USING THE EXPERT MODE:

1. At the Go To ===> prompt, type FWRPEDR. and press [Enter]. You will be taken into the Process Submission Control Form (GJAPCTL). press [NEXT BLOCK].

To print the report directly from Job Submission, YOUR PRINTER MUST BE NETWORKED AND HAVE POSTSCRIPT. Questions regarding networking your printer should be directed to the Help Dest, 885-4357.

2. Your cursor is located in the Printer: field. Enter the name of your printer or press [LIST OF VALUES] or double click on the Printer field to query for your printer name. A Find box will appear on your screen, start typing the code for your printer. After you have located your printer, make sure it is highlighted and click on the OK button. Special Print should default in as L275. Lines should default in 55.

3. In the Submit Time field, enter the time you wish the report to run (unless it is on demand). Use the 24-hour clock time (military time) in the follow format: 21:00 (9:00 pm). When requesting to run a report at night, we recommend that you do NOT request reports to run before 21:00 hours to avoid the nightly back up process.

4. Your cursor is located in the Parameter: field. For parameter 01 – Payroll Year (YYYY). press [NEXT ITEM]. Enter the appropriate year, in the form given. press [NEXT RECORD].

5. Repeat Step #4 for the remaining parameters, entering the appropriate information as instructed by the Description and Help Line (Help Line is located at the bottom of the block). When you have entered all required parameters. press [NEXT BLOCK].

6. press [NEXT ITEM] to the Submit: field or click on the Save button. Make sure that legal paper is in your printer.