

## PRINTING TENTATIVE OR FINAL GRADUATION LISTS

- 1) Once you have verified in MU BERT that all students are listed in SHADEGR correctly through “Commencement List with Contact Information” then you need to print the formal Tentative or Final Graduation List.
  - a. Enter SWRCOMM in the Banner 9 main search box on the home screen.
  - b. This takes you to the GJAPCTL Process Submission Controls form.
  - c. Select “Alt-Pg Down” or select on the right side the green button “Go”.
  - d. You are in the “Printer Control” section.
  - e. Enter the name of the Network Printer to which you have access in the Printer field. If you are not sure of the name then you can search by placing your cursor in the printer field, then select F9 or the three dots “...”.
  - f. Select “Alt-Pg Down” or select on the bottom left side the down arrow.
  - g. You are in the “Parameter Values” section.
  - h. On the right-hand side of the form in the Values column:
    - i. Enter the Graduation Date DD-MMM-YY
    - ii. Enter the type of report “T” for tentative graduation list and “F” for final list.
    - iii. Enter the College code (To select graduate programs enter GR as the college code. See more in next item about printing graduate lists)
    - iv. If it is an Undergraduate list and you want all majors within that college to print then enter %. If you only want to print a specific Major code enter that specific major code. For graduate, you can enter G, then the college code, and then %; such as GB%, then all graduate College of Business students on the T or F list will print.
    - v. Campus code enter %
  - i. Select “Alt-Pg Down” or select on the bottom left side the down arrow.
  - j. You are in the “Submission” Section.
  - k. Click in the box “Save Parameter Set as”.
  - l. Save by selecting “F10”, or by selecting the “Save” button in the lower right-hand side of the page.
  - m. You will receive a confirmation message that the job has been saved.
  - n. A unique sequence number will also be listed in the top right message area.
  - o. Write down the sequence number.
  
- 2) You have the option in “**Step e**” to select “Database” instead of a specific network printer. This permits you to review the tentative or final graduation list online, or save it to your PC.
  - a. Proceed through the remaining steps though Step m.
  - b. Click on “Related” which is in the green bar in the upper right.
  - c. Select “Review Output” (GJIREVO).
  - d. You are now at the GJIREVO “Saved Output Review” screen.
  - e. In the “File Name field select F9 or the three dots “...”to search for the .lis file name.
  - f. Select the .lis Output File Name that matches the sequence number of the job you have just run. You can select it by clicking in that row so it is highlighted, and then double-clicking that row, or once it is highlighted by clicking in OK.
  - g. The results are displayed on the screen.

- h. To save the output to your system, select “Tools” in the upper right-hand side of the page”.
- i. Under options, select “Show Document (Save and Print File).
- j. You will receiving a message “You have selected to Show File (XXXXXX.lis) in a browser. Do you wish to continue?” Select Yes.
- k. You may receive an error message that a pop-up window was blocked. Select that you want to open that window.
- l. Your file will display in a web browser.
- m. Click on “File” in the pull down menu of the browser and then “Save As”.

n. Create a name for the file and save the file to your system.

The screenshot shows a web application interface with a browser window at the top. The browser address bar shows the URL: <https://mubanapp.marshall.edu/applicationNav>. The application title is "Process Submission Controls GJAPCTL 9.3.7 (BanProd)".

The main content area is titled "Process: SWRCOMM Graduation List Parameter Set:" and contains two sections:

- PRINTER CONTROL:** This section includes fields for "Printer" (OM100D3), "Special Print" (with a dropdown menu), "Lines" (55), "Submit Time", "MIME Type" (None), and "PDF Font". There are also fields for "PDF Font Size", "Delete After Days", and "Delete After Date".
- PARAMETER VALUES:** This section contains a table with the following data:
 

Number *	Parameters	Values
01	Graduation date.	05-May-18
02	Type of report.	F
03	College Code	LA
04	Major code	%
05	Campus.	%

Below the parameter values table, there is a "SUBMISSION" section with a "Save Parameter Set as" button and a "Description" field. At the bottom right, there are "Hold / Submit" buttons and a "SAVE" button.