

Creating Mailing Labels using a Population Selection

The following instructions describe how a user can setup a population selection via Banner Forms, then use CWIS **cc0496**, to print labels for the group of students/people who are part of the previously setup population selection.

Login to Banner forms and run **GLBDATA**:

Curry College REGI

Pamela Lindberg Sign Out ?

Process Submission Controls GJAPCTL 9.3.3 (REGI)

ADD RETRIEVE RELATED TOOLS

Process: GLBDATA Population Selection Extract Parameter Set: Start Over

PRINTER CONTROL

Printer: NOPRINT Lines: 55

Special Print: Submit Time:

PARAMETER VALUES

Number *	Parameters	Values
01	Selection Identifier 1	NSG_ALL
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	REGISTRATION
07	Creator ID of Selection ID	MASTER
08	Detail Execution Report	N

Record 8 of 8

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
"Y" for SQL, Inserts and Paragraphs debug info.

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

SAVE

EDIT Record: 1/1 SUBMIT_BLK.DISPLAY_SAVE_DEFAULTS [1] ellucian

Click in the Submission Block to 'Save Parameter Set as', then Click SAVE (lower right corner) and you will be prompted for some parameters that are specific to this population selection:

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ADD RETRIEVE RELATED TOOLS

Process: GLBDATA Population Selection Extract Parameter Set: Start Over

Special Print Submit Time

PARAMETER VALUES

Number *	Parameters	Values
01	Selection Identifier 1	NSG_ALL
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	REGISTRATION
07	Creator ID of Selection ID	MASTER
08	Detail Execution Report	N
09	&Term_Code	201709

Record 9 of 9

LENGTH: 30 TYPE: Character O/R: Required M/S: Multiple
WHERE SGBSTDN_TERM_CODE_EFF <=

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name Description

SAVE

EDIT Record: 9/9 GJBPRUN.GJBPRUN_NUMBER [9] ellucian

Make sure your cursor is in the Submission block, click on the 'Save Parameter Set as' (you might need to unclick/then click again, then Save again.

You will see messages in the upper right corner:

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Process Submission Controls GJAPCTL 9.3.3 (REGI)

ADD RETRIEVE RELATED TOOLS 3

Process: GLBDATA Population Selection Extract Parameter Set: Start Over

Special Print Submit Time

PARAMETER VALUES

Number *	Parameters	Values
01	Selection Identifier 1	NSG_ALL
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	REGISTRATION
07	Creator ID of Selection ID	MASTER
08	Detail Execution Report	N
09	&Term_Code	201709

Record 9 of 9

LENGTH: 30 TYPE: Character O/R: Required M/S: Multiple
WHERE SGBSTDN_TERM_CODE_EFF <=

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name Description

SAVE

EDIT Record: 9/9 GJBPRUN.GJBPRUN_NUMBER [9] ellucian

Messages:

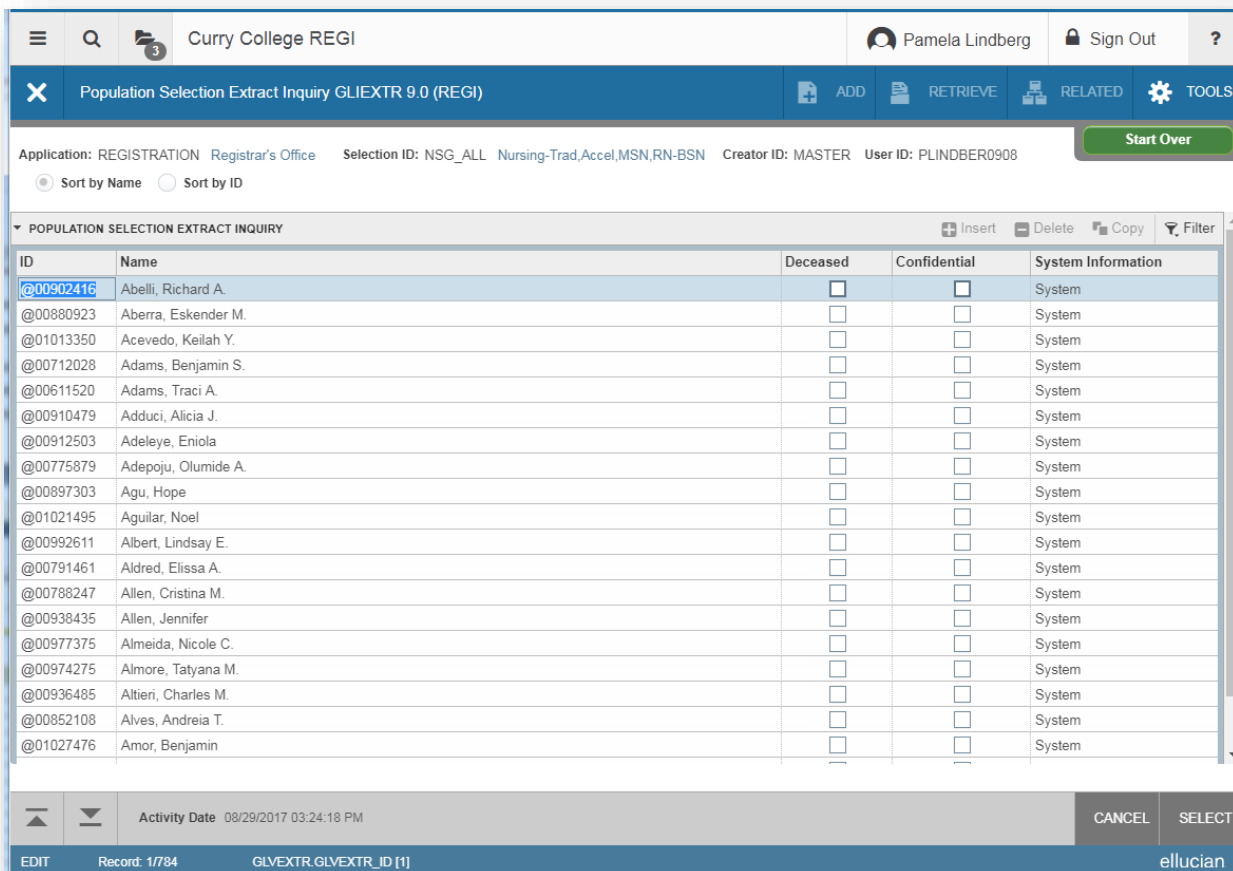
- Saving current parameter values as user level defaults.
- Note: Dynamic parameters will not be saved.
- Sequence number is: 1169615

