

# Web Time Entry Reports Table of Contents

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## Reports

### Banner Job Submission

Banner Job submission is the way to run reports from the Banner system. In Banner the term *running a report* is called *submitting a job* or *submitting a print job*.

To submit a job, type the report name in the Direct Access field on Banner's Main Menu. The process submission control form GJAPCTL, or simply called the job submit form, opens. Job submit has four main blocks or areas:

Select Printer Options	Process: <input type="text" value="PWRETIM"/> <input type="text" value="WWU Web Time Status History"/> Parameter Set: <input type="text"/>	Key								
Review Output  Job Submission Status (GWISTAT)	Printer Control  Printer <input type="text"/> Special Print <input type="text"/> Lines <input type="text"/> Submit Time <input type="text"/>	Printer Control								
	Parameter Values  Parameters  Values <table border="1" data-bbox="487 945 1331 1092"> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Parameter Values
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
	Submission  <input type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="radio"/> Hold <input checked="" type="radio"/> Submit	Submission								

**Key Block** - the Key Block contains the name of the report and the report title.

**Printer Control Block** –leave blank. A separate Printer Control Box will prompt you for printer settings.

**Parameter Values Block** – This is where you input the report specifications. Some reports may include a **Download [Y/N]** option. The default is “N.” You may change this to “Y” to download a report,. Then provide a download name, and import the file into Excel or Access using FTP.

**Submission Block** - Click once in the Save Parameters box to save your report specifications. Next click on the Save button (top left toolbar) or press F10 and you will be navigated to the Print Control Box.

- Before saving you can make changes to your report parameters. Click **Previous Block**, navigate back to the parameter containing the error and correct it. Or press **rollback** to start over.

**Print Control** – the print control box prompts you if you want to print - the default is “Yes”. If you chose to download this report select “No” then click **Run Job**. If our report does not have a download file option select the other print options as required. The most important selection in the print control box is the name of the printer. The printer name must say “**your current default printer.**” The majority of jobs submit errors involve incorrect default printer designation. Select **Run Job**.

Print Control

Print? :  (Y/N)

Paper Choice :

Copies :  (1-9)

1-Sided or 2-Sided printing :  (1/2)

Printer :

Run Job    Exit

### How to tell when your job is ready

Options    Process Submission Control Form: GJAPCTL 4.3 (PPRD)

Select Printer Options

Enter Submission Options

Review Output

**Job Submission Status (GWISTAT)**

Process:      Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Parameter Values

Parameters	Values
1 Year	2002
2 Payroll ID	SM

Use GWISTAT in the options menu of the job submission form. GWISTAT will display all jobs run under your Login ID for the past 7 days ordered from the most recent.

User: FURTADM

Job: pwretim

One Up No: 871451

Output File Name:

Output File Size:


Output File Lines:

Start Time: 13:32:02 06-MAR-2002

End Time:

Print Command: zprnt -xnmi1 -t2 -slineprinter -dhold -J User=furtadm\_Job=pwretim

Printer: default

Open GWISTAT, then click **rollback**  to refresh the screen and display the current job.

If the **End Time** field is blank, then your report is still processing.

User	FURTAADM
Job	pwretim
One Up No	871559
Output File Name	/www/tmp/utl_file/pwretim_871559.lis
Output File Size	13431
Output File Lines	131
Start Time	14:09:35 06-MAR-2002
End Time	14:09:51 06-MAR-2002
Print Cmnd	zprint -xnm11 -t2 -slineprinter -dhold -J User=furtadm_Job=pwretim
Printer	default

The report is ready when the **Output File Name, Output File Size and Output File Lines** fields have values in them.

## Web Time Entry Reports

### ***PWRROUT – Approver/FYI Queue Report***

Purpose of Report: Lists the Default Approver/FYI for an ORGN code. Also lists each employee and their job(s) in the ORGN along with the approver/FYI (either default or override).

#### **Report Heading:**








List ORGN code selected and the department name.

