

## Identifying Students Requiring Advisors – SWPADVR

New and continuing students requiring advisor assignment will be identified in a list in **SWPADVR**.

1. Enter **SWPADVR** and select **Go**

The screenshot shows the top navigation bar with the text "Process Submission Controls GJAPCTL 9.3.10 (Prod DB)" and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the navigation bar, there are two input fields: "Process:" with the value "SWPADVR" and "Parameter Set:". A green "Go" button is positioned to the right of the "Parameter Set:" field. Below these fields is a grey instruction box that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

2. Enter **WEB** as the printer to receive the information via email accessible in various formats (PDF)
3. Go to **Next Block**. Enter values for the **Term, College, Department and Student Type**

 Possible student types include N=New, T=TRANSFER, C=CONTINUING, %=ALL

4. Go to **Next Block**. To save the parameters for your department, check **Save Parameter Set as**
5. Click the **Save** icon. An email will arrive shortly

The screenshot shows the "Process: SWPADVR Students Requiring Advisors Parameter Set:" section with a "Start Over" button. Below this are two main sections: "PRINTER CONTROL" and "PARAMETER VALUES".

**PRINTER CONTROL** section includes:

- Printer: WEB
- Special Print: PORTRAIT
- Lines: 55
- Submit Time: [empty]
- MIME Type: None
- PDF Font: [empty]
- PDF Font Size: [empty]
- Delete After Days: [empty]
- Delete After Date: [empty]

**PARAMETER VALUES** section is a table with the following data:

Number *	Parameters	Values
01	Enter Term:	201850
02	Enter College:	ED
03	Enter Department:	COMM
04	Enter Stud Type	%
05	Registered Students Only	Y
06	Enter Major:	COMM
07	Enter Minor:	%

Below the table, there is a pagination control showing "1 of 1" and "10 Per Page", and a "Record 6 of 7" indicator. A message below the table reads: "LENGTH: 4 TYPE: Character O/R: Required M/S: Single Enter a valid major code or % for all majors".

**SUBMISSION** section includes:

- Save Parameter Set as
- Hold / Submit:  Hold  Submit
- Name: [empty]
- Description: [empty]

The bottom of the screen shows a footer with "EDIT Record: 1/1 SUBMIT\_BLK.DISPLAY\_SAVE\_DEFAULTS [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian." and a "SAVE" button.