This will create a population selection NSG_ALL.

Creating Mailing Labels using a Population Selection

If you specified a printer above, then GLBDATA completes, a report should print which will include the number of people in your population selection.

If you specified 'NOPRINT' above, then to verify that rows have been put into the population selection, you can go to GLIEXTR, enter the application and selection ID you used in GLBDATA, the creator ID will display, and your user id should display below. Click on 'Go', and all the rows in your population will display below.



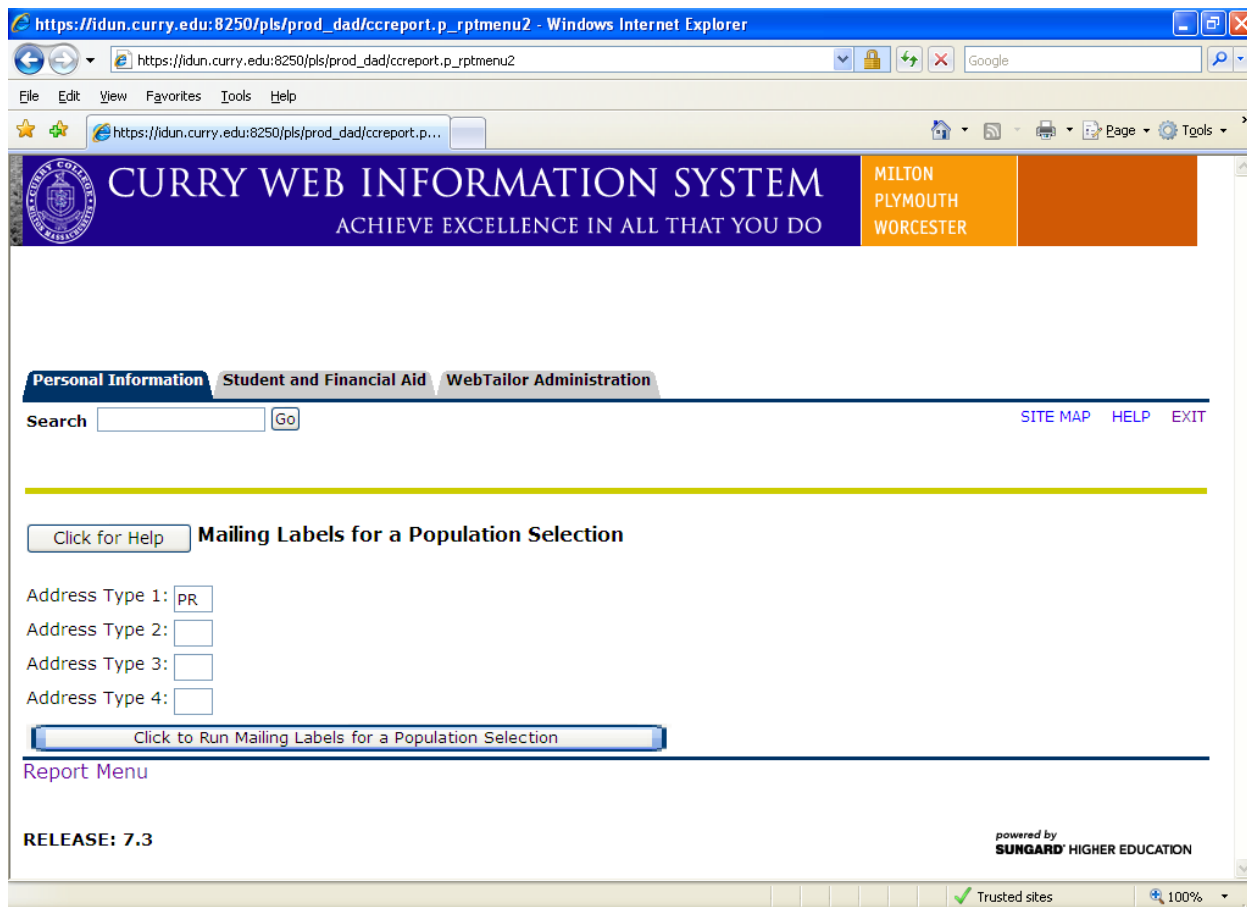
ID	Name	Deceased	Confidential	System Information
@00902416	Abelli, Richard A.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00880923	Aberra, Eskender M.	<input type="checkbox"/>	<input type="checkbox"/>	System
@01013350	Acevedo, Keilah Y.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00712028	Adams, Benjamin S.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00611520	Adams, Traci A.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00910479	Adduci, Alicia J.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00912503	Adeleye, Eniola	<input type="checkbox"/>	<input type="checkbox"/>	System
@00775879	Adepoju, Olumide A.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00897303	Agu, Hope	<input type="checkbox"/>	<input type="checkbox"/>	System
@01021495	Aguilar, Noel	<input type="checkbox"/>	<input type="checkbox"/>	System
@00992611	Albert, Lindsay E.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00791461	Aldred, Elissa A.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00788247	Allen, Cristina M.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00938435	Allen, Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	System
@00977375	Almeida, Nicole C.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00974275	Almore, Tatyana M.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00936485	Altieri, Charles M.	<input type="checkbox"/>	<input type="checkbox"/>	System
@00852108	Alves, Andreia T.	<input type="checkbox"/>	<input type="checkbox"/>	System
@01027476	Amor, Benjamin	<input type="checkbox"/>	<input type="checkbox"/>	System

