

COOPERATIVE EXTENSION SERVICE
University of Arkansas, United States Department of Agriculture, and County Governments Cooperating

BANNER

How Do I . . . Basics User's Guide

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What is NAL Window?

The Novell* Application Launcher* ("NAL" Window) is part of a software delivery process that lets your administrator distribute and centrally manage the applications that you see at your workstation in the NAL Window.

By using applications through the NAL Window, you can expect faster resolution to problems that you might encounter while using the applications.

To locate NAL when it is minimized, look at the bottom toolbar and select Novell-delivered. The NAL screen is opened. The user can move and size the screen.

To launch an application, select the icon in the NAL Window.

How do I Logon?

- S In the NAL box, select Banner 4.
If the NAL box is not displayed, select **Start**, select **Run** and in the **Open** box type **NAL**. Select **OK**. In the **NAL** box, select Banner 4.

- S The Logon screen is displayed. Enter your Username, Password, and database name, Aedison_aces@. Edison_aces is the production (working) instance of the database. Datastor_prep is the test instance.

- S Select Connect or press **<ENTER>**.

- S The Banner 4 Main Menu is displayed.

- S In the **Direct Access** box, enter the name of the form to be retrieved or use the menus at the left to access a form, job, menu or Quickflow.

- S Select the **Exit** icon (open red book at top right of screen), select the **X** at the top right of your window or select **File** and select **Exit** to close the screen.

How do I access TELNET?

Telnet programs are a type of terminal emulation program, just like modem-based communications programs. The difference is they allow you to access other computers through the Internet, rather than by dialing the other computers directly.

Telnet programs talk to other Internet-connected computers using what's called the Telnet protocol for communication. This protocol specifies how telnet programs should send data back and forth, allowing for interactive text sessions. Telnet allows you to access Internet-connected BBSs and other systems worldwide.

Users are set up prior to first session of telneting by the Network Support Specialist.

- S Select the Telnet icon.
If there is not a Telnet icon, select **START**, select **RUN**. In the **Open** box type **TELNET** and select **OK**.
- S The Telnet screen is opened. From the toolbar, select **Connect**.
- S From the **Connect** pull down, choose Edison or the IP Address listed.
- S At the ? (question mark) prompt, press **<ENTER>** to access the instance of the Banner database displayed in parentheses (i.e., ACES) or type the name of the instance you want to access and press **<ENTER>**.
- S Enter the IBM commands to run a program or look at a file (see sections Checking the Print Queue and SQL).

How do I access WSFTP?

WS_FTP LE is a File Transfer Protocol (FTP) client with a well-designed user interface that is used to transfer files between your local PC and a remote FTP server. It displays two panes. One shows a local system view that displays all drives, directories and files, the other pane displays the directories and files on the remote system. Logon directories, usernames, passwords and other preferences for FTP sites you visit can be saved so that subsequent visits are fast and simple.

The users will be set up prior to the first session of WS_FTP by the Network Support Specialist. The Business Office users will have an icon for this option.

- S Select the **WS_FTP95 LE** icon.
- S The Session Properties screen is displayed. You can select files and copy them to/from edison. You can also select buttons to perform actions such as sort, delete, rename, view, refresh, create directory, change directory, and more.

How do I check the print queue?

To check all queues:

S While logged into Telnet, at the prompt type **LPSTAT** and press **<ENTER>**.

To check a specific queue:

S While logged into Telnet, at the prompt type **LPSTAT -p(name of print queue)** and press **<ENTER>**. (LPSTAT(space)-(small p)(no space)name of print queue.)

How do I access a SQL program?

To access a SQL *Plus program:

S Telnet into Edison.

S Run SQL*Plus Program from /home/common (or the directory that contains your program).

Example: To access the Open PO (Aging) Report by Established Date report you must run open_po.sql. Run instructions are case sensitive. Type the following, pressing <ENTER> after each line:

cd /home/common

sql/plus

start open_po

The report is designed to be viewed or printed from WordPerfect on your PC. Normally, you would FTP the report file open_po.lst to your PC and open the WordPad. The report should be viewed in Landscape, with margins set to .25 inch. However, the report could be forced to go directly to the printer by substituting

start print open_po

for start open_po in the last line of the example. This will set margins etc, by default.

When the program is finished, type the following and press <ENTER>:

exit (to exit SQL *Plus)

exit (to exit Telnet)