

Printing Labels Using Banner

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Initial Setup

The below instructions are required only for the initial setup and you'll only have to do it once.

1. Go to GLRSLCT

Type the following as shown

Population Selection Definition Rules GLRSLCT 8.0 (PROD)

Application: Selection ID:

Creator ID:

Description: Manual Lock Delete

Definition

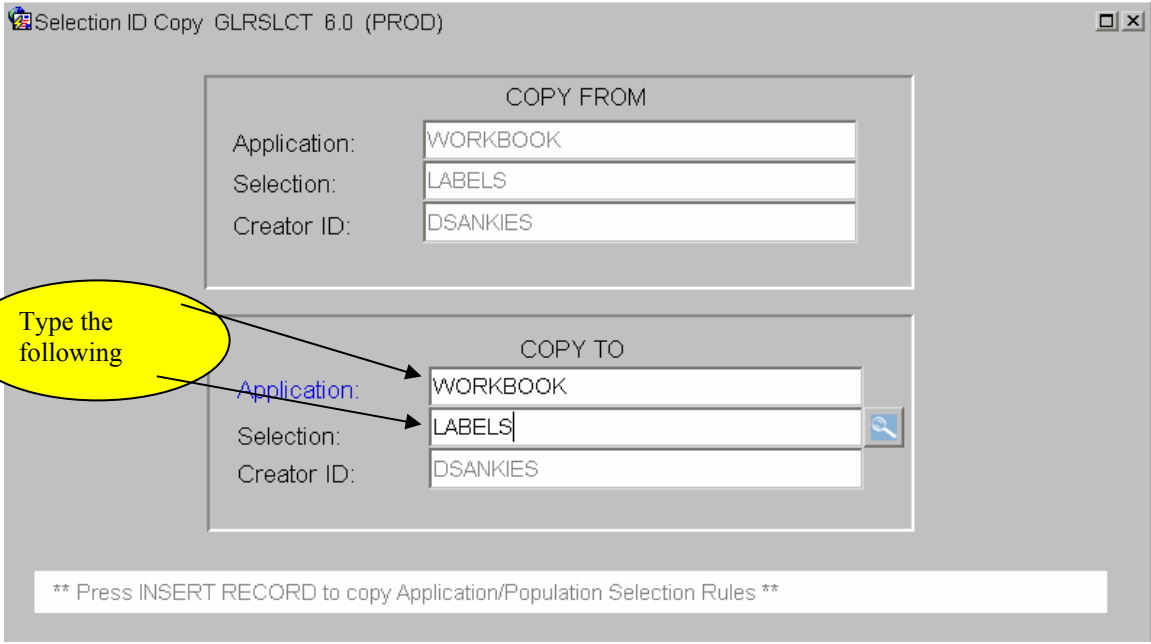
Select:

From:

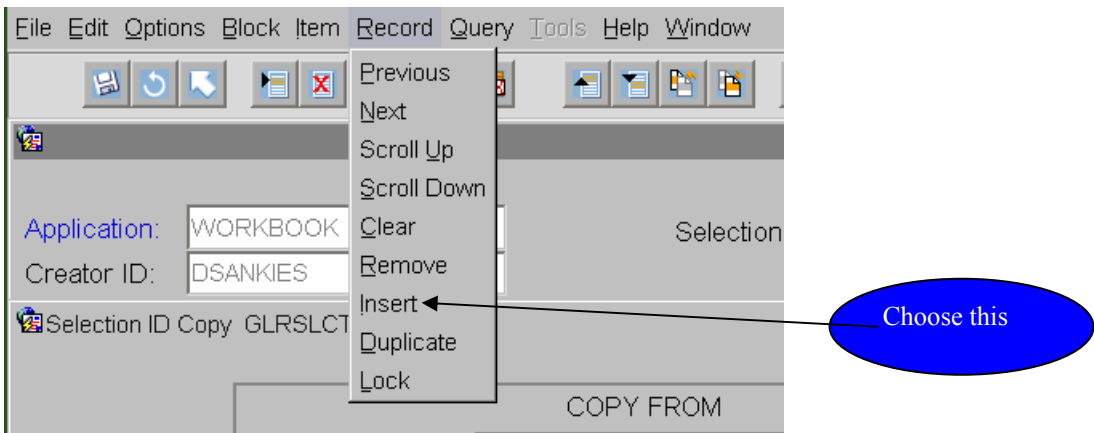
Rules

('	Data Element	Operator	Value)'	AND/ OR
<input type="text"/>	SFRSTCR_TERM_CODE	=	&Term_Code	<input type="text"/>	AND
<input type="text"/>	SFRSTCR_CRN	=	&CRN	<input type="text"/>	AND
<input type="text"/>	SFRSTCR_RSTS_CODE	=	STVRSTS_CODE	<input type="text"/>	AND
<input type="text"/>	STVRSTS_GRADABLE_IND	=	'Y'	<input type="text"/>	

