

Running jobs (Execute) in the Background

The University of Mississippi
5/2011

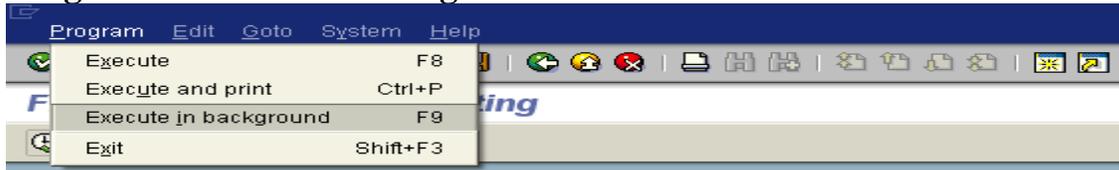
SAP Support: 662.915.5222

E-Mail: sap@olemiss.edu

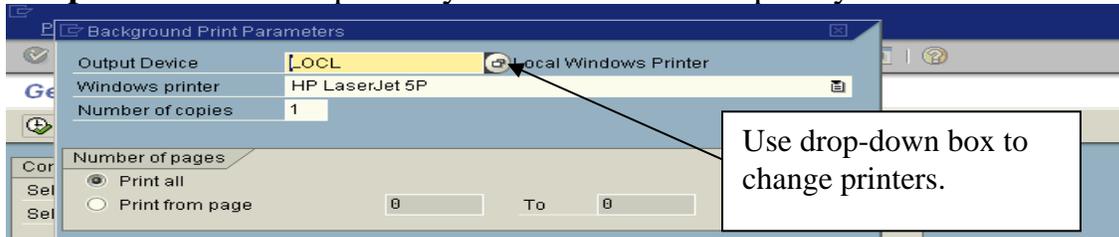
When running reports that take longer than 30 minutes to execute, users should set them up to run in background.

