DATABASE Special Print Lines 55 Submit Time MIME Type None PDF Font PDF Font Size Delete After Days Delete After Date

Number *	Parameters	Values
01	Report Title Override	
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	%
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

Record 1 of 20

LENGTH: 30 TYPE: Character O/R: Optional MIS: Single
Enter a title; otherwise will default to "Class Roster".

SUBMISSION Save Parameter Set as Name Description Hold / Submit Hold Submit

In the Parameter Values, in Value 02, enter the Term of the semester needed in the Values column. The user will also enter the CRN of the needed roster in Value 06. User can also query more than one roster at a time by clicking INSERT on the top right of the channel. Typing the Value number and the Value, such as another CRN as shown below.

Number *	Parameters	Values
01	Report Title Override	201810
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	10005
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

Record 9 of 20

LENGTH: 3 TYPE: Character O/R: Required MIS: Single

SUBMISSION Save Parameter Set as Name Description Hold / Submit Hold Submit

06	CRN (% = ALL)	10005
06	CRN (% = ALL)	10006

OR

The user can also query a list for all classes at a regional campus. Instead of entering a specific CRN, in Value 09, enter the abbreviation for the regional campus, such as MAD (Madisonville). Notice the value in parameter 06 is a percent sign (%).

PARAMETER VALUES		
Number *	Parameters	Values
01	Report Title Override	201810
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	%
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	MAD
10	Schedule Type (% = ALL)	

Save Parameter Set as
 Name: Description:
 Hold / Submit Hold Submit

PARAMETER VALUES		
Number *	Parameters	Values
01	Report Title Override	ROSTERS
02	Term	201810
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	10005
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

Save Parameter Set as
 Name: Description:
 Hold / Submit Hold Submit

After the parameter values are populated click, ALT + PgDn to go to the Submission channel. Check the box, Save Parameter Set As, and click SAVE (F10)

SUBMISSION

Save Parameter Set as
 Name: Description:
 Hold / Submit Hold Submit

SAVE

The user will see the following information. From this view, click the Tab RELATED.

ADD
RETRIEVE
RELATED
TOOLS
2

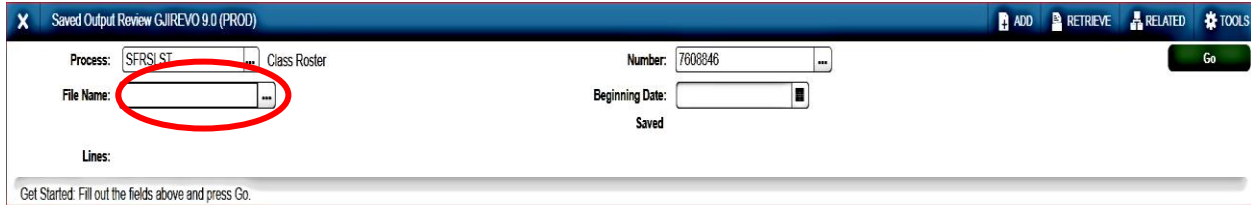
✓ Saving current parameter values as user level defaults.

✓ Log file: sfrslst_7608822.log List file: sfrslst_7608822.lis

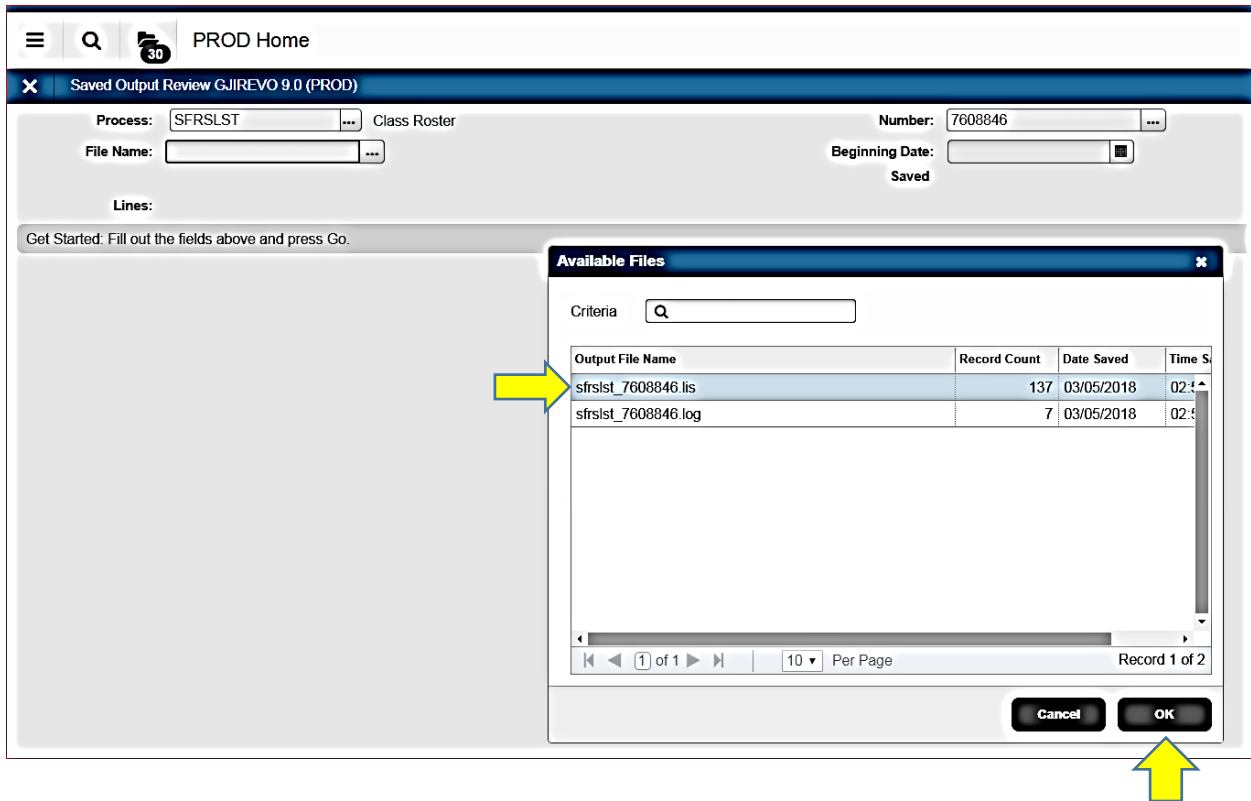
The Tab will expand with the following options. Click Review Output [GJIREVO]

