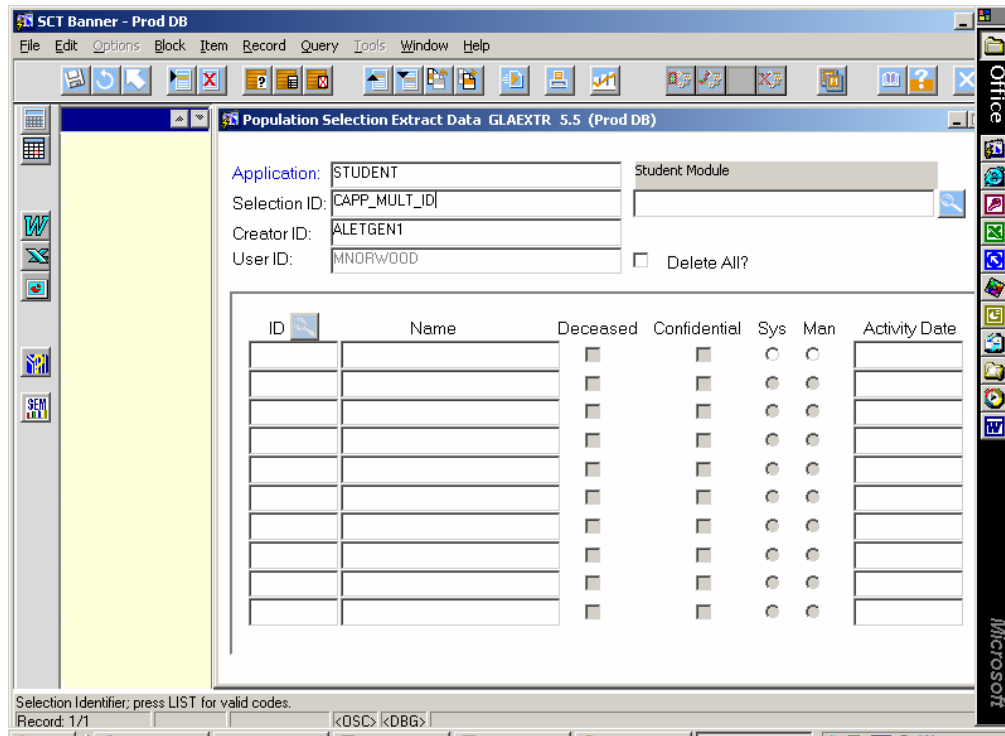


Individually Selected Students

GLAEXTR & SWPPCAP Documentation

This option enables the user to enter a list of IDs and print CAPP Reports for each ID on the list.

Enter GLAEXTR in the GO field

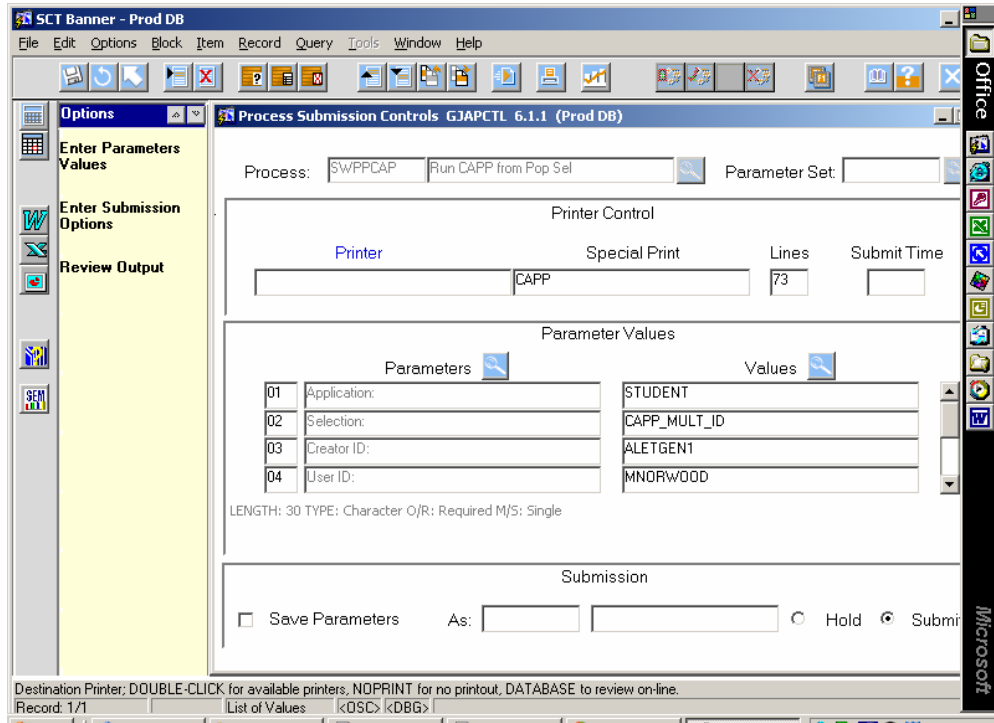


Application:	STUDENT	Student Module
Selection ID:	CAPP_MULT_ID	Manually Enter IDs for CAPP
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME	<input type="checkbox"/> Delete All?

- 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)
- **Enter** the desired Banner IDs into the boxes below
 - Use the flashlight to search for student IDs by name
- **Click save** after you have entered all of the desired IDs
- **Exit** this form

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

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_MULT_ID
03	Creator ID:	ALETGEN1
04	User ID:	YOUR USERNAME

- **Next block** after all values are entered
- **Save**
- The report should begin printing to the designated printer