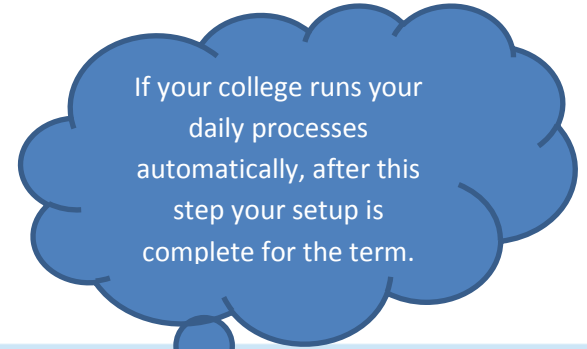


Quick Start Guide

The Book Store Processes are very different than they have been before, so we created this guide to help you minimize the learning curve.



Everything you need in one place

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!

Navigate to the New ZXPCRET form

This is the new form that creates the new term for your Book Store Process.

Run the process

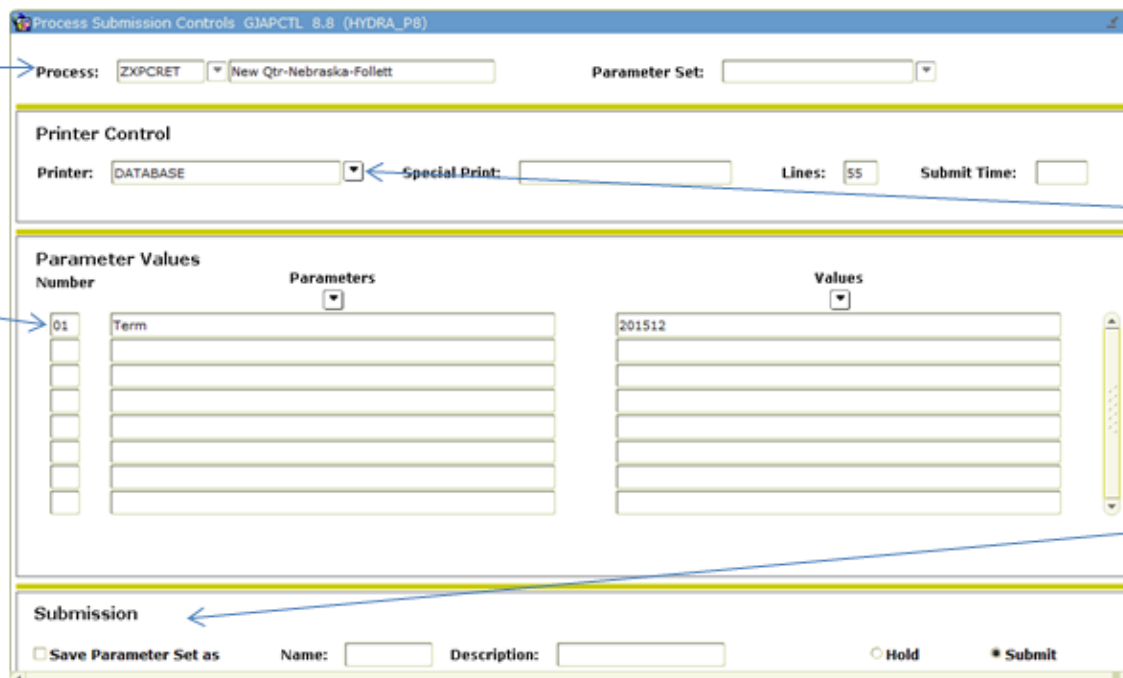
Enter your parameters and run the process to create the new term.

Process Name

Enter the process name in the Process: box and CTRL+PGDN

Parameter Values

Enter the preferred value for the 01 Term parameter and CTRL+PGDN



The screenshot shows the 'Process Submission Controls' window for 'ZXPCRET' with 'New Qtr-Nebraska-Follett' selected in the 'Process' dropdown. The 'Printer Control' section has 'DATABASE' in the 'Printer' dropdown and 'Special Print' set to 'Special Print'. The 'Parameter Values' table is as follows:


Number	Parameters	Values
01	Term	201512

The 'Submission' section at the bottom has 'Save Parameter Set as' checked, and 'Name' and 'Description' fields are empty. The 'Hold' radio button is selected, and the 'Submit' button is highlighted.

Printer Control

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

Submission

Hit F10 to Save and run the ZXPCRET process. You can also hit  to save

Don't Forget to Review the log file to make sure the process ran successfully.
Options > Review Output