Running jobs (Execute) in the Background

The University of Mississippi 5/2011

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When running reports that take longer than 30 minutes to execute, users should set them up to run in background.

Execute in the background: To execute in the background, instead of leftclicking 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

<u> </u>	<u>Program E</u> dit <u>G</u> oto Sy	stem <u>H</u> elp)
C	Execute	F8	। 😋 🚱 😒 । 🖴 🛗 🛗 । 🏝 🍄 🕰 😒 । 🔜 🔁
E	Exec <u>u</u> te and print	Ctrl+P	ling
-	Execute in background	F9	ling
G	E <u>x</u> it	Shift+F3	

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

_ ਹ	🔄 Background Print Para	ameters			1	
	Output Device	LOCL	Cocal Windows Printer		1 🔞	
Ge	Windows printer	HP LaserJet 5P				
Ð	Number of copies	1		Use dron-d	lown box to	
Cor Sel	Number of pages Print all			change prin		
Sel	 Print from page 	Θ	То 0	01		

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.

ļ	🗁 Background Print Parameters 🛛 🛛 🖂	
C	🖙 Restrict Value Range 🛛 🔍	1 🔞
G	Restrictions	
	Short name	
	Properties 🗶 🛄	

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

2	OutputDevice	ShrtName	Location/Status Message
Ge	∎02 Baxter	вахз	302 Baxter Hall - 130.74.128.221
~	313 Powers	SLP3	313 Powers Hall (Suzanne LeBlanc)
Ð	315 Powers	315P	315 Powers Hall (Carol Cockayne)
	323 Powers	323	323 Powers Hall (Anil Vinjamur)
201	Academic Support Center	ACS1	Academic Support Center - 130.74.150.21
Зe	Accounting Printer	ACCT	New Name Procurement Printer
	Admin&Finance	ADEN	Admin&Fin - Lyceum <u>216 - 130 74 95 24</u>
Зe	Athletics Printer	ATPR	Athletics Departme
	Baxter_2nd_Floor	BAX2	New name: Baxter_F Select printer by double-
	Baxter_Room_211	BAXP	Baxter Hall, Room
fc	Biology_222_Shoemaker	BIOL	Biology Department clicking or highlight and left-
\subset	Bursar1 Check Printer	BUR1	New Name Procureme Chicking of mighinght and left-
	Business School	BUSS	
	Carrier Hall 120	CRHQ	Business School - click on enter icon.
	Continuing Studies	CNT	Continuing Studies
	Croft 315	CR02	Croft Institute Pr
	Croft 316	CR01	Croft Institute Princes (noom ore)
	Data Center Fax Printer	FAXP	Data Center Fax Server (sapht1)
	Data Center HPLJ 4000 TN	DCP1	Data Center
	Data Center Xerox Printer3	DCXP	Data Center
	EEO 100 Weir Hall	EEOW	EEO/Weir Hall Room 100 - 130,74,39,40
-	Faser Printer	FASR	Faser 1208 - 130.74.165.40
01	Financial Aid PF1	PF1	259 Martindale - 130.74.150.40
-	Financial Aid PF2	PF2	259 Martindale - 130.74.150.41
۲	FTDC Printer	FTDC	Faculty Technology Development Center - 130.74.171.144
\subset	Grad School Reception	GSR	113 Old Chemistry - 130.74.94.70
	Helpdesk Printer 1	HLP1	105 Weir Hall - 130.74.171.24
	HONORS 104	HNRS	McDonnell Barksdale Honors College, Room 104 - 130.74.178.
_	HR8000	HR2	Johnson Commons - Room 9
ut	HR-Minolta High-Speed printer	HRMP	Johnson Commons - Room 9
	HR_Payment_Advice_Printer	HRPA	Johnson Commons - Room 9
	HR_Printer	HR1	Johnson Commons
	ICS_Accounting_Printer	ICS1	Yerby Room 19 - 130.74.31.32
0			

Printer Parameters

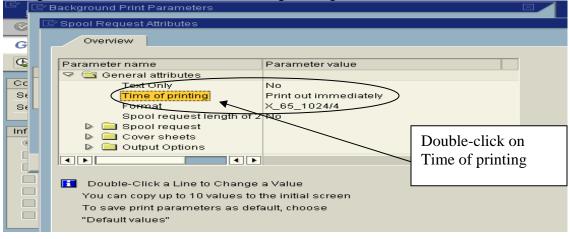
Set your Print Parameters: The first time you use this function, your dialog box will not contain any settings. Click on the "Properties" button to set your print options.

