

Running jobs (Execute) in the Background

SAP Job Release Request

SAP Screen Shots

The University of Mississippi – ERP 2005

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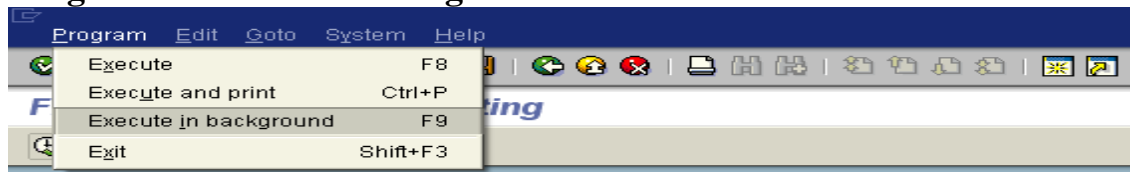
SAP Web Site

www.olemiss.edu/projects/sap

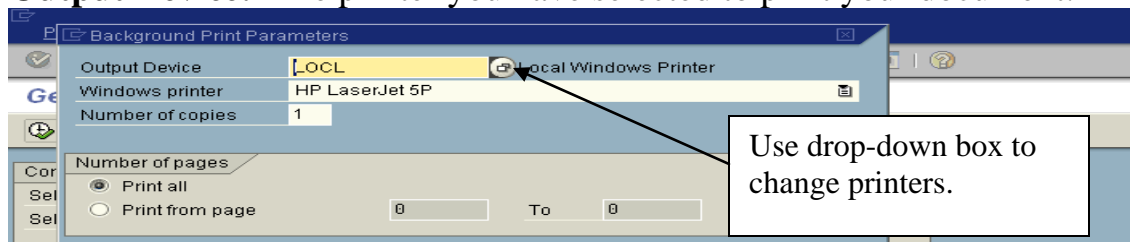
When running reports that take longer than 30 minutes to execute, End Users will need to execute in the background and complete a Job Release Form for the work to be scheduled.

Execute in the background: To execute in the background, instead of left-clicking on the execute icon use the menu path Program > Execute in background. Note: If you have a wide report, you will need to change “Output Device” to **ZSWIN (all caps)** and also change the format.