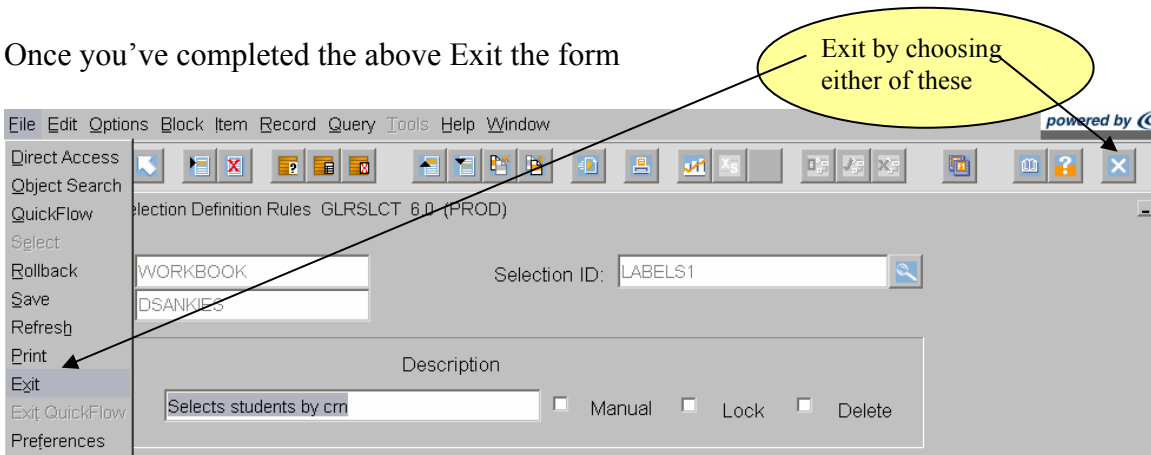
Once you entered the information as shown above do next block until you come to the screen as shown below.



From the Options menu select Record → Insert



Once you've completed the above Exit the form



2. Next go to GLBDATA and enter the information as below.

File Edit Options Block Item Record Query Tools Help Window

Process Submission Controls GJAPCTL 8.1.1 (PROD)

Process: GLBDATA Population Selection Extract Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Ti

Parameter Values

Parameters	Values
01 Selection Identifier 1	LABELS
02 Selection Identifier 2	
03 New Selection Identifier	
04 Description for new selection	
05 Union/Intersection/Minus	
06 Application Code	WORKBOOK
07 Creator ID of Selection ID	
08 Detail Execution Report	

Once you've entered all of the above information do next block and complete the following.

Submission

Save Parameters As: LABELS Running Labels Hold Submit

By checking the 'Save Parameters' check box and completing the other fields, each time you run the population selection you will not have to enter the information again. Once you've completed all the information press F10 on your keyboard or from the menu select File → Save

You will then be prompted to enter some information

88	Term_Code	
88	CRN	

Enter the term code for which you're processing. eg 200610

Enter the crn for which you need to create address labels

After you've entered the information do next block then either press F10 or File → Save from the menu.

Sequence number is: 491770
Record: 1/1

Take note of the job number on the bottom left of your screen then select Options → Review Output from the main menu
You should come to a screen as shown below.

Saved Output Review GJIREVO 5.4 (PROD)

Process: GLBDATA Population Selection Extract
Number: 491770 File Name:

As long as your cursor is in this field the job has finished. Double click in the field to see the number of students selected.

Available Files

Find glbdata_491770.log%

Output File Name	Record Count
glbdata_491770.log	15

Find OK Cancel

Click on OK

Your output should be similar to the image below.

```

Program GLBDATA connected to ORACLE
      GLBDATA Version = 4.2.0.1

      QUERY          DESCRIPTION          PEOPLE
      LABELS        Selects students by crn          58

SELECTION COMPLETED...
SELECTION COMPLETED FOR ON-LINE MODE
  
```

If you wish to see the names of persons selected go to GLIEXTR or GLAEXTR. GLAEXTR allows you to add or delete names.