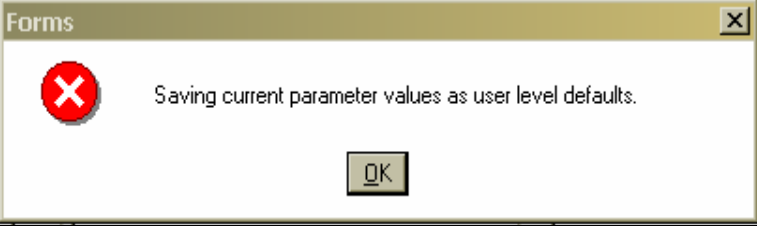
Default Approver: The approver automatically created with any new job.

Default FYI: The FYI automatically created with any new job.

<b>Column Headings</b>	<b>Values</b>	<b>Description</b>
Employee Name, Emp ID, Emp Posn	Varies	Name, ID# and job of all employees on web or department time entry.
Approver Name, App ID, App Posn	Varies	Name, ID# and job of Approver/FYI
Role	APPR FYI	If the employee is an Approver or FYI
Superuser?	Yes/No	If the employee is also a Superuser.

## Run PWRROUT

<p>Direct Access: <input type="text" value="PWRROUT"/></p>	<p>Type PWRROUT in the Direct Access field on the Banner Main Menu</p>										
<p>Process: <input type="text" value="PWRROUT"/> <input type="text" value="Web Time Entry Routing"/>  Parameter Set: <input type="text"/> </p> <p>Printer Control</p> <p><input type="text" value="Printer"/> <input type="text" value="Special Print"/> <input type="text" value="Lines"/> <input type="text" value="Submit Time"/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>01 Organization Code</td> <td>5410</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>LENGTH: 6 TYPE: Character O/R: Optional M/S: Multiple Enter Organization/Department code(s). To enter multiples, use F6/F4.</p> <p>Submission</p> <p><input type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="radio"/> Hold <input type="radio"/> Submit</p>	Parameters	Values	01 Organization Code	5410							<p>Ctrl + Page down  twice to enter parameters <b>Orgn Code:</b> <i>Your Orgn. code.</i></p>
Parameters	Values										
01 Organization Code	5410										
<p>Process: <input type="text" value="PWRROUT"/> <input type="text" value="Web Time Entry Routing"/>  Parameter Set: <input type="text"/> </p> <p>Printer Control</p> <p><input type="text" value="Printer"/> <input type="text" value="Special Print"/> <input type="text" value="Lines"/> <input type="text" value="Submit Time"/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>01 Organization Code</td> <td>5410</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Submission</p> <p><input checked="" type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="radio"/> Hold <input type="radio"/> Submit</p>	Parameters	Values	01 Organization Code	5410							<p>Ctrl + Page down . Click Save Parameters. Then click the save icon  in the upper left corner or F10.</p>
Parameters	Values										
01 Organization Code	5410										
<p>Print Control</p> <p>Print Control</p> <p>Print? : <input checked="" type="checkbox"/> (Y/N)</p> <p>Paper Choice : <input type="text" value="stock"/> <input type="text" value="standard letter size"/></p> <p>Copies : <input type="text" value="1"/> (1-9)</p> <p>1-Sided or 2-Sided printing : <input type="text" value="1"/> (1/2)</p> <p>Printer : <input type="text" value="&amp;LPEDEST"/> <input type="text" value="Your current default printer"/></p> <p><input type="button" value="Run Job"/> <input type="button" value="Exit"/></p>	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>										