This Population Selection can then be used for processing reports in GJAPCTL in Banner or to print labels in CWIS via report **cc0469**.

Creating Mailing Labels using a Population Selection

For printing labels, login to CWIS and run report cc0469 Mailing Labels for a Population Selection from the General Menu.

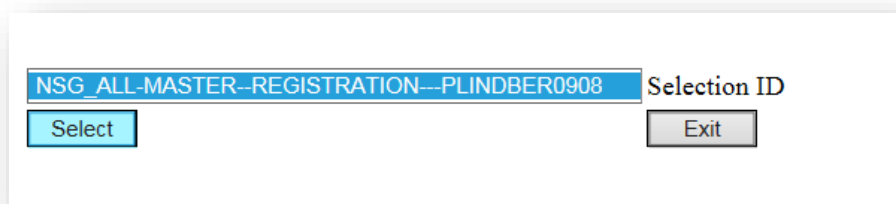
Enter the address hierarchy you want to use (if you want only PR address, then enter PR for parameter 1 and leave the others blank):



The screenshot shows a web browser window displaying the Curry Web Information System. The page has a header with the Curry College logo and the text 'CURRY WEB INFORMATION SYSTEM' and 'ACHIEVE EXCELLENCE IN ALL THAT YOU DO'. Below the header, there are tabs for 'Personal Information', 'Student and Financial Aid', and 'WebTailor Administration'. A search bar is present with a 'Go' button. The main content area features a yellow bar with the text 'Click for Help' and 'Mailing Labels for a Population Selection'. Below this, there are four input fields for 'Address Type 1:', 'Address Type 2:', 'Address Type 3:', and 'Address Type 4:'. The first field contains the text 'PR'. A large blue button labeled 'Click to Run Mailing Labels for a Population Selection' is positioned below the input fields. At the bottom of the page, there is a 'Report Menu' section and a footer that reads 'RELEASE: 7.3' and 'powered by SUNGARD HIGHER EDUCATION'.

Click on Click to Run Mailing Labels for a Population Selection.

The next screen will bring up a list of population selections in Banner that have been executed **by you**. Choose your population selection and click Select to run report and create document.



The screenshot shows a dialog box with a text input field containing the value 'NSG_ALL-MASTER-REGISTRATION--PLINDBER0908'. To the right of the input field is the label 'Selection ID'. Below the input field are two buttons: 'Select' and 'Exit'.

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