ADD	RETRIEVE	RELATED	TOOLS	2
Q Search				
Review Output [GJIREVO] ←				
Delete Multiple Saved Output [GJIREVD]				
Upload File [GUAUPLP]				
Upload file [GJAJFLU]				
Review PDF/plain text output [GJAJLIS]				

The cursor MUST be flashing in the File Name field. The flashing cursor indicates the job has completed the process. Click the ‘,’ or double click in the field.



Once the user has clicked or double clicked in the File Name field, the file job name lis and log will be displayed. To view the class rosters, Double Click the .lis option to open the file; or highlight the .lis file name and click OK, in the bottom right of the box.



The list of rosters will show.

The user can change the number of lines displayed by clicking the drop down box PER PAGE, bottom left of the page. The user may also need to click the RIGHT ARROW to show more pages, if lines exceed the maximum.

Process: SFRSLST Class Roster Number: 7620424 File Name: sfrsbt_7620424.lis Beginning Date Saved: Lines: 137

12-MAR-2018 12:55:44 PM Murray State University PAGE 1

201810 ROSTERS SFRSLST

Spring 2018
Full Term

CRN	TERM	SUBJ	CRSE	SEC		CREDITS	CL LEVEL(S)
10005	201810	ACC	200	04	Principles of Financial Acct	3.000	UG

INSTRUCTOR(S) TYPE DAYS TIME BUILD ROOM
Harris, Daniel Lecture TR 0200-0315pm BB 402

COLLEGE: Business DIVISION:
DEPARTMENT: Accounting

Student Name	ID	Levl	Majr	Cl	Hrs	MGrd	FGrd	Stat	Date	Last Attend
[REDACTED]	910	UG	UD80	80	3.00			RW	06-NOV-2017	
[REDACTED]	970	UG	T050	80	0.00		W	NW	15-FEB-2018	
[REDACTED]	668	UG	O140	8R	3.00			RW	07-NOV-2017	
[REDACTED]	961	UG	M171	JR	3.00			RW	08-NOV-2017	

Navigation: [Left Arrow] 1 of 7 [Right Arrow] [20] Per Page Record 1 of 137

To print the list, click TOOLS; then EXPORT or the user also has the option to choose, Show Document (Save and Print File) under the Options in the Tools Ribbon.

DD RETRIEVE RELATED TOOLS

Search

ACTIONS

Refresh	F5
Export	Shift+F1
Print	Ctrl+P
Clear Record	Shift+F4
Clear Data	Shift+F5

Item Properties

Display ID Image

Exit Quickflow

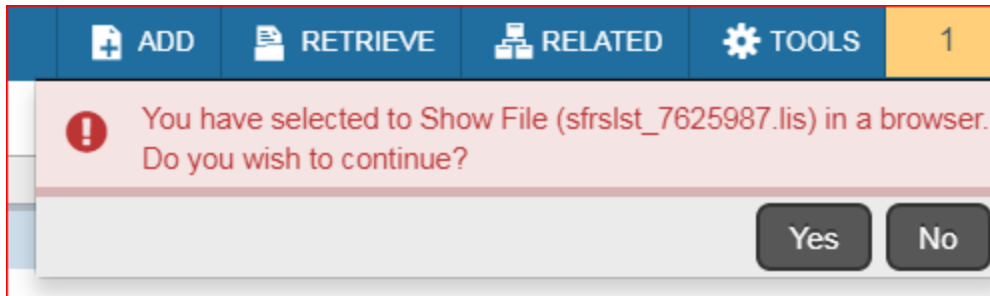
About Banner

OPTIONS

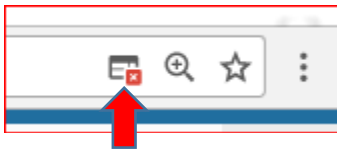
Show Document (Save and Print File)
Delete Output

BANNER DOCUMENT MANAGEMENT

Retrieve Documents	Alt+R
Count Matched Documents	



Click, YES. If the requested file does not open, look to see if Pop Up Blockers is on. You may see the pop up blocker indicator at the top right of your screen that looks as shown below. (Chrome)



Click the icon and check the statement to allow pop ups from Banner. This change will allow the roster to open up in a browser tab.