

End-Users guide to running Banner jobs in UC4.

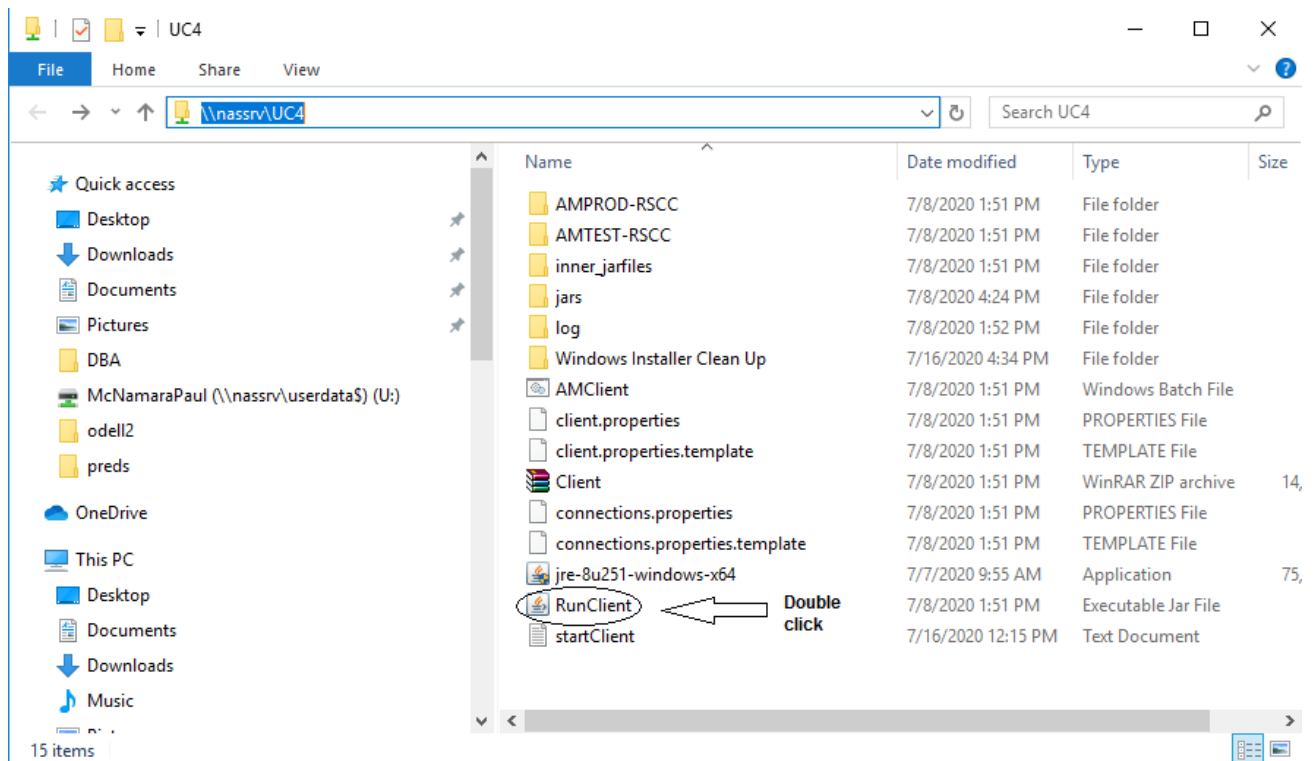
Navigating to UC4, login to the Raidernet Portal first

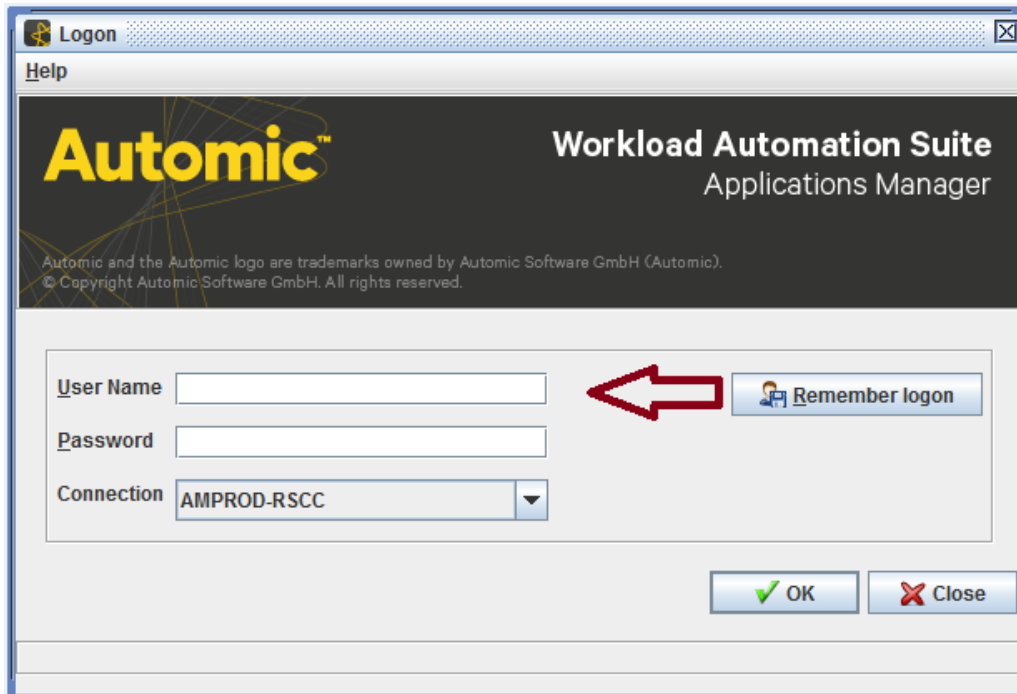


- Look for the link to Automic/UC4 under the RSCC-MISC tab.