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

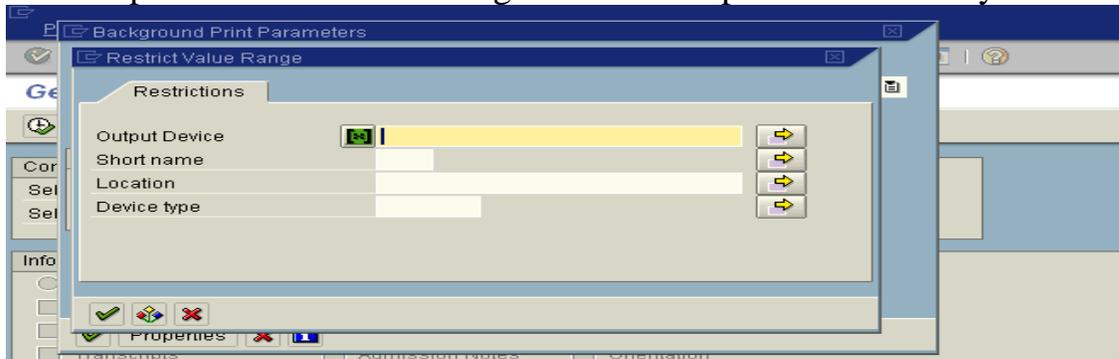
Program > Execute in background



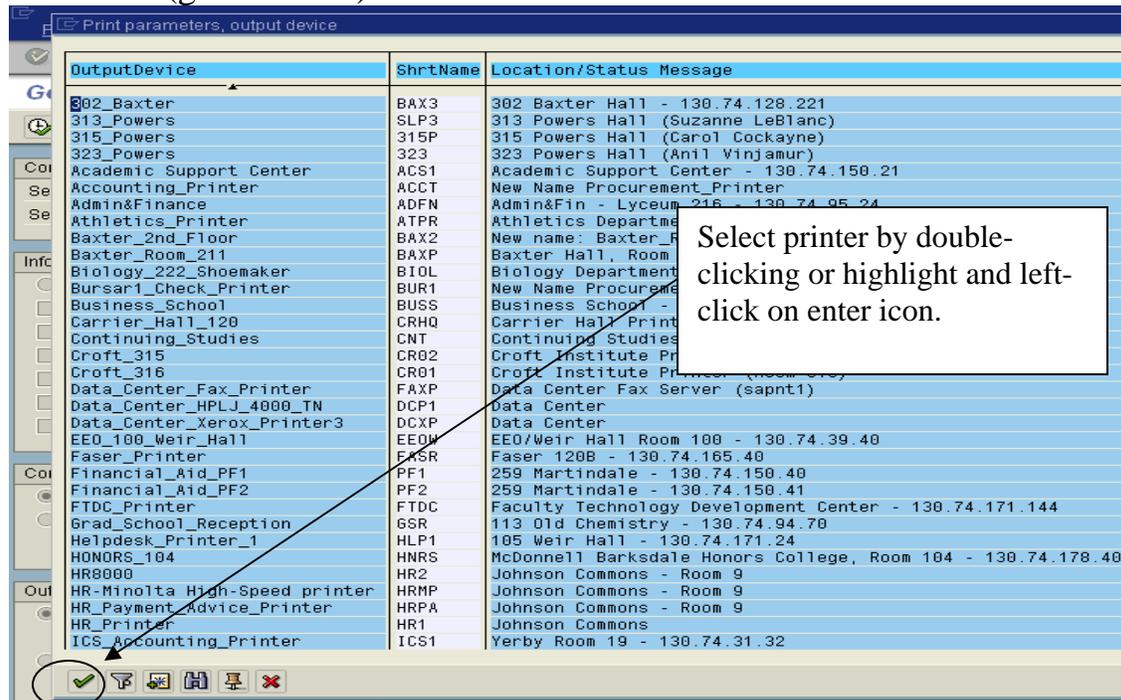
Output Device: The printer you have selected to print your document.



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.

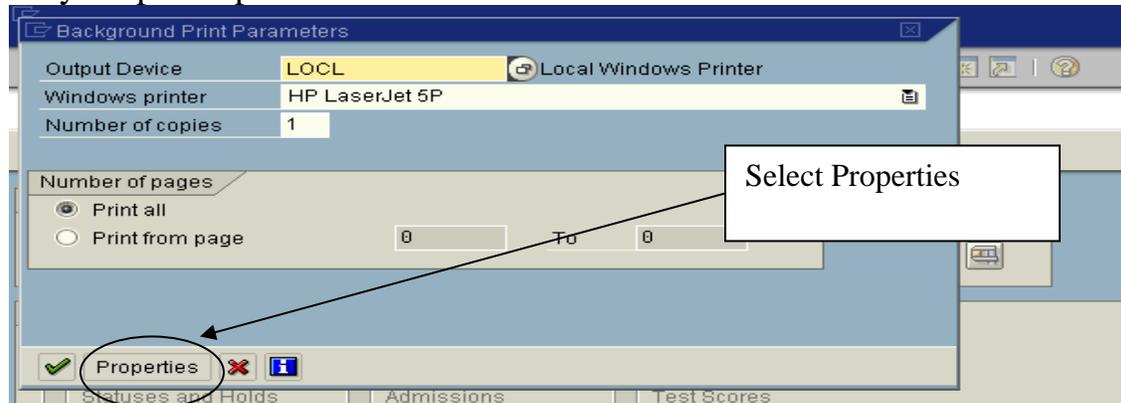


Make selection by double-clicking on printer or highlight and left-click on enter icon (green check).