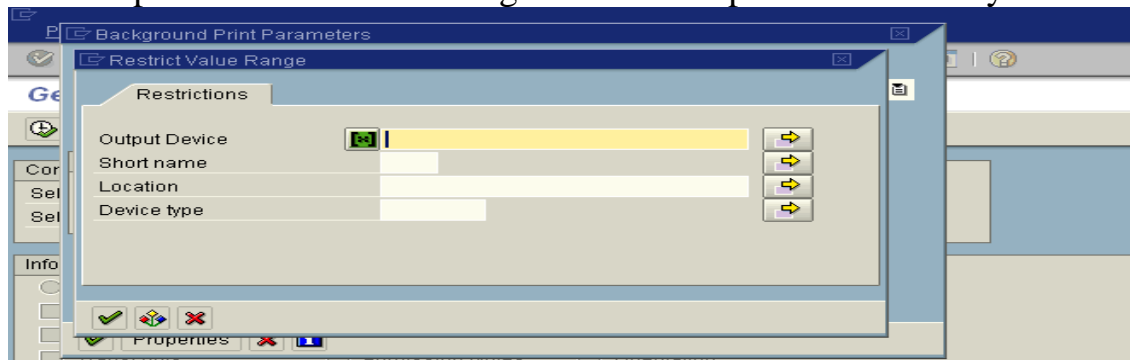
Program > Execute in background



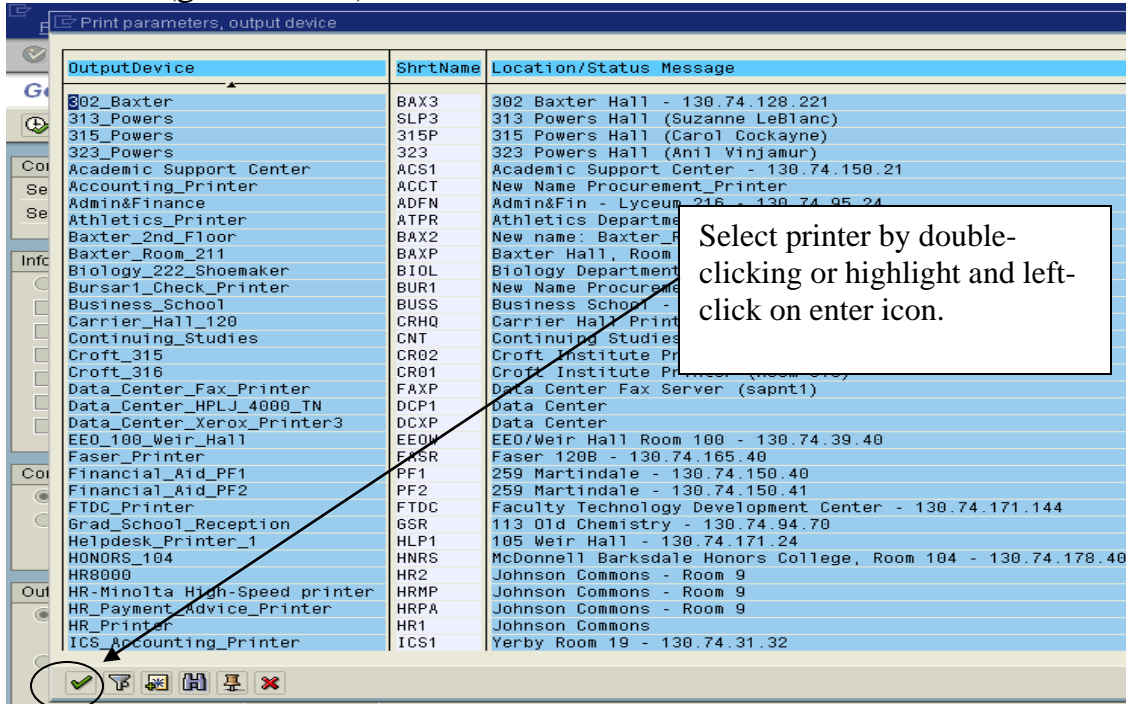
Output Device: The printer you have selected to print your document.



The “Output Device” will need to be blank to view all network printers that are set up in SAP. Left-click on green check or press Enter on keyboard.

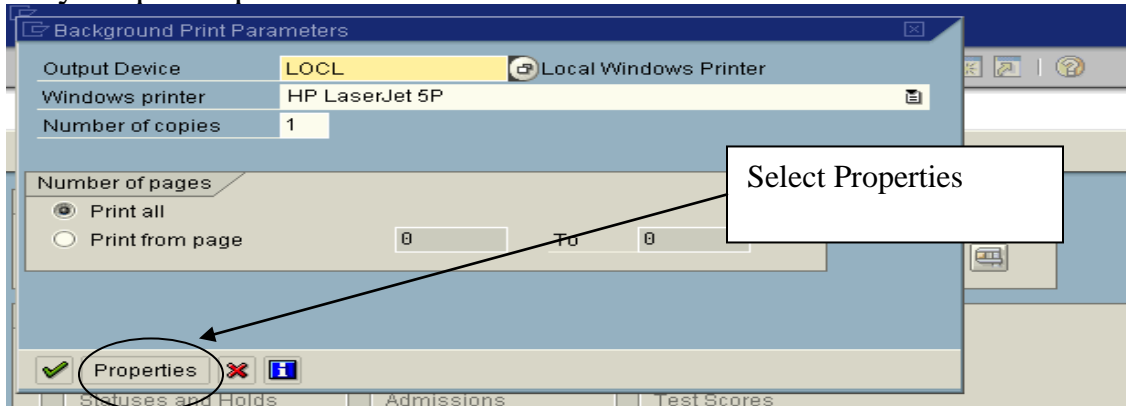


Make selection by double-clicking on printer or highlight and left-click on enter icon (green check).