	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>
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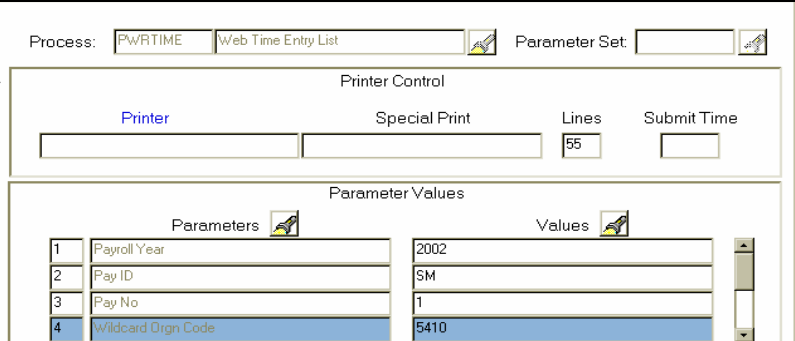

**PWRTIME Web Time Entry List**



Purpose of report: To provide information for electronic time entry.

Alphabetical listing of employees with active jobs by department with posn/suffix, labor distribution, Fund% and eclas. This report may be run multiple times for the current or previous pay period(s). *Tip: run this report once each pay period to find any employee with a blank **Entry Method** and report to payroll.*

Column Heading	Values	Description
Rate	Annualized hourly rate or blank.	Used in PHATIME for earn codes requiring a special rate. If blank, employee is non-uniform.
Entry Method	Web, Department, blank	If blank, employee is not set up for electronic time entry, contact Payroll.
Trans Status	Not Started, In Progress, Pending, Approved, Error or Completed.	At what stage of time entry the time sheet is at.
Leave	Med, SIC, or blank	What type of sick leave the employee is eligible for. If blank ,employee does not accrue sick leave.
OVT Exempt	Yes, No	Yes –position is not eligible for Overtime. No –position is eligible for overtime

Run PWRTIME:

<p>Direct Access: <input type="text" value="PWRTIME"/></p>	<p>Type PWRTIME in the Direct Access field on the Banner Main Menu</p>										
 <p>Process: <input type="text" value="PWRTIME"/> <input type="text" value="Web Time Entry List"/> Parameter Set: <input type="text"/></p> <p>Printer Control</p> <p><input type="button" value="Printer"/> <input type="button" value="Special Print"/> Lines: <input type="text" value="55"/> Submit Time: <input type="text"/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Payroll Year</td> <td>2002</td> </tr> <tr> <td>2 Pay ID</td> <td>SM</td> </tr> <tr> <td>3 Pay No</td> <td>1</td> </tr> <tr> <td>4 Wildcard Orgn Code</td> <td>5410</td> </tr> </tbody> </table>	Parameters	Values	1 Payroll Year	2002	2 Pay ID	SM	3 Pay No	1	4 Wildcard Orgn Code	5410	<p>Ctrl + Page down  twice to enter parameters</p> <p><b>Payroll Year:</b> 4 digit year</p> <p><b>Pay ID:</b> SM</p> <p><b>Pay No:</b> 1 –24</p> <p><b>Orgn Code:</b> <i>Your Orgn. code.</i></p> <p><i>Skip wildcard orgn code.</i></p>
Parameters	Values										
1 Payroll Year	2002										
2 Pay ID	SM										
3 Pay No	1										
4 Wildcard Orgn Code	5410										

	<p>Ctrl + Page down . Click Save Parameters. Then click the save icon  in the upper left corner or F10.</p>
	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>
	<p>Click OK. Click on GWISTAT to monitor progress of the job.</p>

### ***PWRETIM Status of Electronic Time Entry Input***

Purpose of report: To provide information on the time entry and approval status of electronic time sheets. Will not contain information keyed in by Payroll office after electronic upload to payroll.

Alphabetical listing of employees with active jobs by department. Includes posn/suffix, labor distribution, Fund% in an orgn., the Transaction status and hours break-down for leave/earn codes electronically submitted, for each position. This report may be run multiple times for the current or previous pay period(s). A Transaction status key and authorized signature and date field are included at the end of the report.

Report contains line for signature of supervisor. Department should obtain employee's signature when time is submitted by departmental representative or by approver.

