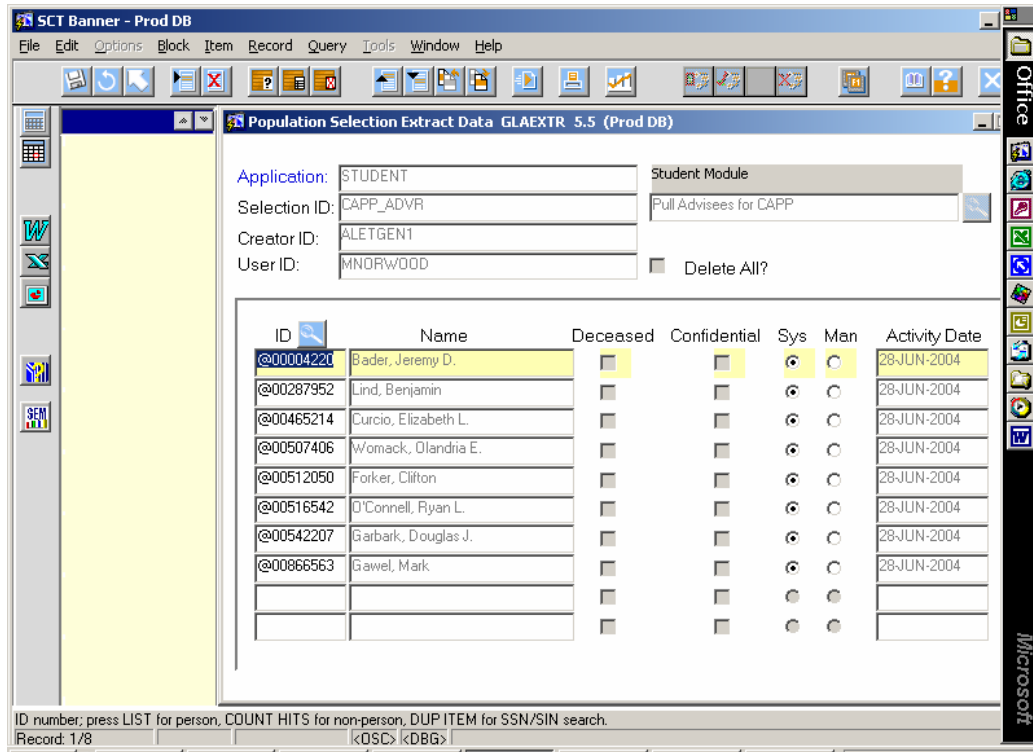


Advisor Selection

GLAEXTR – GLBDATA – GLAEXTR – SWPPCAP

This option enables the user to select all advisees of an advisor (including all majors and minors) and print Custom CAPP Reports for each of the students listed.

Enter GLAEXTR at the GO field



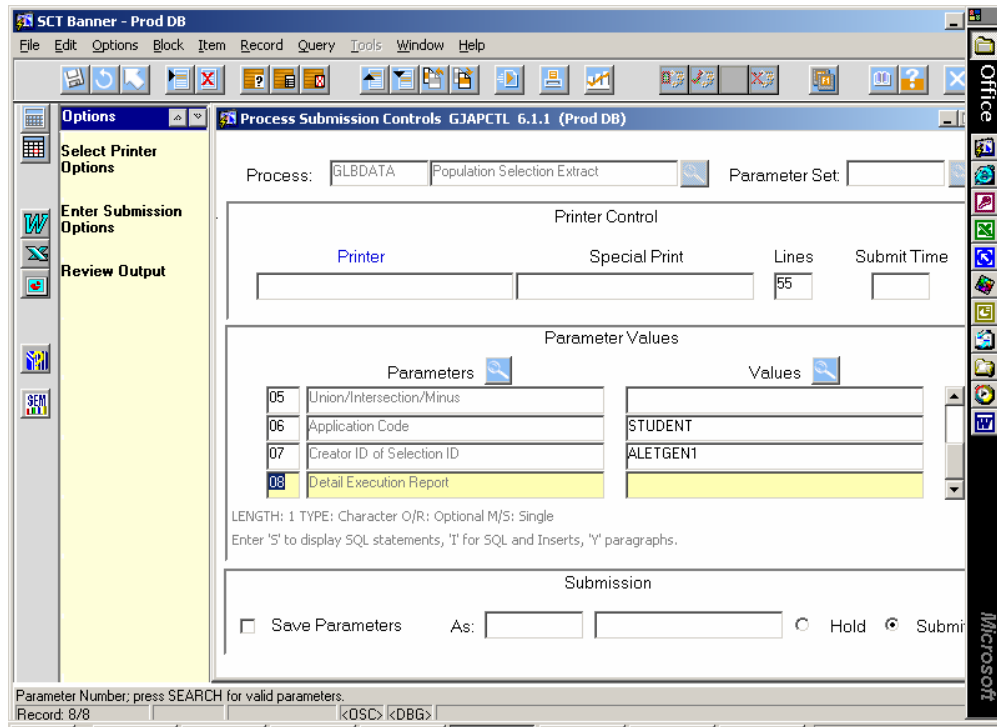
Application:	STUDENT	Student Module
Selection ID:	CAPP_ADVR	Pull Advisees for CAPP
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME (automatically appears)	<input type="checkbox"/> Delete All?