Printer Parameters

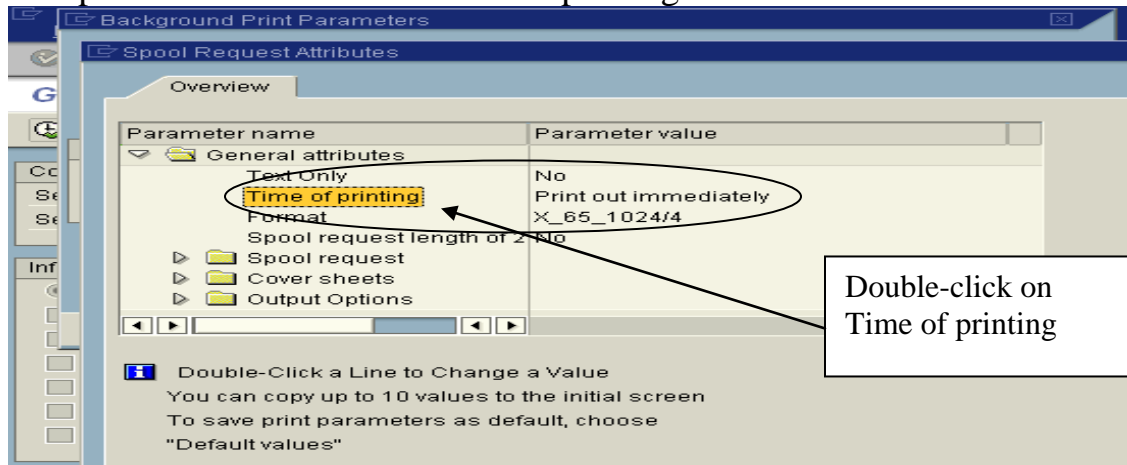
Set your Print Parameters: The first time you use this function, your dialog box will not contain any settings. Click on the “Properties” button to set your print options.



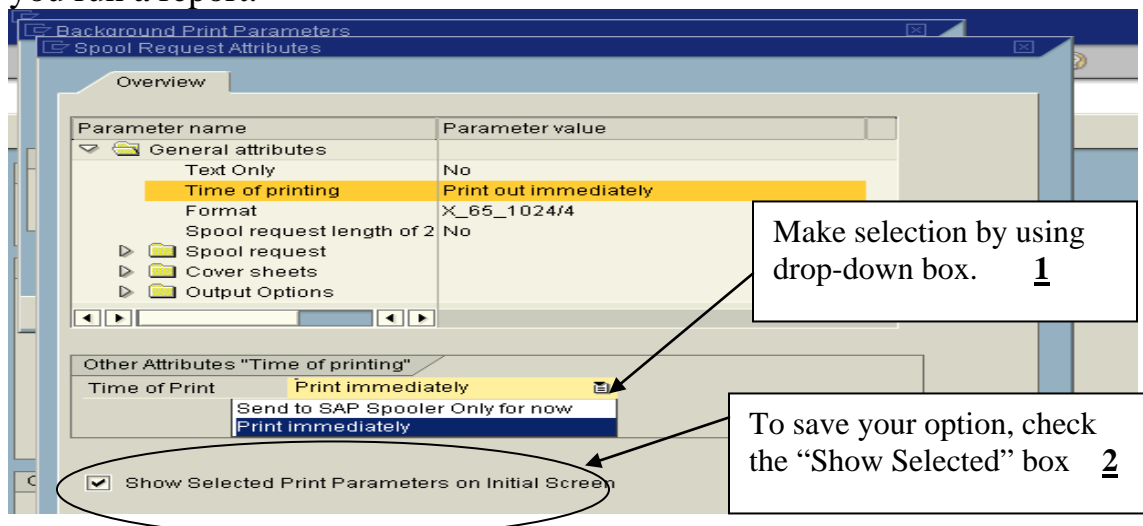
When you click “Properties” a new menu and dialog box appears. You may set your print parameters here and save them so that they are included in the “Background Print Parameters” box whenever you set up a job to run in background.