Printer Parameters

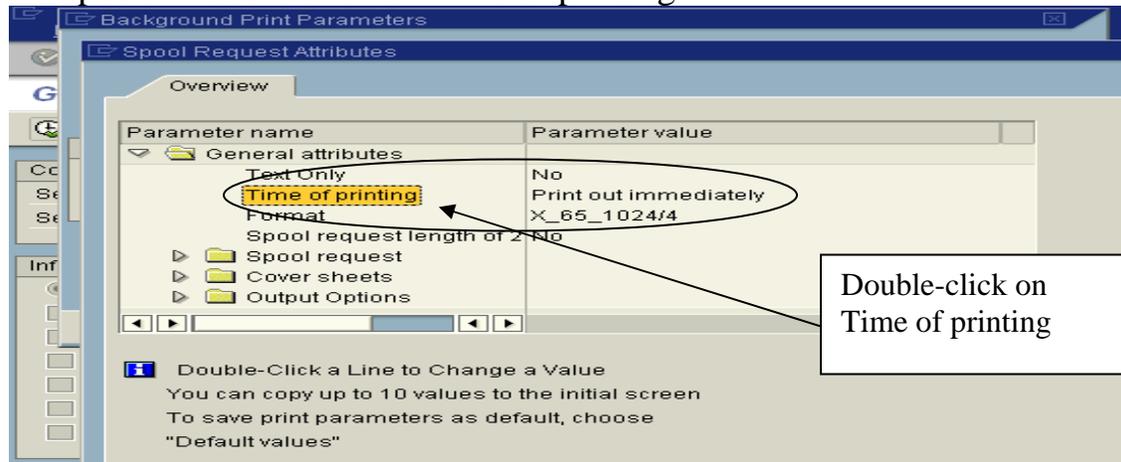
Set your Print Parameters: The first time you use this function, your dialog box will not contain any settings. Click on the “Properties” button to set your print options.



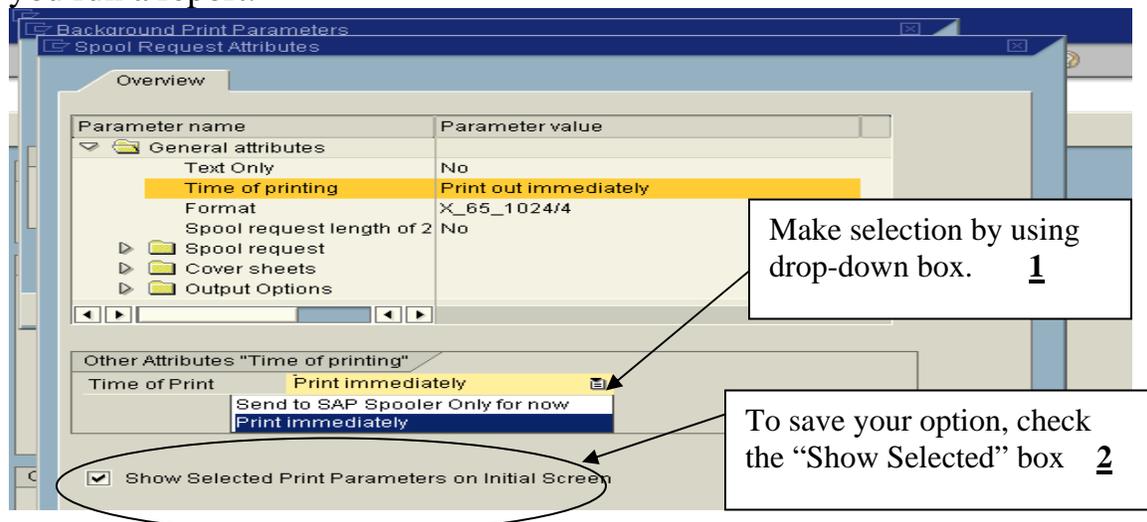
When you click “Properties” a new menu and dialog box appears. You may set your print parameters here and save them so that they are included in the “Background Print Parameters” box whenever you set up a job to run in background.

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 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.

The screenshot shows the 'Spool Request Attributes' dialog box with the 'Overview' tab selected. The 'Parameter name' table lists several attributes, with 'Format' highlighted in yellow. A callout box labeled '1' points to the 'Format' row with the text 'Double-click on Format 1'. Below the table, the 'Other Attributes "Format"' section shows 'Report' set to '65' and 'Format' set to 'X_65_1024/4'. A callout box labeled '2' points to the 'Format' value with the text 'Format: For many CM reports with numerous columns, you may need to change the format. Use drop down box and change format to x_65_1024/4 2'. At the bottom, the 'Show Selected Print Parameters on Initial Screen' checkbox is checked. A callout box labeled '3' points to this checkbox with the text 'To save this option 3'.