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

- 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)
- After removing any unwanted IDs, **Exit** this form

Enter GLBDATA at the GO field

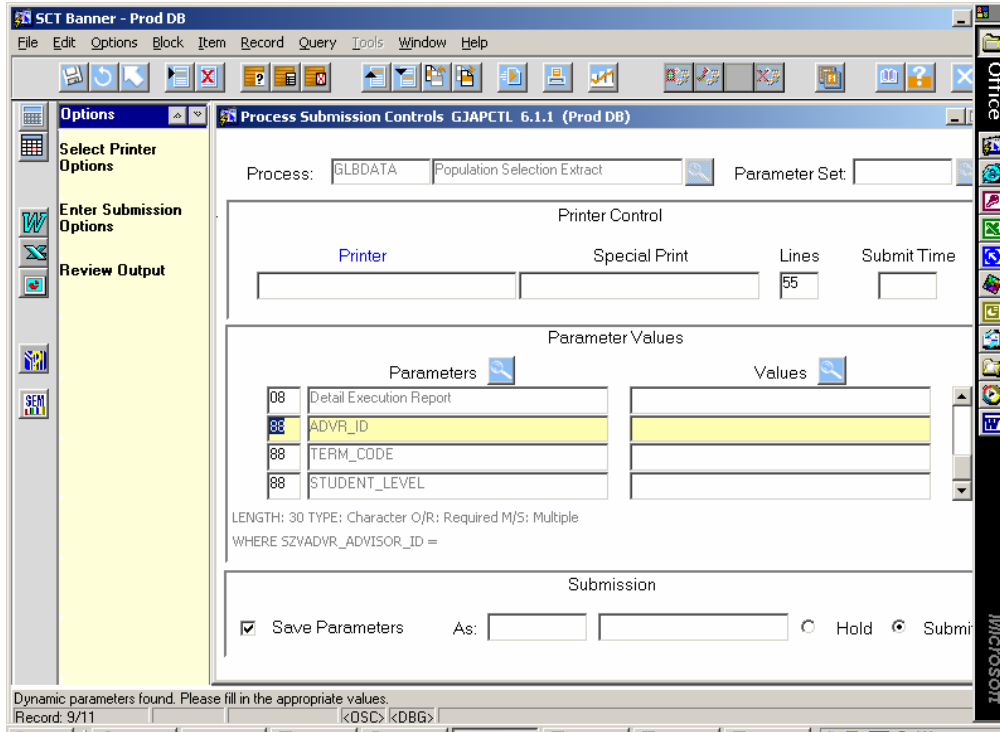
A new form appears GJAPCTL



- **Next block** into the Printer text box
- **Type DATABASE** in the printer text box, then **next block**
- **Enter** the Parameter Values in **UPPER CASE**:

	Parameters	Values
01	Selection Identifier 1	CAPP_ADVR
02	Selection Identifier 2	(leave blank)
03	New Selection Identifier	(leave blank)
04	Description for new selection	(leave blank)
05	Union/Intersection/Minus	(leave blank)
06	Application Code	STUDENT
07	Creator ID of Selection ID	ALETGEN1
08	Detail Execution Report	(leave blank)

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



- You will then be prompted to enter Parameter Values

Parameter	Values
ADVR_ID	@the Advisor ID
TERM_CODE	Example: 200240 or 2002% (all advisees for the year)
STUDENT_LEVEL	Example: UG

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

PLEASE BE PATIENT!