Print Parameters – Time of Printing

Time of printing: Select whether to print immediately to your printer or to the spool. Double-click on Time of printing



Select your option and click “Show Selected Print Parameters on Initial Screen” box. This saves your options so that they will appear the next time you run a report.



Note: Print immediately can only be used if you select a network printer for output device and if the report is not too wide. If you are using a local windows printer or wish to display before deciding to print, do not select Print immediately. If you have a wide report, you will need to change “Output Device” to **ZSWIN (all caps)** and also change the format.

Print Parameters – Format

Format: Select your printing format: Double-click on Format to provide options. Select your option and click “Show Selected Print Parameters on Initial Screen” box. This saves your options so that they will appear the next time you run a report.

Double-click on Format 1

Format: For many CM reports with numerous columns, you may need to change the format. Use drop down box and change to another format like x_65_1024/4 2

To save this option 3

Print Parameters – Delete after output

Delete after output: Make sure this is unchecked, if you need to view data from your screen or print later. Check “Show Selected Print Parameters on Initial Screen”

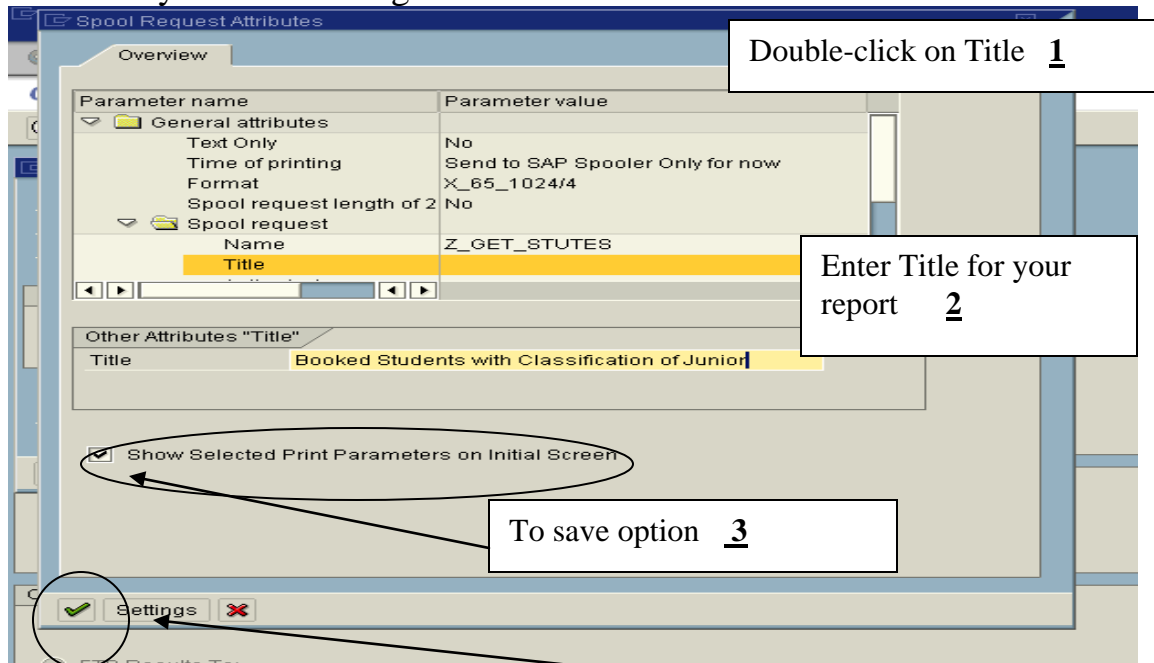
Double-click on Delete immediately 1

Make sure this is unchecked, if you need to view data from your screen or printer later. 2

To save option 3

Print Parameters – Title

Title: If you are running more than one report, it is very helpful to put a title in on your report. Double click on “Title” to see the Title box. Enter your title, check “Show Selected Parameters on Initial Screen”. You will be able to change titles directly from the “Background Print Parameters” box the next time you run in background.