Parameter name	Parameter value
General attributes	
Text Only	No
Time of printing	Send to SAP Spooler Only for now
Format	X_65_1024/4
Spool request length of 2	No
Spool request	
Cover sheets	
Output Options	

Other Attributes "Format"

Report	65	Rows	X	1023	Column
Format	X_65_1024/4				ABAP/4 list

Show Selected Print Parameters on Initial Screen

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”

The screenshot shows the 'Spool Request Attributes' dialog box with the 'Overview' tab selected. The 'Parameter name' table lists several attributes, with 'Delete immediately' highlighted in yellow. A callout box labeled '1' points to the 'Delete immediately' row with the text 'Double-click on Delete immediately 1'. Below the table, the 'Other Attributes "Delete immediately after print"' section shows the 'Delete After Printing' checkbox is unchecked. A callout box labeled '2' points to this checkbox with the text 'Make sure this is unchecked, if you need to view data from your screen or printer later. 2'. At the bottom, the 'Show Selected Print Parameters on Initial Screen' checkbox is checked. A callout box labeled '3' points to this checkbox with the text 'To save option 3'.

Parameter name	Parameter value
Cover sheets	
Output Options	
Delete immediately	No
Retention period	8 Days
New spool request	Yes
Do not Append Print J	No
Print Priority	Priority: Medium
Storage Mode	Print

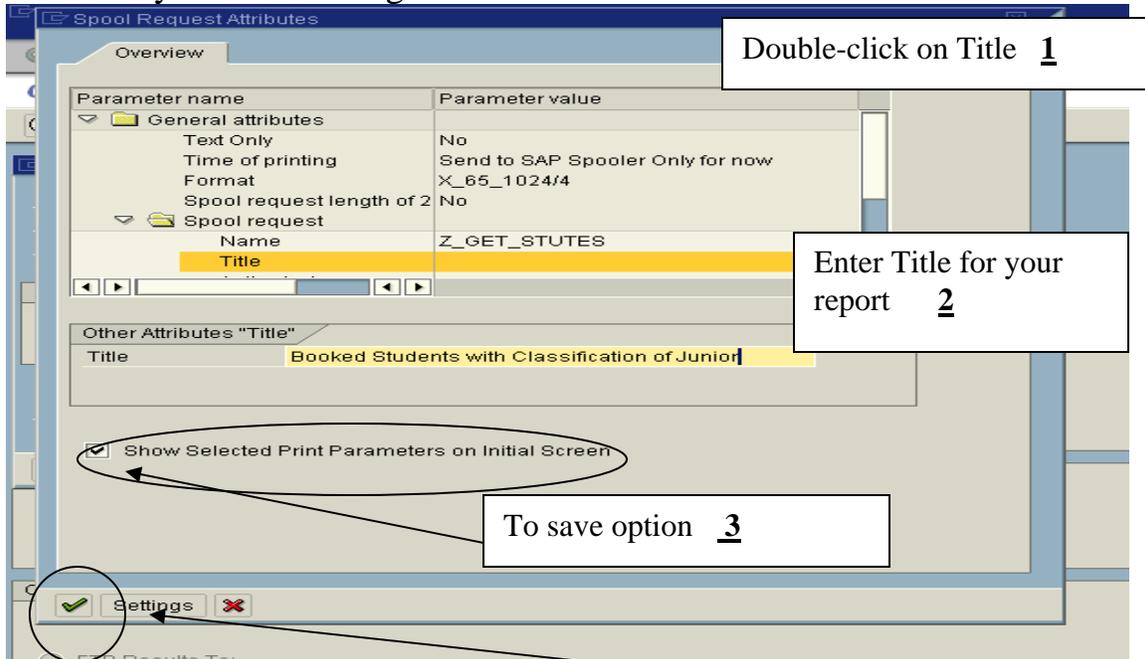
Other Attributes "Delete immediately after print"

Delete After Printing

Show Selected Print Parameters 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.