Column Headings	Values	Description
Status	Entered Submitted Returned Approved Completed	Actions performed on a time sheet. Time sheet had been opened. Time sheet submitted, pending approval. Returned for Correction. Approved ready for payroll upload. Uploaded into the payroll system.

Employee Name	Varies	Name of the employee associated with a status.
Date/Time	Varies	The date time stamp when the actions took place.

Run PWRETIM

<p>Direct Access: <input type="text" value="PWRETIM"/></p>	<p>Type PWRETIM in the Direct Access field on the Banner Main Menu</p>										
<p>Process: <input type="text" value="PWRETIM"/> <input type="text" value="WWU Web Time Status History"/>  Parameter Set: <input type="text"/> </p> <p>Printer Control</p> <p><input type="text"/> Printer <input type="text"/> Special Print <input type="text"/> Lines <input type="text"/> Submit Time</p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Year</td> <td>2002</td> </tr> <tr> <td>2 Payroll ID</td> <td>SM</td> </tr> <tr> <td>3 Pay No</td> <td>11</td> </tr> <tr> <td>4 Single/List Orgn Codes</td> <td></td> </tr> </tbody> </table>	Parameters	Values	1 Year	2002	2 Payroll ID	SM	3 Pay No	11	4 Single/List Orgn Codes		<p>Ctrl + Page down  twice to enter parameters</p> <p><b>Payroll Year:</b> 4 digit year  <b>Pay ID:</b> SM  <b>Pay No:</b> 1 –24</p> <p><b>List all time sheets in a orgn:</b>  Enter a value for <b>Orgn Code</b>. Otherwise leave blank and arrow down to the next parameter.</p> <p>~ or ~</p> <p><b>List only the time sheets you approve:</b> Enter your Banner username in <b>Approver's Banner Username</b>. Leave blank if an orgn. code was previously entered.</p>
Parameters	Values										
1 Year	2002										
2 Payroll ID	SM										
3 Pay No	11										
4 Single/List Orgn Codes											
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Parameters	Values										
2 Payroll ID	SM										
3 Pay No	11										
4 Single/List Orgn Codes											
5 Approver's Banner Username	Furtadm										
<p>Process Submission Control Form GJAPCTL 4.3 (PPRD)</p> <p>Process: <input type="text" value="PWRETIM"/> <input type="text" value="WWU Web Time Status History"/>  Parameter Set: <input type="text"/> </p> <p>Printer Control</p> <p><input type="text"/> Printer <input type="text"/> Special Print <input type="text"/> Lines <input type="text"/> Submit Time</p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Year</td> <td>2002</td> </tr> <tr> <td>2 Payroll ID</td> <td>SM</td> </tr> <tr> <td>3 Pay No</td> <td>15</td> </tr> <tr> <td>4 Single/List Orgn Codes</td> <td>5410</td> </tr> </tbody> </table> <p>LENGTH: 4 TYPE: Character O/R: Required M/S: Single  Payroll Year format (YYYY)</p> <p>Submission</p> <p><input checked="" type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="radio"/> Hold <input checked="" type="radio"/> Submit</p>	Parameters	Values	1 Year	2002	2 Payroll ID	SM	3 Pay No	15	4 Single/List Orgn Codes	5410	<p>Ctrl + Page down  .  Click Save Parameters. </p> <p>Then click the save icon  in the upper left corner or F10.</p>
Parameters	Values										
1 Year	2002										
2 Payroll ID	SM										
3 Pay No	15										
4 Single/List Orgn Codes	5410										

	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>
	<p>Click OK. Click on GWISTAT to monitor progress of the job.</p>