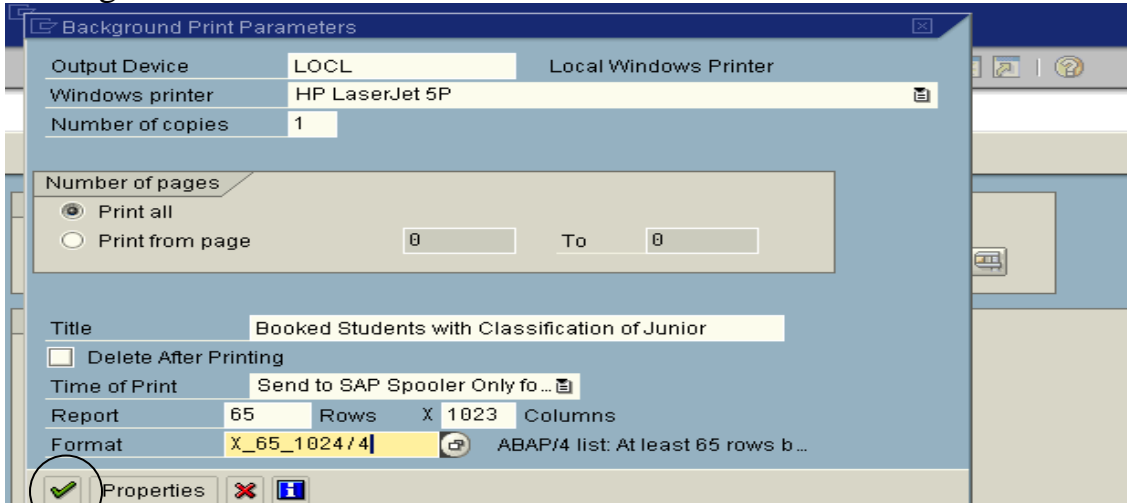


When you have selected all of your “Parameter settings”, click the green check.

Your Print Parameters should now display in the “Background Print Parameters” box.

Printer Parameters Set

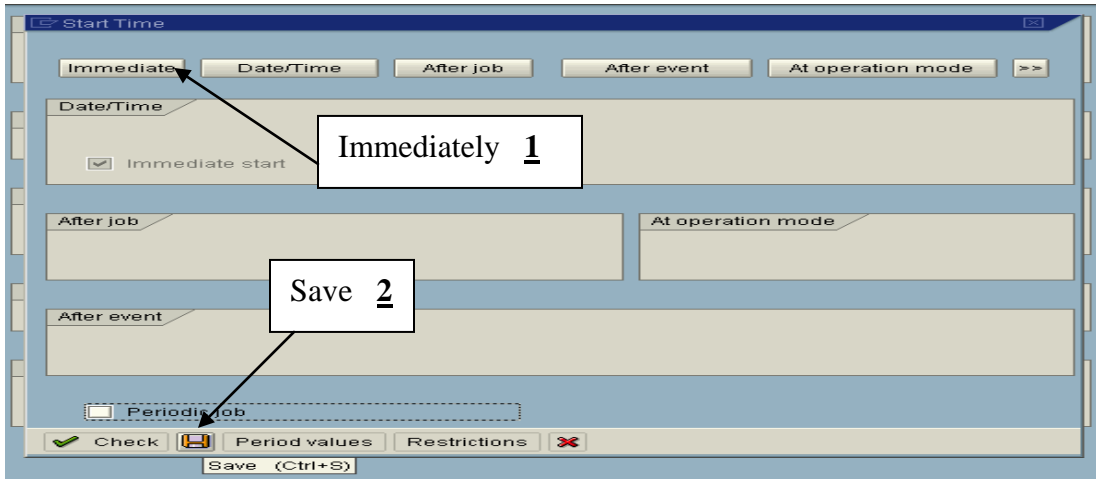
Once your Print Parameters have been set, they should now display in the “Background Print Parameters” box.



