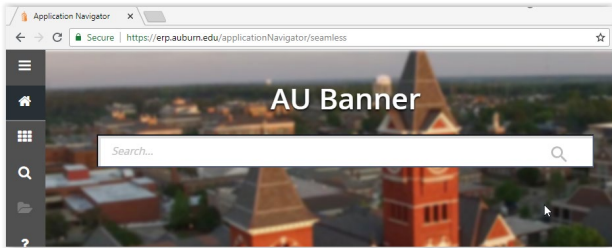


PZRPIHD – Positions Incumbent History

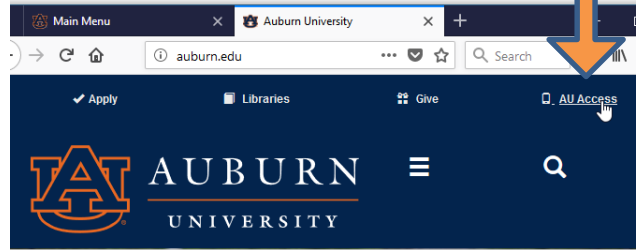
Position history of incumbents

1 Banner Admin
erp.auburn.edu

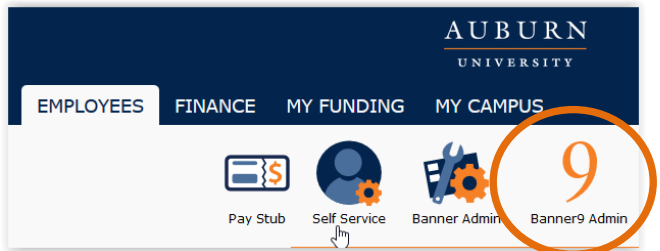
2 AU Authenticate and 2-factor DUO



1 AU Access

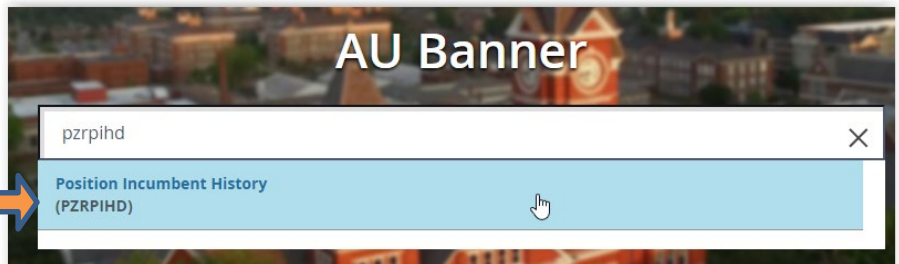


2 Employee Tab -> Banner9 Admin

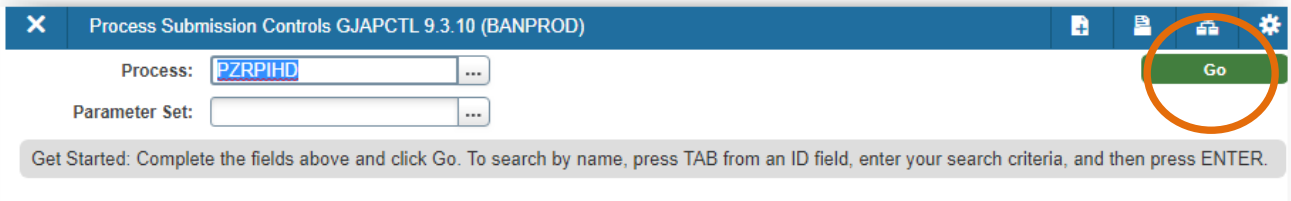


3 Search Field Type PZRPIHD

4 Select the result



5 Submission Control -> Go



Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRPIHD Position Incumbent History Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer Submit Time PDF Font Size
 Special Print MIME Type Delete After Days
 Lines PDF Font Delete After Date

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Division	
02	Report Begin Date	

Record 1 of 2

LENGTH: 1 TYPE: Character O/R: F
 Division 1,2,3, or 4 Value Hints

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name Description

SAVE

1. Division – i.e. (1,2,3,4)
2. Report Begin Date – i.e. date

Value Hints

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRPIHD 35 vacant posn by sel div and org Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer Submit Time PDF Font Size
 Special Print MIME Type Delete After Days
 Lines PDF Font Delete After Date

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	option Div or Orgn	Div
02	ALL or Div/Orgn	113
03	fiscal year	2019

Record 1 of 3

LENGTH: 4 TYPE: Character O/R. Required M/S: Single
 enter Div or Orgn

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name Description

SAVE

7

Submission Block

Cursor MUST click within the Submission Block.
 Either check the Save Parameter Set* OR click your cursor on the Name Field

*Save Parameter Set as will keep the values entered for future runs.

8

Save

Saving the form runs the script/report.

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRPIHD 2

Parameter Set:

Get Started: Complete the fields above and click Go. To search by name, press TAB from the Name field, enter your search criteria, and then press ENTER.

✓ Saving current parameter values as user level defaults.
✓ Sequence number is: 7853933

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Check your email

Downloadable CSV file

issadm@auburn.edu PZRPIHD - Position Incumbent History by Division

position_incumbent_div_1.csv
 1 MB

Report for Division 1 on/after 09/30/2018. See Attachment