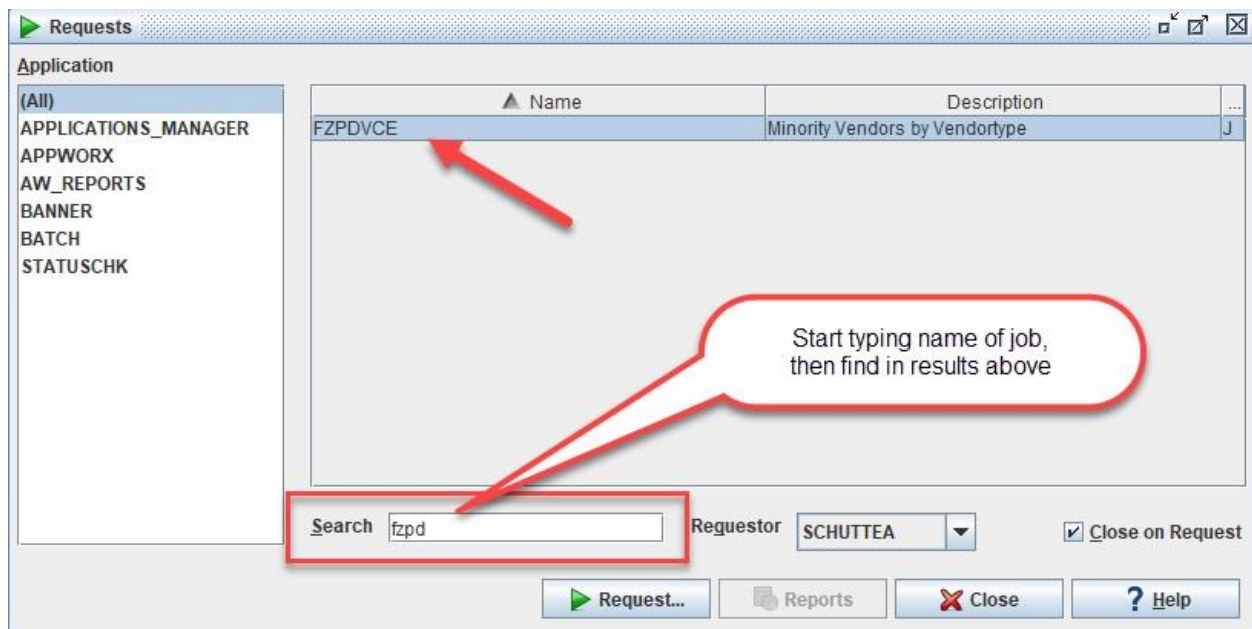
This will take you to the Automic/UC4 shared drive. **Important:** \\nassrv\UC4





The image shows the 'Logon' window of the Automatic Workload Automation Suite Applications Manager. The window has a title bar with 'Logon' and a close button. Below the title bar is a 'Help' link. The main area features the 'Automatic' logo on the left and the text 'Workload Automation Suite Applications Manager' on the right. Below this, there is a login form with fields for 'User Name', 'Password', and 'Connection' (set to 'AMPROD-RSCC'). A 'Remember logon' checkbox is to the right of the password field. At the bottom right are 'OK' and 'Close' buttons. A red arrow points to the 'Remember logon' checkbox.

- Once you login, you will see the interface. To run your job, you will need to click on the green arrow on the toolbar at the top left of the screen.
- This will bring up a panel with some number of available jobs that can be run. To find yours, type the name of your job, FZPDVCE, in the search field at the bottom of the panel.



The image shows the 'Requests' window. On the left is a tree view under 'Application' with items: (All), APPLICATIONS\_MANAGER, APPWORX, AW\_REPORTS, BANNER, BATCH, and STATUSCHK. The main area is a table with columns 'Name' and 'Description'. The first row is 'FZPDVCE' with description 'Minority Vendors by Vendortype'. A red arrow points to this row. At the bottom is a search bar with 'fzpd' entered, a 'Requestor' dropdown set to 'SCHUTTEA', and a 'Close on Request' checkbox. A red callout bubble points to the search bar with the text: 'Start typing name of job, then find in results above'. The bottom toolbar has buttons for 'Request...', 'Reports', 'Close', and 'Help'.

- Make sure that your job is highlighted/selected, and then click on the Request button to open the job.



- This will bring up the Submit page where you will need to enter values for the required parameters. Each Job has different parameters required in order to run the report. Above job requires a value for start and end dates, as seen below.

Parameters				
Prompt	Type	Description	Required	Value
01	Single	Extract Start Date	Y	
02	Single	Extract End Date	Y	

- Double clicking on the fields in the value column, or clicking on the Edit Button will open the Single parameter panel where you enter the parameter value for the required fields. Once the date is entered, click the OK button to close the panel. □ See below example.

Single parameter

Parameter Number

01

Parameter Description

Extract Start Date

Parameter Value

Validation

Minumum Value

Maximum Value

Maximum Length

11

☒ Value Required

OK

Cancel

- **The parameter value should now appear on the Submit panel.** Make sure that you enter values for all required parameters. Once values were entered for parameters, click the Submit & Close button at the bottom right of the page to run the job.