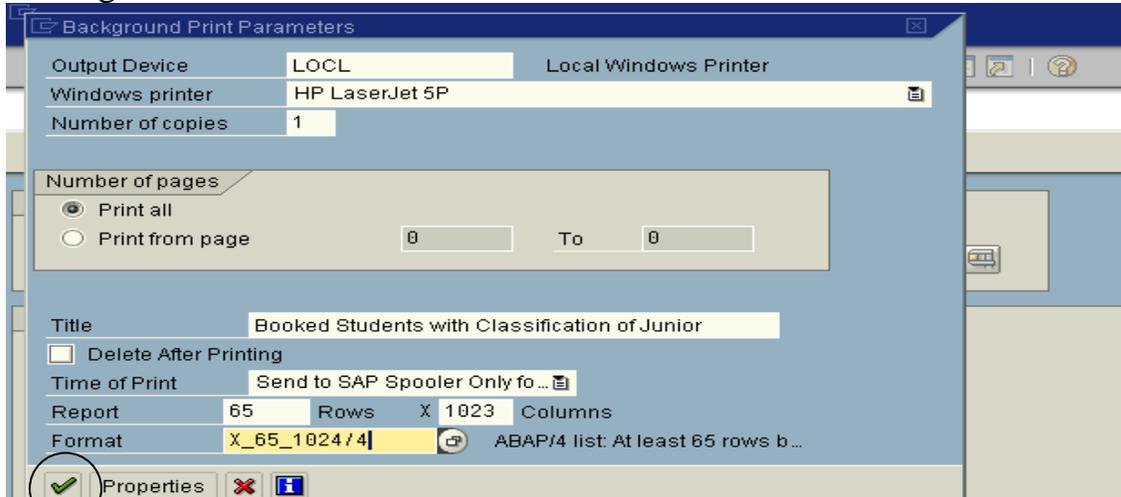


When you have selected all of your “Parameter settings”, click the green check.

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

Printer Parameters Set

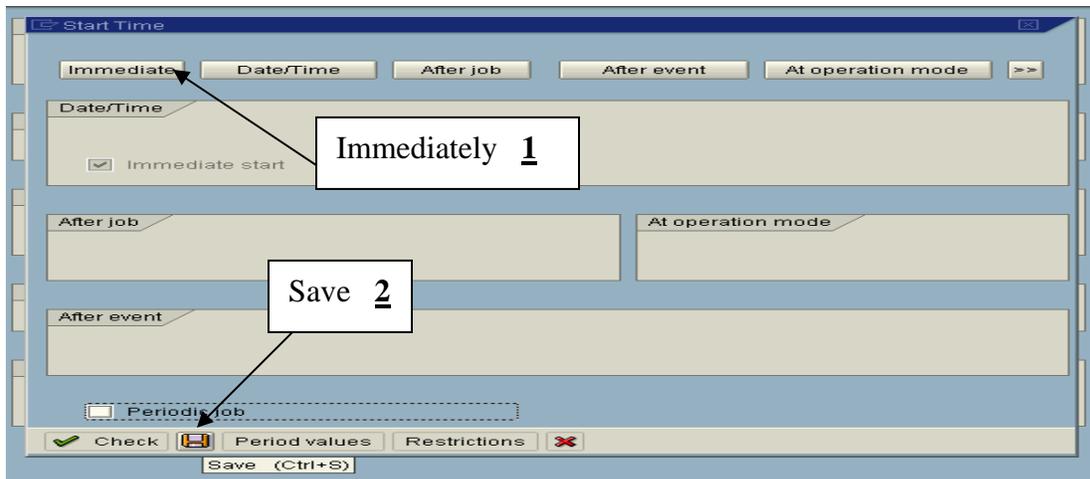
Once your Print Parameters have been set, they should now display in the “Background Print Parameters” box.