3. Next go to GLBLSEL and enter the information as shown below.

Process Submission Controls GJAPCTL 6.1.1 (PROD)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Parameters	Values
01 Application	WORKBOOK
02 Process Pending Letters	N
03 Letter Code	WKBOOK_LABELS
04 Selection ID	LABELS
05 Creator ID	
06 User ID	
07 Term Code	
08 Aid Year	

Annotations:

- Leave this blank (points to Creator ID)
- Enter your Banner user ID in CAPITALS (points to User ID)
- Enter the term code for which you are processing (points to Term Code)
- Enter 'SYSDATE' here (points to Aid Year)

09	Address Selection Date	
10	Address Type	1MA
11	Detailed Error Report	N
12	Detailed Execution Report	

Enter address type as shown. You can enter multiple address types if needed by inserting additional records

Once you've entered all of the information above do next block and enter the information below.

Submission

Save Parameters
 AS:

 Hold
 Submit

By doing this, the next time you run the job you will select it by selecting the parameter set with the name 'LABELS'.

Process Submission Controls: GJAPCTL 6.1.1 (PROD)

Process:
 Parameter Set:

Click on the flashlight to find your saved parameters.

Next review your output by going to the menu and select Options → Review Output
Your output should be similar to below.

Saved Output Review: GJIREVO 5.4 (PROD)

Process:
 Number:
 File Name:
 Lines:

SYSTEMS & COMPUTER TECHNOLOGY

LETTER GENERATION EXTRACT

CONTROL REPORT

Processing letter...

Start Time: 10-OCT-2005 10:54:17

GLBLSEL Version: 5.5.0.1

Letter: WKBOOK_LABELS

Application: WORKBOOK

Selection ID: LABELS Population: 58

Creator: DSANKIES

User ID: DSANKIES

Next run the final Banner process.

4. Type GLRLETR and enter the following.

Process Submission Controls GJAPCTL 6.1.1 (PROD)

Process: GLRLETR Letter Generation Print Report Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE		60	

Parameter Values

Parameters	Values
01 Application Code	WORKBOOK
02 Word Processor Extract Option	1
03 Print ALL Pending Letters	N
04 Letter Code	WKBOOK_LABELS
05 Sort Variable	*LNAME
06 Term Code	
07 Module Code	S
08 Audit Indicator	
09 Free Format Date 1	
10 Free Format Date 2	
11 Free Format Date 3	
12 Aid Year Code	

Don't forget to type DATABASE here

Enter the term code for which you're processing

Type SYSDATE

Leave blank

Do next block and save your parameters as shown below. The next time you run the process you will only have to select your saved parameters and submit the job.

Submission

Save Parameters AS: LABELS Printing Labels Hold Submit

Go to Options → Review Output
The next screen will be similar to below.

Process:	GLRLETR	Letter Generation Print Report	
Number:	492231	File Name:	

Available Files

Find: glrletr_492231.%

Output File Name	Record Count
glrletr_492231.log	10
glrletr_492231.doc	59
glrletr_492231.lis	111

Eind OK Cancel

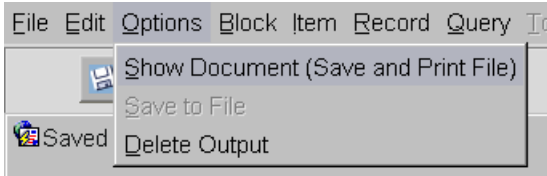
Highlight the .doc file and click OK

The next screen will be similar to what's below.

