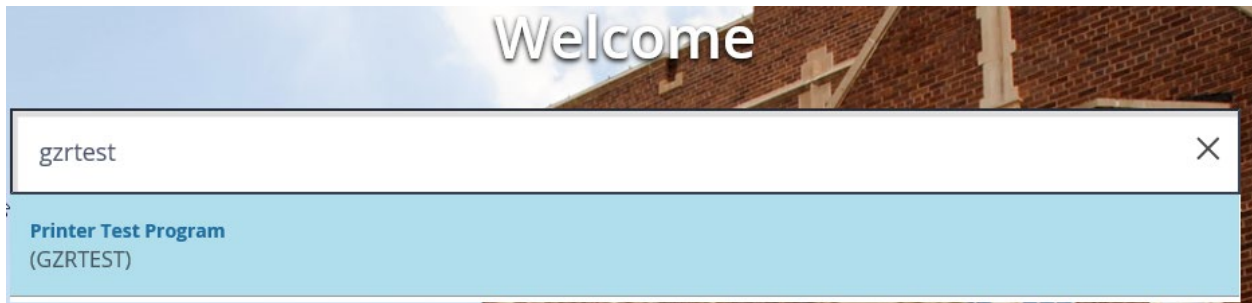


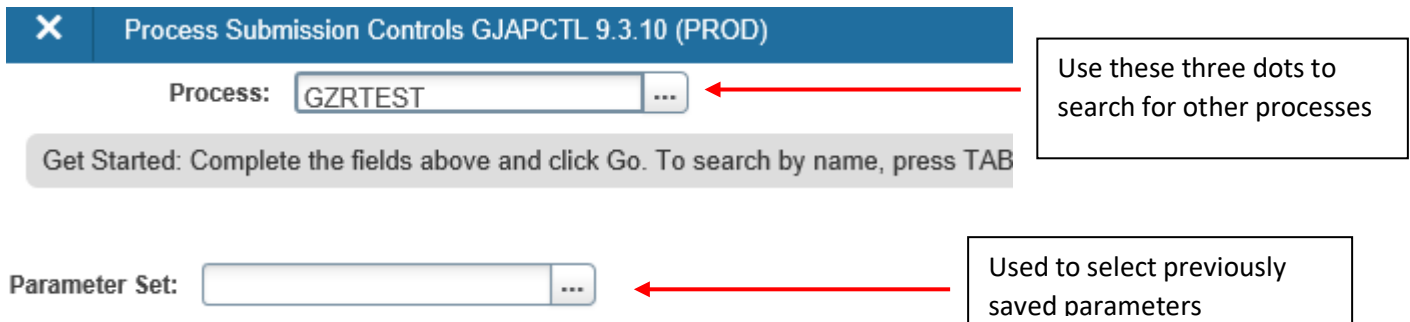
How to Access '- R' Reports like SZRSECT From AppNav (Banner 9)

When logged into AppNav, type in the name of the desired - - R report in the search bar, like gzrtest is in the example image below:



Once typed in, the Enter key can be pressed or the recommendation that pops up below the search bar can be clicked.

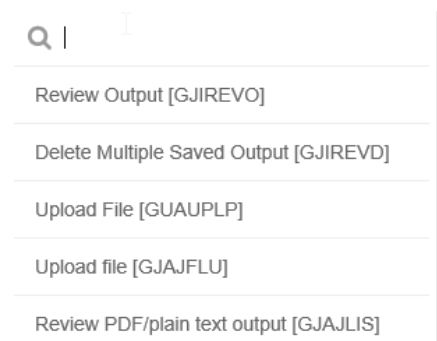
When that is carried out it will transfer to a page containing the below three items at the top of the page, which will be explained in order.



Located on the top right are utilities for processes and forms, as seen below:



By clicking RELATED, a user can view actions that are related to their currently selected process. The example on the right showing actions related to GZRTEST:



Please take a moment at this time to

Click



and familiarize yourself with its functionality.

Clicking

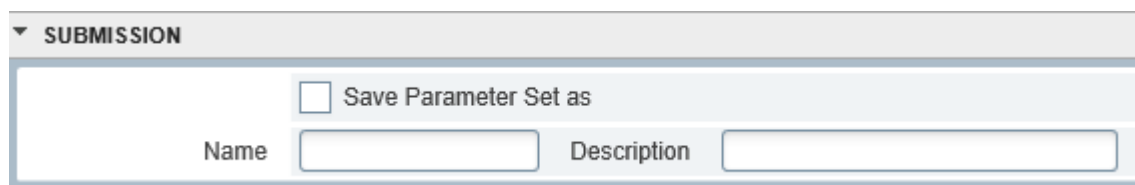


Will take you to your chosen Process or Form

The Save button for Forms and Processes has been relocated in AppNav to the bottom right:



Forms and Process vary, but at the bottom of ones that accept parameters is an option to save the entered parameters for future use, as seen below:



▼ SUBMISSION

Save Parameter Set as

Name Description