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	🖙 Background Print Para	meters		×	
	Output Device	LOCL	🕑 Local Windows Pri	nter	e 🗷 I 🔞
1	Windows printer	HP LaserJet 5P		ē	
	Number of copies	1			
r	Number of pages			Select Propertie	s
ł	Print all				
	 Print from page 	0	70 0		
ľ					
ľ	Statuses and Holds	Admission	ns 📃 Test Sc	ores	

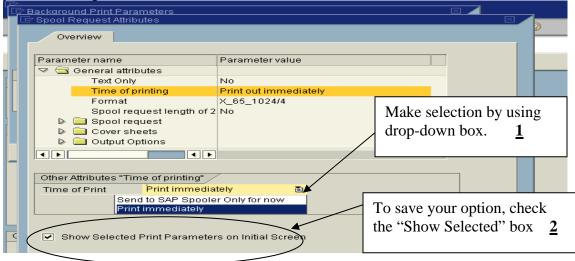
When you click "Properties" a new menu and dialog box appears. You may set your print parameters here and save them so that they are included in the "Background Print Parameters" box whenever you set up a job to run in background.

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 your local printer or a network printer 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.

	Ē	' Spool Request Atti	ributes		×	
C		Overview				
G					Double-click on Format 1	
Œ		Parameter name		Parameter value 🖌		
<u></u>		🖙 🔄 General att	ributes			
rð		Text On		No		
			fprinting	Send to SAR Spoole	r Only for now	
		Format		×_65_102474		
			equest length of 2	No	Formate For many CM reports wit	h
1	•	Spool r Image: Spool r	equest		Format: For many CM reports wit	,11
			Options		numerous columns, you may need	
	i		•			
			•••		to change the format. Use drop	
					down how and shange format to	
		Other Attributes "F			down box and change format to	
		Report	65 Rows	X 1023 Column	x_65_1024/4 2	
		Format	X_65_1024/4	ABAP/4 list		
- <u>'</u>						
		(Show Selecte	ed Print Parameter	rs on Initial Screen 🔵		
		\sim			To save this option 3	
					10 save uns option 5	

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"

Cr Spool Request Attributes		Double-click on Delete immediately <u>1</u>
Parameter name Parameter name Cover sheets Coutput Options Delete immediately Retention period	Parameter value	
New spool request Do not Append Prin Print Priority Storage Mode	tJ No Priority: Medium Print ▶	Make sure this is unchecked, if you need to view data from your screen or printer later. $\underline{2}$
Delete After Printing		To save option <u>3</u>
Show Selected Print Paramet	ters on Initial Screen	

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.

P	C	Spool Request Attributes					
6		Overview		Dou	ble-clic	k on Title	1
							-
		Parameter name	Parameter value				
C		🖙 🧰 General attributes					
			No				
			Send to SAP Spooler Only for	now			
			X_65_1024/4				
		Spool request length of 2	No				
		Spool request Name	Z_GET_STUTES				
		Title	2_GET_STOTES		Entor	Title for vo	
					Enter	Title for yo	ui
					report	<u>2</u>	
					report	=	
		Other Attributes "Title"					
		Title Booked Studer	nts with Classification of Junio	n –			
		Show Selected Print Parameter	s on Initial Screen				
F							
			To some ontion (2			
			\square To save option $\underline{}$	3			
H		🖌 Settiggs 🕱					
	>						
	- 7	TE RESINS IN					

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.