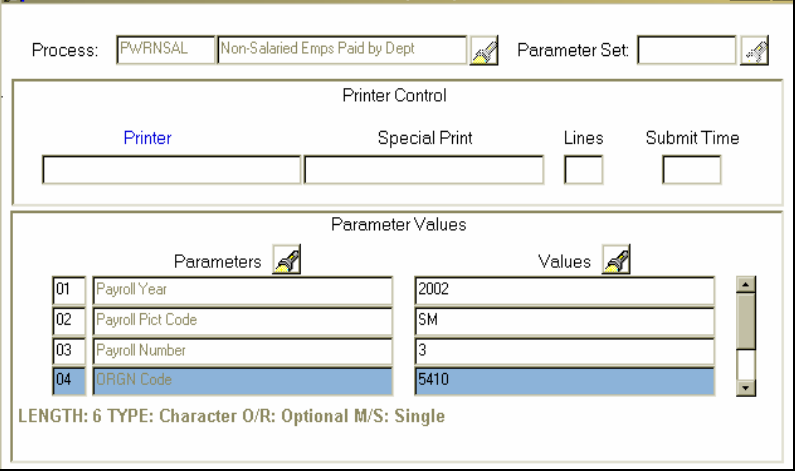

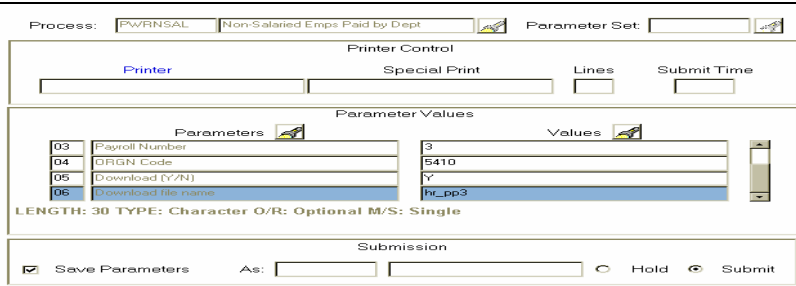


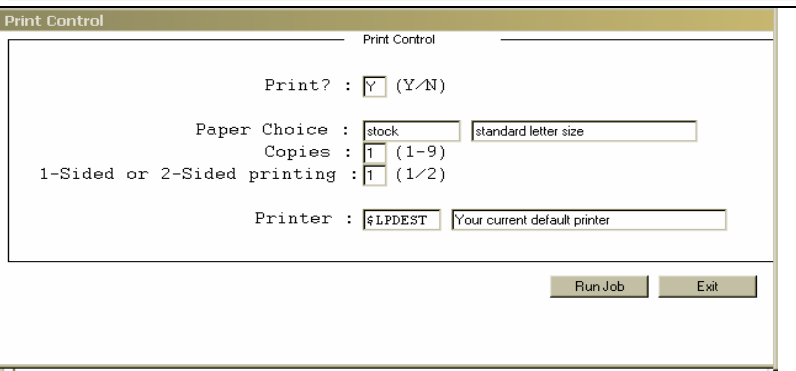
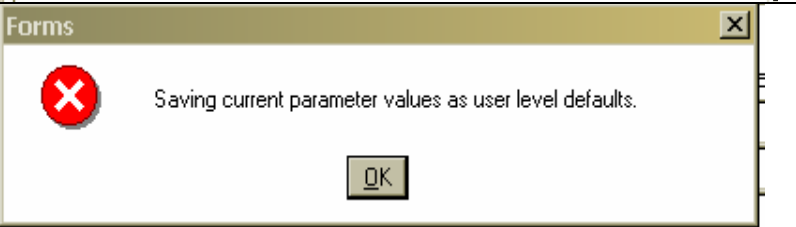

### ***PWRNSAL Non-Salaried Employees***

Purpose of Report: To report all hourly/non-uniform employees who will receive pay from the payroll system for a specified pay date.

Alphabetical list of paid non-salaried employees by department with ID, posn-suff including hourly rate. PWRNSAL can be run multiple times for the current or previous pay period(s). Wait until two business days before pay day to run for the current pay period. Does not include shift/shift overtime pay. Overtime hours and overtime rate shown on separate line.

