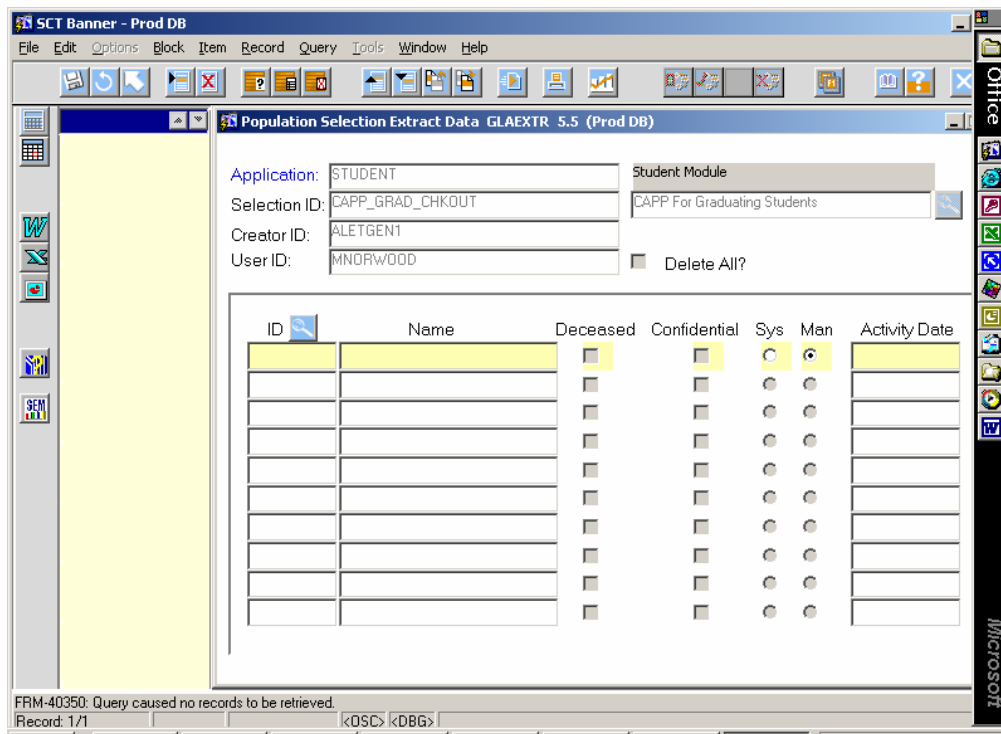


# Graduation Checkout

## GLAEXTR – SWPPSGR – SWPPCAP

This option enables the user to select all PENDING Graduates for a defined graduation date based upon specific primary program, secondary major, secondary department, college, level, and/or minor criteria. Custom CAPP Reports may then be printed in batch for each student ID selected.