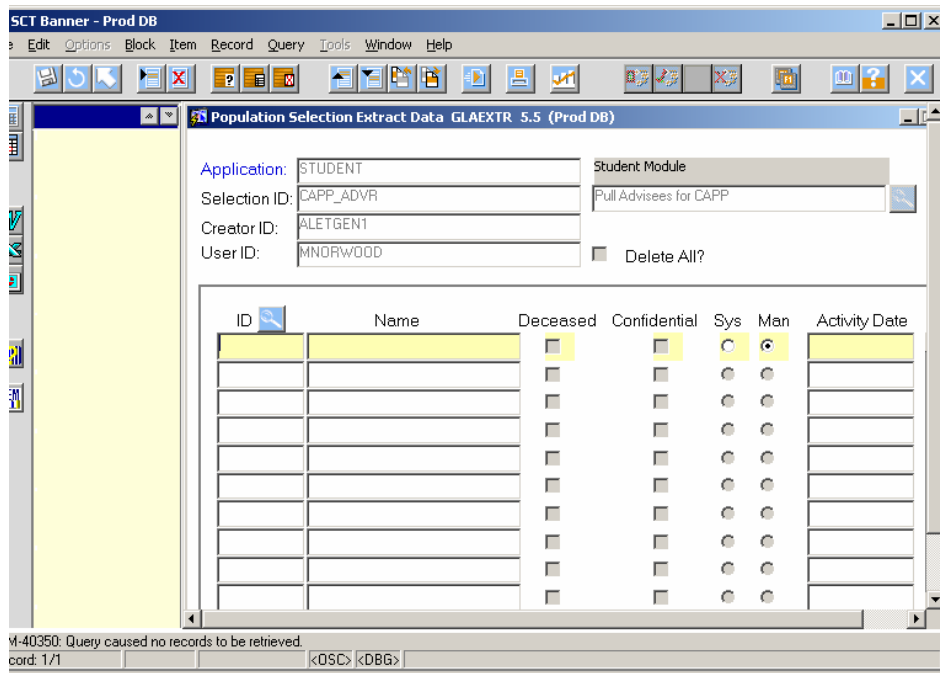
It will take approximately 2-5 minutes for the advisor population selection to run. The results (advisees of the defined advisor) must be in GLAEXTR before attempting to print the CAPP reports from SWPPCAP.

If you wish to review the output before printing:

- **Click on Review Output link in the Options Box**
- **Double click the Number text box** – this should show a .log file (*sequence number from lower left corner of the GJAPCTL screen should match the .log file*)
- **Select the file to view and press OK**
- **Click the exit button twice** to leave this form

To view your population selection

Enter GLAEXTR in the GO field

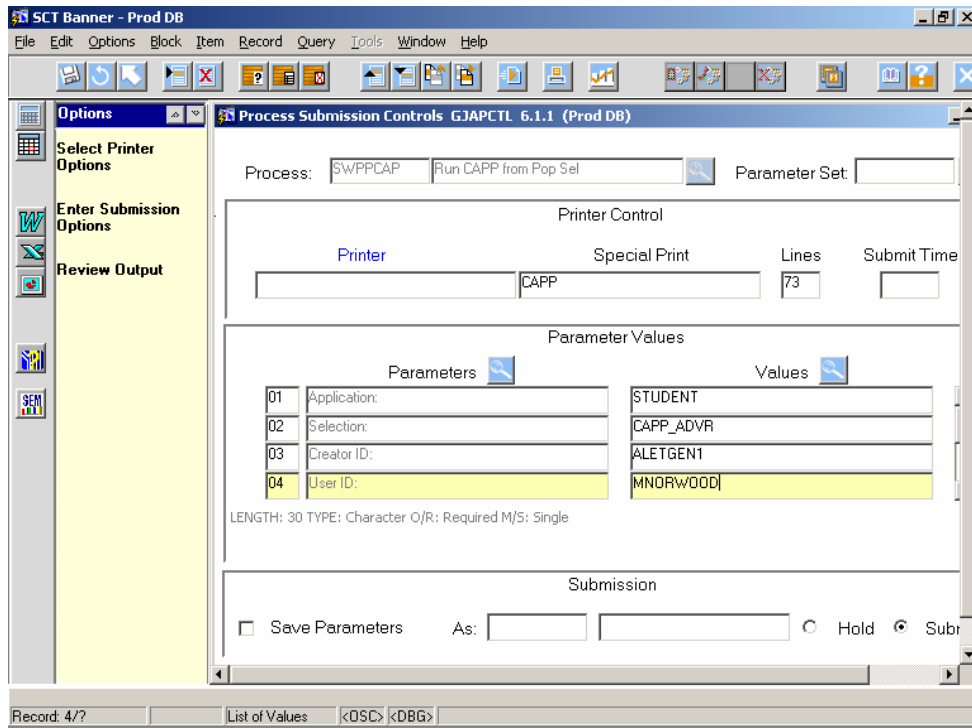


Application:	STUDENT	Student Module
Selection ID:	CAPP_ADVR	Pull Advisees for CAPP
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME (automatically appears)	<input type="checkbox"/> Delete All?

- Fill out the top of the screen as shown above
- **Enter Creator ID before Selection ID**
- **Click next block**
- **Remove unwanted Banner IDs**
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**

Once you have verified that the advisees are listed on GLAEXTR...

Enter SWPPCAP in the GO field



- **Next block** into the printer text box
- **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_ADVR
03	Creator ID:	ALETGEN1
04	User ID:	YOUR USERNAME

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

The report should begin to print to the designated printer