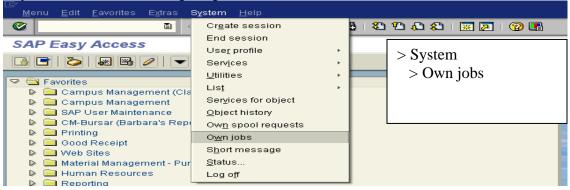
15	🖻 Background Print Para	imeters			
Π	Output Device	LOCL	Local Windows Printer		1 🗷 I 🔞
	Windows printer	HP LaserJet 5P		Ē	
_	Number of copies	1			
	Number of pages				
H	Print all				
	 Print from page 	Θ	То 0		
					9
	Title Bo	oked Students with Cla	ssification of Junior		
	📃 Delete After Printing				
	Time of Print Se	nd to SAP Spooler Only	fo 🖹		
	Report 65	Rows X 1023	Columns		
	Format X_65	_1024/4 🕝 AB	BAP/4 list: At least 65 rows b		
	(🖌 Properties 🔀	H			

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

Start Time: Immediate. Left-click on Immediate **SAVE:** Left-click on SAVE icon.

Start Time
Immediate Date/Time After job After event At operation mode >>
Immediate start Immediately <u>1</u>
After job
After event Save 2
Periodiciob
Check 🔄 Period values Restrictions 🔉
Save (Ctri+S)

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:

Job Edit Goto Extras Settings Sys ♥ ■ ■ ■ ■ ■ ■			ងាណៈ ខេះច្	<u>8</u> 🛒 🗖	L 🕜 🖪			
Job Overview			Statu	S				
🛐 🎤 Release 👜 🗃 📓 Spool 🔒			78					
Job	Ln	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)	
ZBUDSTMT		LRICHL01	Scheduled			0	Θ	
ZCM_AR_AGING_RPT ZCM_CHALLENGE_REPORT2	æ		Released Finished	07/07/2009	13:21:10	0 689	0	
ZCM_CHALLENGE_REPORT2		LRICHL01	Finished Finished	07/07/2009		1,030 2,252	0	
ZCM_CHALLENGE_REPORT2 ZCM_IDCENTER_BOOKSTORE_FILE		LRICHL01	Finished	07/15/2009	11:44:02	1,495	0	
Z_GET_STUDENT_INF0		LRICHL01	Canceled	07/08/2009	12:06:32	20,158	0	
*Summary						25,624	Θ	

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

Own Spool Request: To view spool request

System > Own spool requests

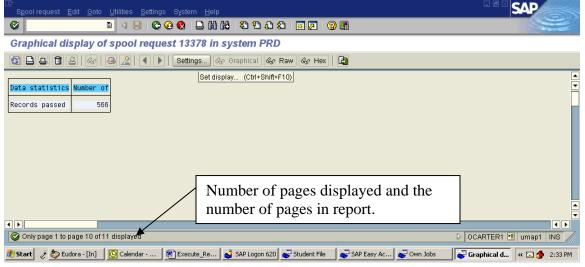
or use Transaction Code: SP02

Menu Edit Eavorites Extras	System Help Create session End session User profile Services Utilities List	B System > Own spool requests
 Office Logistics Accounting Human Resources Campus Management Information Systems 	Services for object Object history Ow <u>n</u> spool requests Own jobs S <u>h</u> ort message	

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

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_			Display	contents	(F6)		Contents 2
	Spool no.	Туре	Date	Time	Status	Pages	Title or name (
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	7508 6456 6425	1		3 09:25	-		ELENTION Chemical Engr & Advisors

Reports longer than 10 pages:



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

	request Edit Goto Utilities Settings System Help ■ ④ ■ ■ ◎ ◎ ● □ ₩ ₩ ∞ ♥ Settings
Grapi	hical display of spool request 13378 in system PRD
s 🗅	🛋 🛅 🖉 🚱 🚇 🧟 🗨 🕨 Setting 🚣 🗞 Graphical 🗞 Raw 🖧 Hex 📮
	🗁 Settings for Spool Request Display 📉 🖂 🖂
	Display mode Enter 'to page'
	O Raw
	O Hexadecimal
	Display area
	From page To page 1
	O The last 10 pages
	Save settings
	Temp. for transaction
	 Temp. for session
	O Permanently even betw. logons