<b>Column Headings</b>	<b>Values</b>	<b>Description</b>
Hours Paid	Varies	Actual hours to be paid. Will not include emergency checks
Percent, Labor Distribution	Varies	FOPAL and Posn %
Check or Deposit	C, D	Method of Payment C= check D= deposit

Run PWRNSAL




<p>Direct Access: <input type="text" value="PWRNSAL"/></p>	<p>Type PWRNSAL in the Direct Access field on the Banner Main Menu</p>										
 <p>Process: <input type="text" value="PWRNSAL"/> <input type="text" value="Non-Salaried Emps Paid by Dept"/> <input type="button" value="Help"/> Parameter Set: <input type="text"/> <input type="button" value="Help"/></p> <p>Printer Control</p> <p><input type="button" value="Printer"/> <input type="button" value="Special Print"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>01 Payroll Year</td> <td>2002</td> </tr> <tr> <td>02 Payroll Pict Code</td> <td>SM</td> </tr> <tr> <td>03 Payroll Number</td> <td>3</td> </tr> <tr> <td>04 ORGN Code</td> <td>5410</td> </tr> </tbody> </table> <p>LENGTH: 6 TYPE: Character O/R: Optional M/S: Single</p>	Parameters	Values	01 Payroll Year	2002	02 Payroll Pict Code	SM	03 Payroll Number	3	04 ORGN Code	5410	<p>Ctrl + Page down  twice to enter parameters</p> <p><b>Payroll Year:</b> 4 digit year</p> <p><b>Pay ID:</b> SM</p> <p><b>Pay No:</b> 1 –24</p> <p><b>Orgn Code:</b> <i>Your Orgn. code.</i></p> <p><b>Download [Y/N]:</b> Y if you want a download file (otherwise N or leave blank)</p> <p><b>Download File Name:</b> Enter a filename if “Download [Y/N]” was “Y” otherwise leave blank</p>
Parameters	Values										
01 Payroll Year	2002										
02 Payroll Pict Code	SM										
03 Payroll Number	3										
04 ORGN Code	5410										
 <p>Process: <input type="text" value="PWRNSAL"/> <input type="text" value="Non-Salaried Emps Paid by Dept"/> <input type="button" value="Help"/> Parameter Set: <input type="text"/> <input type="button" value="Help"/></p> <p>Printer Control</p> <p><input type="button" value="Printer"/> <input type="button" value="Special Print"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>03 Payroll Number</td> <td>3</td> </tr> <tr> <td>04 ORGN Code</td> <td>5410</td> </tr> <tr> <td>05 Download (Y/N)</td> <td>Y</td> </tr> <tr> <td>06 Download file name</td> <td>hr_pp3</td> </tr> </tbody> </table> <p>LENGTH: 30 TYPE: Character O/R: Optional M/S: Single</p> <p>Submission</p> <p><input checked="" type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="button" value="C"/> Hold <input type="button" value="Submit"/></p>	Parameters	Values	03 Payroll Number	3	04 ORGN Code	5410	05 Download (Y/N)	Y	06 Download file name	hr_pp3	<p>Ctrl + Page down  . Click Save Parameters. Then click the save icon  in the upper left corner or F10.</p>
Parameters	Values										
03 Payroll Number	3										
04 ORGN Code	5410										
05 Download (Y/N)	Y										
06 Download file name	hr_pp3										
 <p>Print Control</p> <p>Print? : <input checked="" type="checkbox"/> (Y/N)</p> <p>Paper Choice : <input type="text" value="stock"/> <input type="text" value="standard letter size"/></p> <p>Copies : <input type="text" value="1"/> (1-9)</p> <p>1-Sided or 2-Sided printing : <input type="text" value="1"/> (1/2)</p> <p>Printer : <input type="text" value="\$LPDEST"/> <input type="text" value="Your current default printer"/></p> <p><input type="button" value="Run Job"/> <input type="button" value="Exit"/></p>	<p>Verify Print Control settings are correct and that ‘Your current default printer’ is displayed. Click Run Job.</p>										
 <p>Forms</p> <p> Saving current parameter values as user level defaults.</p> <p><input type="button" value="OK"/></p>	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>										