### Enter GLAEXTR in the GO field

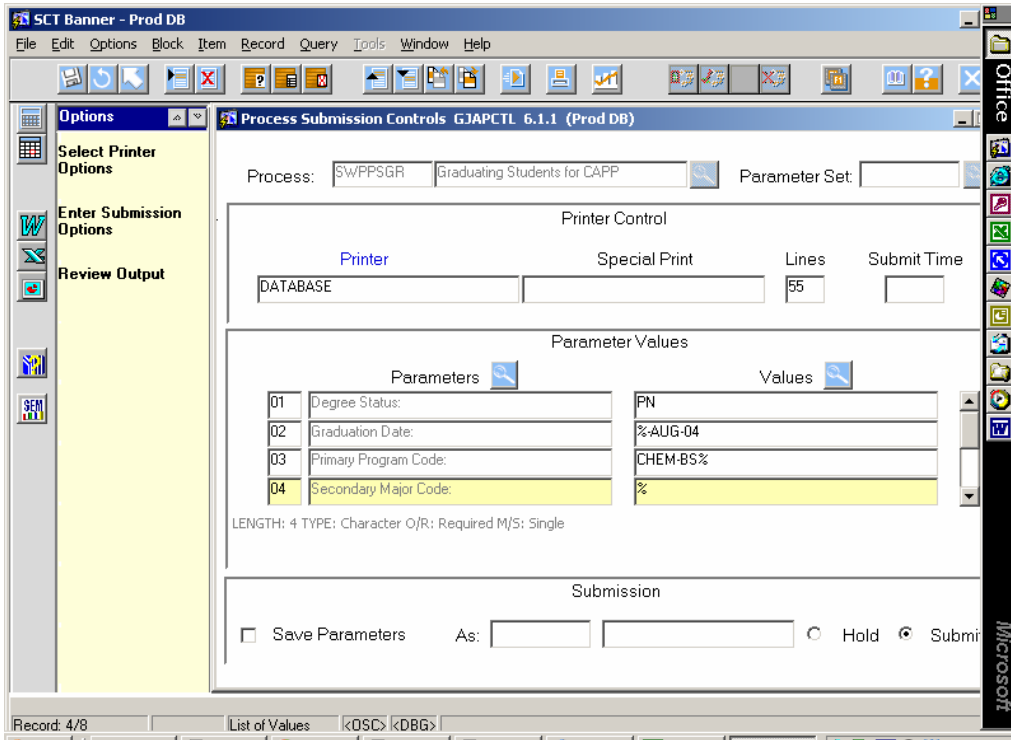


Application:	STUDENT	Student Module
Selection ID:	CAPP_GRAD_CHKOUT	CAPP for Graduating Students
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME (automatically appears)	<input type="checkbox"/> Delete All?

- Fill out the top of the screen as shown above
- **Enter Creator ID before Selection ID**
- **Click next block**
- **Remove unwanted Banner IDs** from the last time this process was run
  - To delete one record: Select the desired record to delete, click the Record menu from above, click Remove, click Save to save the deletion
  - To delete all records: Check the Delete All option before performing a next block (see instructions above, you may have to first rollback in order to perform this selection)
- **Save and Exit**

Check here to delete ALL records, and then click next block. Click yes to confirm deletion of all records.

**Enter SWPPSGR in the GO field**



- **Next block** to the printer text box
- **Type DATABASE** in the printer text box, then **next block**
- Enter the parameter values in **UPPER CASE** (enter the % to display all values for this parameter, ex. CHEM% defines all program codes beginning with CHEM)

	Parameters	Values
01	Degree Status:	PN
02	Graduation Date:	(ex. %-May-02)
03	Primary Program Code:	(ex. CHEM-BS or %)
04	Secondary Major Code:	(ex. CHEM or %)
05	Secondary Department Code:	(ex. CHEM or %)
06	College Code	(ex. NM or %)
07	Level Code	(ex. UG, GR, or %)
08	Minor Code	(ex. ACCT, or %)

- **Next block**
- **Check the Save Parameters box and Save**

## New Screen appears – GJAPCTL

SCT Banner - Prod DB

File Edit Options Block Item Record Query Tools Window Help

Options

Enter Parameters Values

Enter Submission Options

Review Output

Process Submission Controls GJAPCTL 6.1.1 (Prod DB)

Process: SWPPSGR Graduating Students for CAPP Parameter Set

Printer Control

Printer Special Print Lines Submit Time

55

Parameter Values

Parameters	Values
01 Degree Status:	PN
02 Graduation Date:	%AUG-04
03 Primary Program Code:	ENGL%
04 Secondary Major Code:	%

LENGTH: 2 TYPE: Character O/R: Required M/S: Single

Submission

Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 List of Values <QSC> <DBG>

- Click the **Review Output** link in the **Options Box** – opens form **GJIREVO**

SCT Banner - Prod DB

File Edit Options Block Item Record Query Tools Window Help

Options

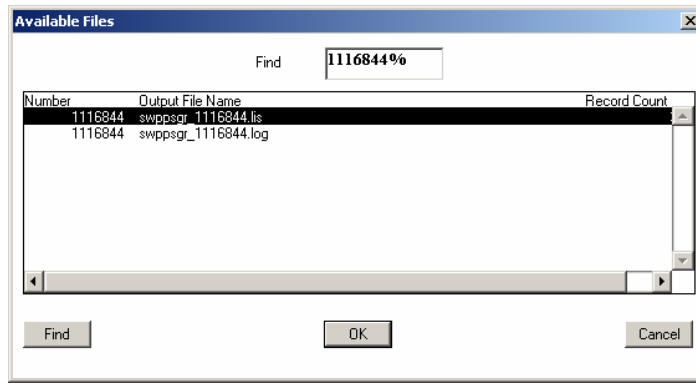
Saved Output Review GJIREVO 5.4 (Prod DB)