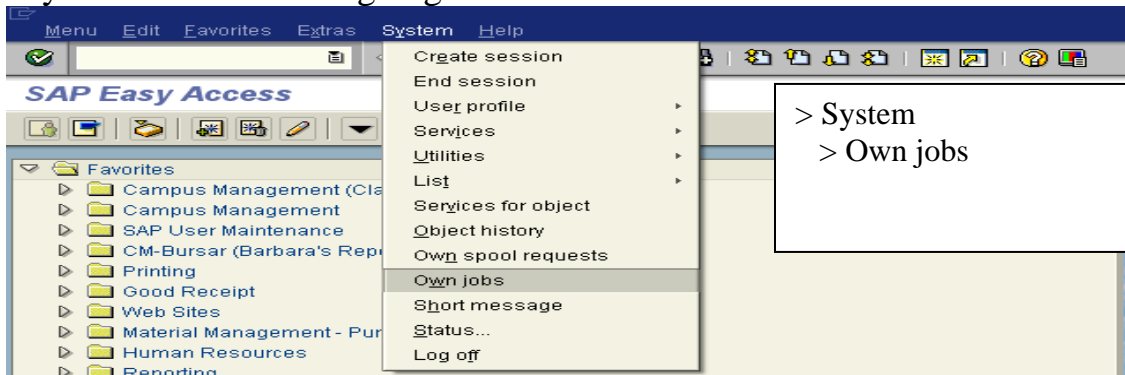
Click the green arrow. The “Start Time” dialog box should appear.

Start Time: Immediate. Left-click on Immediate (this does not mean it will run immediately, you must submit a Job Release Form)

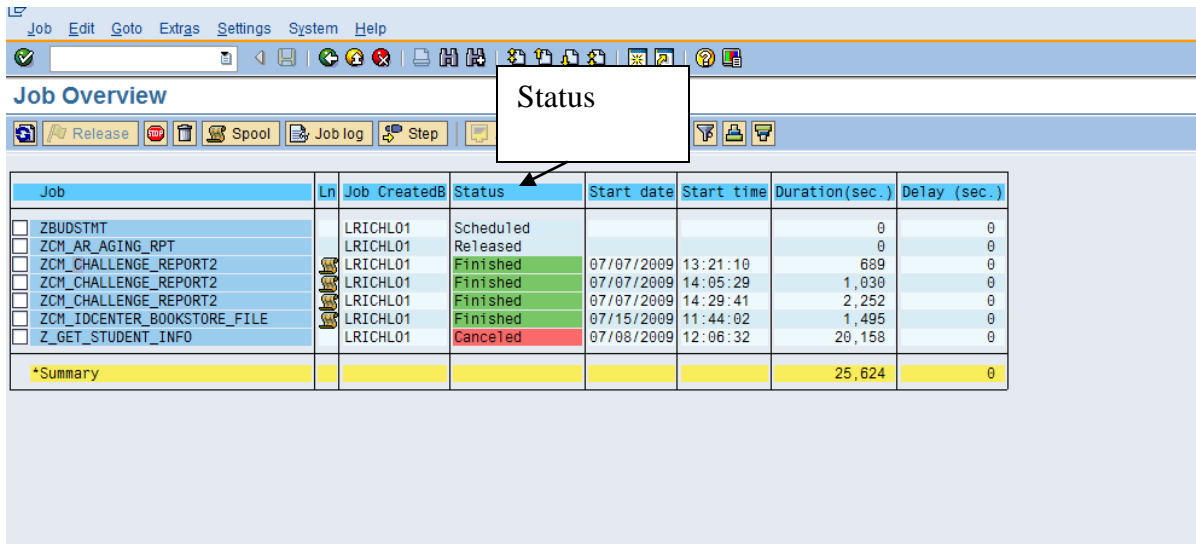
SAVE: Left-click on SAVE icon.



