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.

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2	Selection Identifier 2	
13	New Selection Identifier	
)4	Description for new selection	
)5	Union/Intersection/Minus	
)6	Application Code	REGISTRATION
)7	Creator ID of Selection ID	MASTER
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Login to Banner forms and run **GLBDATA**:

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:

Creating Mailing Labels using a Population Selection

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A 2	<u> </u>							

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:

Process Submission Controls GJAPCTL 9.3.3 (REGI) Image: ADD Image: Retrieve							
Process: SteloArA Parameter set:	t parameter values as user level defaults.						
Get Started: Fill out the fields above and press Go.	Note: Dynamic parameters will not be saved.						
Sequence nu	mber is: 1169615						

This will create a population selection NSG_ALL.

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.

Name Sort by ID			
SELECTION EXTRACT INQUIRY		🛃 Insert	🗖 Delete 📲 Copy 🔍 Filter
Name	Deceased	Confidential	System Information
Abelli, Richard A.			System
Aberra, Eskender M.			System
Acevedo, Keilah Y.			System
Adams, Benjamin S.			System
Adams, Traci A.			System
Adduci, Alicia J.			System
Adeleye, Eniola			System
Adepoju, Olumide A.			System
Agu, Hope			System
Aguilar, Noel			System
Albert, Lindsay E.			System
Aldred, Elissa A.			System
Allen, Cristina M.			System
Allen, Jennifer			System
Almeida, Nicole C.			System
Almore, Tatyana M.			System
Altieri, Charles M.			System
Alves, Andreia T.			System
			-
	SELECTION EXTRACT INQUIRY Name Abelli, Richard A. Aberra, Eskender M. Acevedo, Keilah Y. Adams, Benjamin S. Adams, Traci A. Adduci, Alicia J. Adeleye, Eniola Adeleye, Eniola Adepoju, Olumide A. Aguilar, Noel Albert, Lindsay E. Aldred, Elissa A. Allen, Cristina M. Allen, Jaonifer Almore, Tatyana M. Altives, Andreia T.	SELECTION EXTRACT INQUIRY Name Deceased Abelii, Richard A.	SELECTION EXTRACT INQUIRY Deceased Confidential Abelii, Richard A.

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

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):

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CURRY WEB INFORMATION SYSTEM	MILTON PLYMOUTH WORCESTER	×
Personal Information Student and Financial Aid WebTailor Administration Search Go		SITE MAP HELP EXIT
Click for Help Mailing Labels for a Population Selection		
Address Type 2:		
Address Type 4: Click to Run Mailing Labels for a Population Selection Report Menu		
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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.

NSG_ALL-MASTER	REGISTRATIONPLINDBER0908	Selection ID
Select		Exit

Creating Mailing Labels using a Population Selection

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1	Rundate	ID	<u>Title</u>	Pref Name	First Name	Middle Name	Last Name	Suffix Sex	АТҮР	Address 1	Address 2	Address 3	City	<u>State</u>	Postal Code	Countr
2	29-Aug-17	@00902416			Richard	Allen	Abelli	М	PR	5 Luke Road			East Falmouth	MA	02536	
3	29-Aug-17	7 @00880923	Mr.		Eskender	Melesse	Aberra	м	PR	291 Lexington Street			Boston	MA	02128-2512	
4	29-Aug-17	/ @01013350			Keilah	Yadira	Acevedo	F	PR	76 Ware Street			Dedham	MA	02026	
5	29-Aug-17	@00712028	Mr.		Benjamin	Standish	Adams	м	PR	1 Cityview Lane	Unit 501		Quincy	MA	02169	
6	29-Aug-17	7 @00611520	Ms.		Traci	Α.	Adams	F	PR	55 Franklin Street	Apt 1		Braintree	MA	02184	
7	29-Aug-17	7 @00910479	Ms.		Alicia	J.	Adduci	F	PR	25 Lily Pond Lane			Halifax	MA	02338	
8	29-Aug-17	@00912503			Eniola		Adeleye	м	PR	91 Ames Street	Unit C-278		Boston	MA	02124	
9	29-Aug-17	@00775879	Mr.		Olumide	Α.	Adepoju	M	PR	25 Msgr Lydon Way	Apartment 2		Boston	MA	02124	
10	29-Aug-17	7 @00897303			Норе		Agu	F	PR	32 Wilton Street			Somerville	MA	02145	
11	29-Aug-17	7 @01021495			Noel		Aguilar	N	PR	17 Wychwood Place			Johnston	RI	02919	
12	29-Aug-17	@00992611	Ms.		Lindsay	Elise	Albert	F	PR	5 Valley View Drive			Stafford Springs	СТ	06076-3325	
13	29-Aug-17	000791461	Ms.		Elissa	Anne	Aldred	F	PR	280 Middle Street			Braintree	MA	02184	
14	29-Aug-17	7 @00788247	Ms.		Cristina	Marie	Allen	F	PR	39 Darby Drive			Mansfield	MA	02048	
15	29-Aug-17	7 @00938435			Jennifer		Allen	F	PR	188 Wampatuck Street			Pembroke	MA	02359	
16	29-Aug-17	7 @00977375	Ms.		Nicole	Costa	Almeida	F	PR	124 Winthrop Street			Taunton	MA	02780	
17	29-Aug-17	7 @00974275	Ms.		Tatyana	Monique	Almore	F	PR	121 North Main Street	Apartment D-12		Belchertown	MA	01007-9507	
18	29-Aug-17	7 @00936485			Charles	M	Altieri	M	PR	79 Wagon Lane			Hyannis	MA	02601	
19	29-Aug-17	000852108			Andreia	Teixeira	Alves	F	PR	10 Vinal Street			Hudson	MA	01749	
20	29-Aug-17	001027476	Mr.		Benjamin		Amor	M	PR	64 Ventura Drive			Colchester	CT	06415-2061	
21	29-Aug-17	7 @00858489	Ms.		Amanda	Leigh	Amorim	F	PR	10 Raymond Circle			Peabody	MA	01960	
22	29-Aug-17	7 @00756530	Ms.		Lisa	Α.	Anahory	F	PR	95 Parkview Street	Unit 406		South Weymouth	MA	02190	
23	29-Aug-17	@00937708			Melissa		Andersen	F	PR	190 Phillips Street			Hanson	MA	02341	
24	29-Aug-17	@00710446	Ms.		Danielle	Kirsten	Anderson	F	PR	66 Grand Oak Road			Forestdale	MA	02644	
25	29-Aug-17	7 @00860722	Ms.		Mellissa	Ann	Andrade	F	PR	371 Perry Street			Fall River	MA	02721	
26	29-Aug-17	7 @01007999			Meghan		Andrew	F	PR	40 Lothrop Street			North Easton	MA	02356	
27	29-Aug-17	@00794592	Ms.		Carolyn	Francesca	Anglin	F	PR	100 Franklin Street	Unit D5		Whitman	MA	02382-2551	Ψ.
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