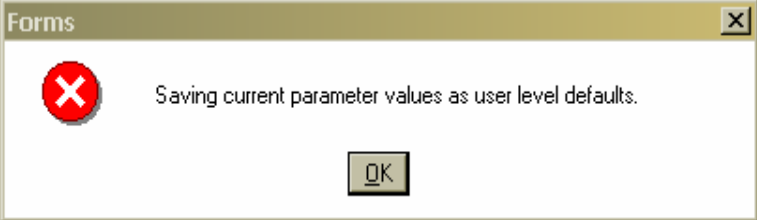
## PWRSTHR - Student Hours Worked by Position

Alphabetical listing of student employees hours worked within a specified date range and org code. This report is used to determine when a student qualifies for an hourly increase based on hours worked within a specified date range.

Column Headings	Values	Description
ECLS	S1-S5	Employee Class
Hours		Total hours worked within specified date range.

### Run PWRSTHR

<p>Process: PWRSTHR Student Hours Worked Parameter Set:</p> <p>Printer Control</p> <p>Printer: Special Print: Lines: Submit Time:</p> <p>-i10 -sletter</p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Beginning Date</td> <td>01-SEP-2004</td> </tr> <tr> <td>2 Ending Date</td> <td>31-DEC-2004</td> </tr> <tr> <td>3 Orgn Code</td> <td>5410</td> </tr> </tbody> </table>	Parameters	Values	1 Beginning Date	01-SEP-2004	2 Ending Date	31-DEC-2004	3 Orgn Code	5410	<p>Ctrl + Page down  twice to enter parameters</p>
Parameters	Values								
1 Beginning Date	01-SEP-2004								
2 Ending Date	31-DEC-2004								
3 Orgn Code	5410								
<p>Submission</p> <p><input checked="" type="checkbox"/> Save Parameters As: Hold Submit</p>	<p>Ctrl + Page down  . Click Save Parameters. Then click the save icon  in the upper left corner or F10.</p>								
<p>Print Control</p> <p>Print? : <input checked="" type="checkbox"/> (Y/N)</p> <p>Paper Choice : stock standard letter size</p> <p>Copies : 1 (1-9)</p> <p>1-Sided or 2-Sided printing : 1 (1/2)</p> <p>Printer : \$LPDEST Your current default printer</p> <p>Run Job Exit</p>	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>								

	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>
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## Leave In Advance Report

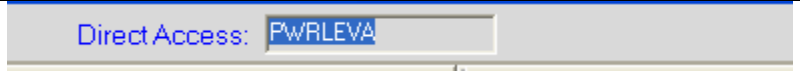
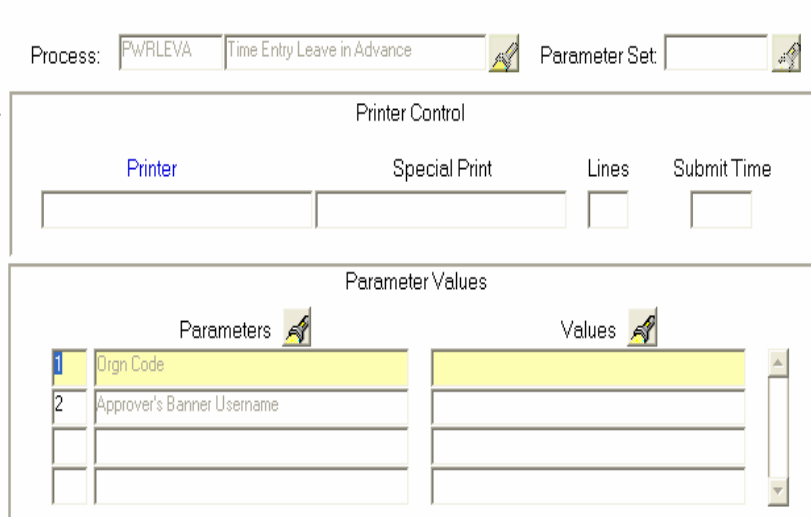