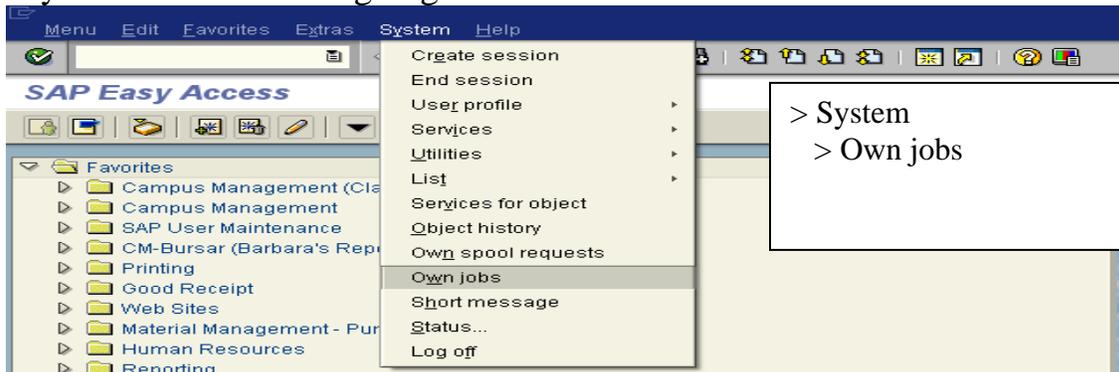
Click the green arrow. The “Start Time” dialog box should appear.

Start Time: Immediate. Left-click on Immediate

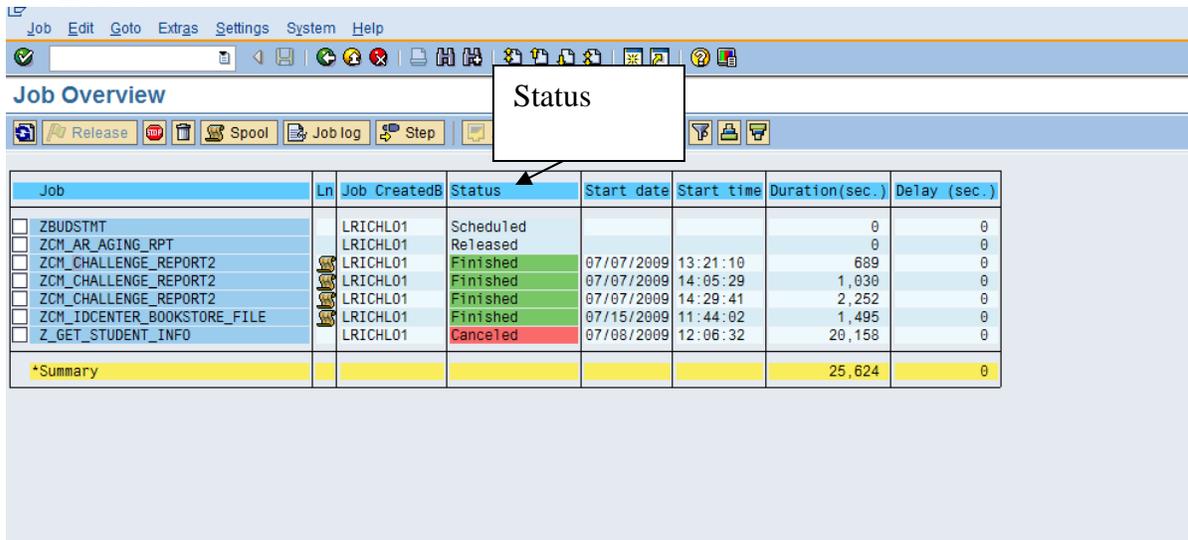
SAVE: Left-click on SAVE icon.



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:

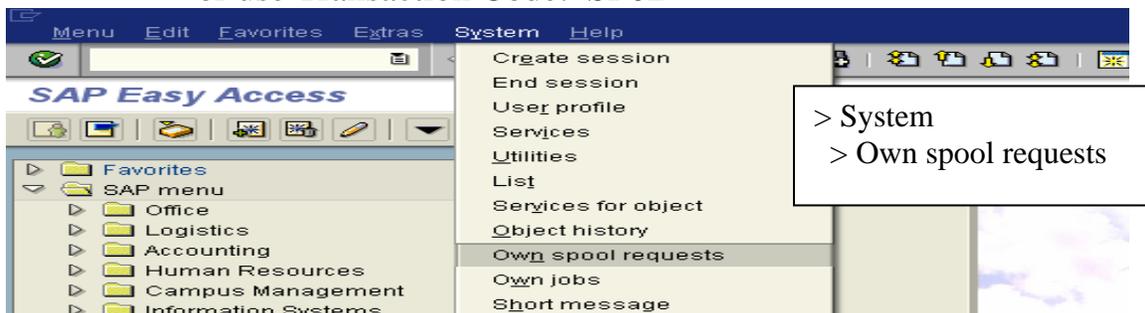


When selected report has completed you can view your 'Own Spool requests'.