Process: SWPPSGR Graduating Students for CAPP

Number: 1116844 Lines:

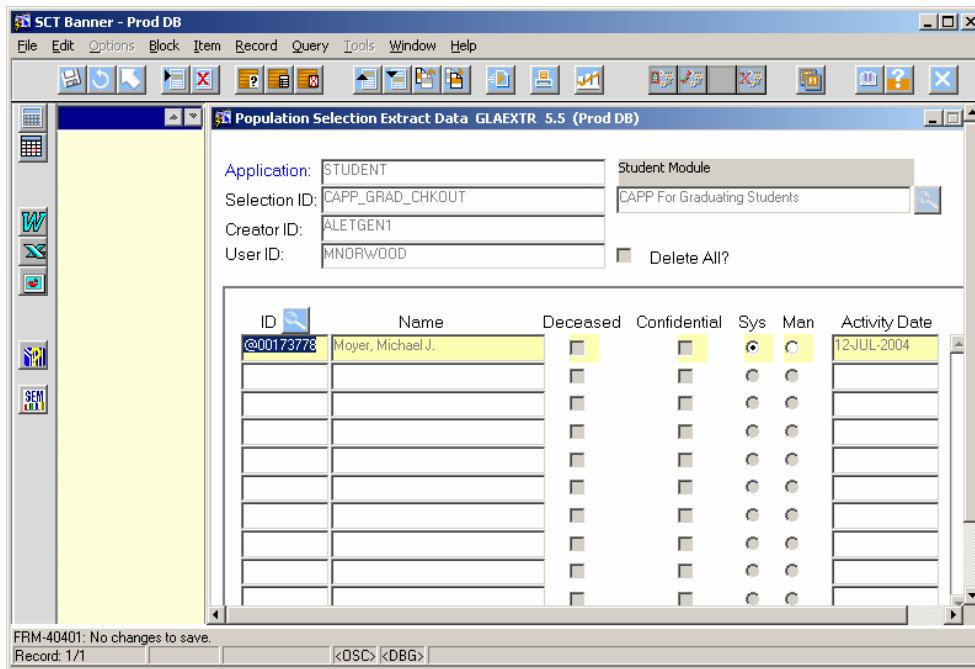
Process Number; double-click for valid process numbers.  
Record: 1/1 <QSC> <DBG>

- **Double click** the filename (number) text box (this should show as an .lis file, which lets you know the job was run)



- **Be sure the sequence number matches the .lis file**
- The .lis file displays how many records were pulled in this population; it also shows an exception report of any records that were not added to the population selection because they already exist in it
- **Exit – Two Forms**

**Enter GLAEXTR in the GO field**



Application:	<b>STUDENT</b>	Student Module
Selection ID:	<b>CAPP_GRAD_CHKOUT</b>	CAPP for Graduating Students
Creator ID:	<b>ALETGEN1</b>	
User ID:	<b>YOUR USERNAME (automatically appears)</b>	<input type="checkbox"/> Delete All?

- Fill out the top of the screen as shown above
- **Enter Creator ID before Selection ID**
- **Click next block**
- **Remove unwanted Banner Ids** from the last time this process was run
  - To delete one record: Select the desired record to delete, click the Record menu from above, click Remove, click Save to save the deletion
- **Save and Exit**

## Enter SWPPCAP in the GO field

- **Next block**
- **Enter** the Banner printer ID to which you wish to print the report
- Verify that the Special Print box has the value CAPP
- **Next block**
- **Enter** the parameter values in UPPER CASE:

	Parameters	Values
01	Application:	STUDENT
02	Selection:	CAPP_GRAD_CHKOUT
03	Creator ID:	ALETGEN1
04	User ID:	Your Banner Username

- **Next block and Save**
- The report should begin to print to the designated printer