### ***PWRLEVA – Leave Entered in Advance by Pay Period***




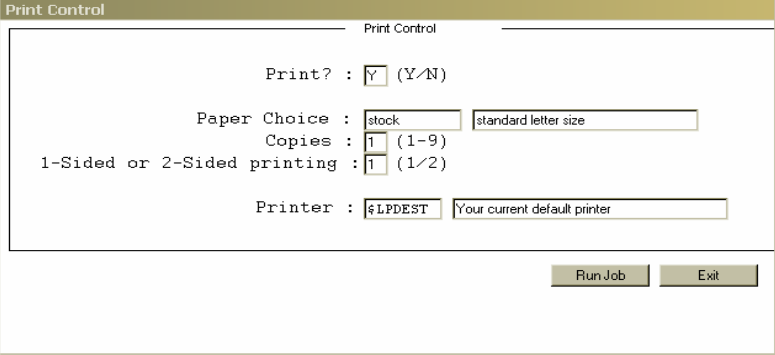
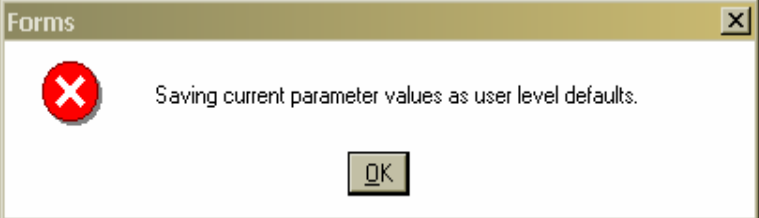

Purpose of report: To provide information on leave entered from the current date up to six pay periods (3 months) in advance. Will not contain leave information if the employee also has an opened time sheet in the same pay period. Will not display information keyed in by Payroll office after electronic upload to payroll.

Alphabetical listing of employees with active jobs by pay period. Includes posn/suffix, labor distribution, Fund% in an orgn., the Transaction status and hours break-down for leave codes electronically submitted, for each position. This report may be run multiple times.

Column Headings	Values	Description
Status	Entered	Actions performed on a leave sheet. Leave sheet had been opened.
Employee Name	Varies	Name of the employee associated with a status.
Date/Time	Varies	The date time stamp when the actions took place.

### Run PWRLEVA

	<p>Type PWRLEVA in the Direct Access field on the Banner Main Menu</p>
	<p>Ctrl + Page down  twice to enter parameters</p> <p><b><u>List all leave sheets in a orgn:</u></b> Enter a value for <b>Orgn Code</b>. Otherwise leave blank and arrow down to the next parameter. ~ or ~</p> <p><b><u>List only the leave sheets you approve:</u></b> Enter your Banner username in <b>Approver's Banner Username</b>. Leave blank if an orgn. code was previously entered.</p>

 <p>Submission</p> <p><input checked="" type="checkbox"/> Save Parameters    As: <input type="text"/> <input type="text"/>    <input type="radio"/> Hold    <input type="radio"/> Submit</p>	<p>Ctrl + Page down .</p> <p>Click Save Parameters.</p> <p>Then click the save icon  in the upper left corner or F10.</p>
 <p>Print Control</p> <p>Print? : <input type="checkbox"/> (Y/N)</p> <p>Paper Choice : <input type="text" value="stock"/> <input type="text" value="standard letter size"/></p> <p>Copies : <input type="text" value="1"/> (1-9)</p> <p>1-Sided or 2-Sided printing : <input type="text" value="1"/> (1/2)</p> <p>Printer : <input type="text" value="LPDEST"/> <input type="text" value="Your current default printer"/></p> <p><input type="button" value="Run Job"/>    <input type="button" value="Exit"/></p>	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>
 <p>Forms</p> <p> Saving current parameter values as user level defaults.</p> <p><input type="button" value="OK"/></p>	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>