To view status of jobs, go to system > own jobs. You may view own jobs at any time to see what is going on.



Own Jobs:

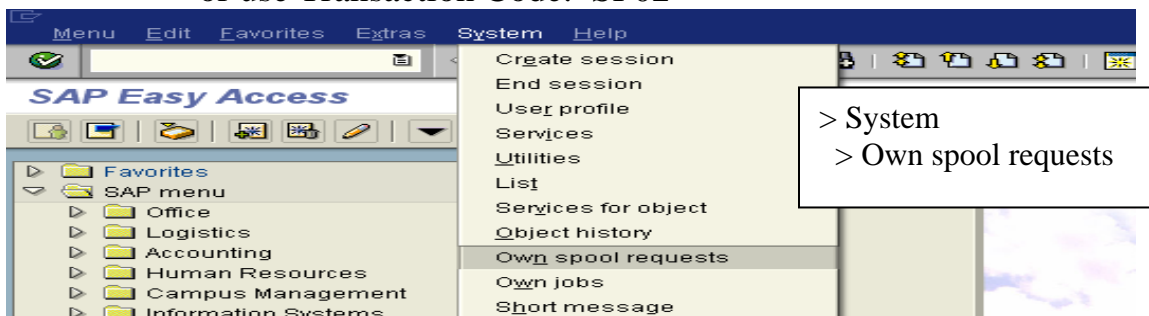


When selected report has completed you can view your 'Own Spool requests'.

Own Spool Request: To view spool request

System > Own spool requests

or use Transaction Code: SP02



Display Report: Select report by checking the box to the left of the spool number, then left-click on the display contents icon (glasses).

Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Display contents (F6)

Spool no.	Type	Date	Time	Status	Pages	Title or name
<input checked="" type="checkbox"/> 13378		10/29/2003	20:55	-	11	View Student Schedule and Grades as ALV - Naval Scienc
<input type="checkbox"/> 8205		10/23/2003	18:48	-	194	All of Engineering + Advisor
<input type="checkbox"/> 7997		10/23/2003	17:07	-	15	
<input type="checkbox"/> 8056		10/23/2003	16:42	-	3	
<input type="checkbox"/> 8131		10/23/2003	16:42	-	4	
<input type="checkbox"/> 8036		10/23/2003	15:37	-	194	
<input type="checkbox"/> 7877		10/23/2003	15:37	-	194	
<input type="checkbox"/> 7838		10/23/2003	14:44	-	14	
<input type="checkbox"/> 7698		10/23/2003	14:44	-	14	
<input type="checkbox"/> 7590		10/23/2003	13:37	-	194	
<input type="checkbox"/> 7568		10/23/2003	12:48	-	14	
<input type="checkbox"/> 6456		10/23/2003	09:25	-	194	
<input type="checkbox"/> 6425		10/23/2003	08:31	-	14	Enrolled in UG Chemical Engr & Advisors

Display Contents 2

Select your report by checking the box to the left of the spool number. 1

Reports longer than 10 pages:

Spool request Edit Goto Utilities Settings System Help

Graphical display of spool request 13378 in system PRD

Settings... Graphical Raw Hex

Data statistics Number of

Records passed	566
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Set display... (Ctrl+Shift+F10)

Number of pages displayed and the number of pages in report.

Only page 1 to page 10 of 11 displayed

Display area: Settings > Change display area to show all pages.

Spool request Edit Goto Utilities Settings System Help

Graphical display of spool request 13378 in system PRD

Settings... Graphical Raw Hex

Settings for Spool Request Display

Display mode

- Graphical
- Raw
- Hexadecimal

Display area

- From page 1 To page 11
- The last 10 pages

Save settings

- Temp. for transaction
- Temp. for session
- Permanently even betw. logons

Enter 'to page'