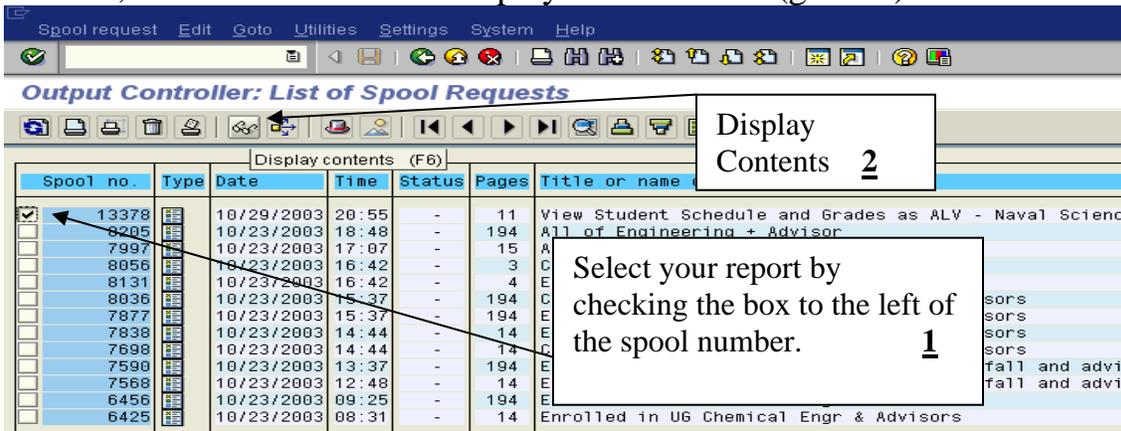
Own Spool Request: To view spool request

System > Own spool requests

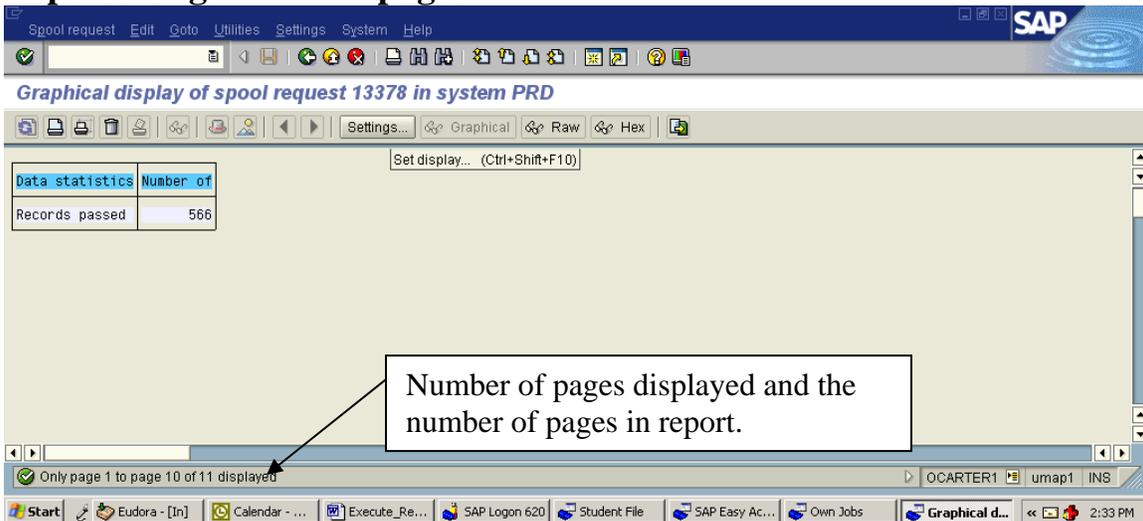
or use Transaction Code: SP02



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



Reports longer than 10 pages:



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

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