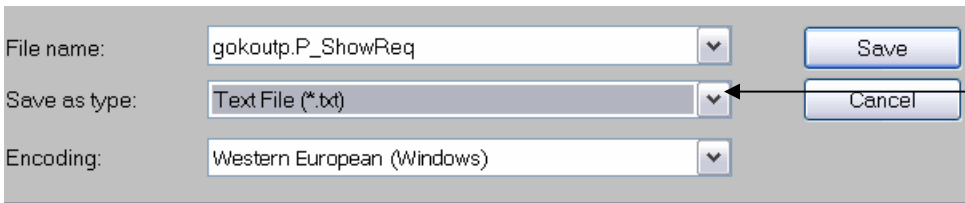
Process:	GLRLETR	Letter Generation Print Report			
Number:	492231	File Name:	glrletr_492231.doc	Lines:	

```
CITY, FNAME, LNAME, STATE, STR1, STR2, STR3, ZIPC
"Punta Gorda", "Cynthia", "Anderson", "FL", "25100 Sandhill Blvd", "Unit M202", "", "339
"Port Charlotte", "Shantal", "Audet", "FL", "22443 Hallstead Ave", "", "", "33952"
"Labelle", "Danielle", "Barbato", "FL", "2909 Shell Lane", "", "", "33935"
"Cape Coral", "Lisa", "Benkhatar", "FL", "1212 SE 27 St", "", "", "33904"
"Punta Gorda", "Linnea", "Beyer-Paulsen", "FL", "221 Mocha Court", "", "", "33983"
"Port Charlotte", "Kerri", "Bonneau", "FL", "149 Aurora St", "", "", "33948"
"Port Charlotte", "Rose", "Bouzy", "FL", "23271 Hailin Ave", "", "", "33980"
"Cape Coral", "Edward", "Callahan", "FL", "2102 SE 14 Ter", "", "", "33990"
"Fort Myers", "Olivia", "Chavoan", "FL", "1038 Aqua Ln", "", "", "33919"
```

From the menu select



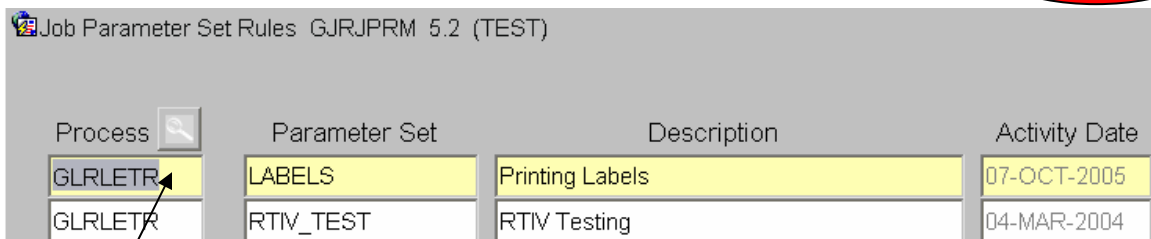
By doing this allows you to open the output in new browser. From there select File → Save As. See illustration below.



Once you've saved your file you would then use Microsoft Word to create your labels.

5. Using saved parameters

As mentioned earlier you can save the parameters of a job so the next time you run it you won't have to reenter them. To select saved parameters for your Banner job see the illustration below.



Once you double click the saved parameter appears as follows.

Process Submission Controls GJAPCTL 6.1.1 (TEST)

Process: Parameter Set:

Do next block and you'll see your saved parameters. Change anything you wish then run the job.

6. If you should need to see the details on letters mailed to a student go to GUIMAIL.

This form will list all letters mailed to a student using Banner. You can perform your usual Banner query functions within the form.

Mail Query GUIMAIL 5.4 (TEST1019)

ID:

System:	<input type="text" value="R"/>	Term:	<input type="text"/>	Material:	<input type="text"/>	Aid Year:	<input type="text" value="0304"/>
Letter:	<input type="text" value="FA_EXT_LTR_0304"/>	<input type="text" value="FA Exit Interview Letter 0304"/>				Initials:	<input type="text"/>
Initiated:	<input type="text" value="24-OCT-2003"/>	Wait:	<input type="text"/>	Mod:	<input type="text" value="F"/>	Orig:	<input type="text" value="S"/>
Printed:	<input type="text" value="24-OCT-2003"/>	User:	<input type="text" value="BFONT"/>			Plan:	<input type="text" value="GENERATED"/>
Qty:	<input type="text"/>						
System:	<input type="text" value="R"/>	Term:	<input type="text"/>	Material:	<input type="text"/>	Aid Year:	<input type="text" value="0405"/>
Letter:	<input type="text" value="FA_14_DAY"/>	<input type="text" value="14 Day Letter after Loan Disb"/>				Initials:	<input type="text"/>
Initiated:	<input type="text" value="06-OCT-2004"/>	Wait:	<input type="text"/>	Mod:	<input type="text" value="R"/>	Orig:	<input type="text" value="S"/>
Printed:	<input type="text" value="06-OCT-2004"/>	User:	<input type="text" value="BFONT"/>			Plan:	<input type="text" value="GENERATED"/>
Qty:	<input type="text"/>						