



# Letter Generation Using Banner 7

## Job Aid: Extracting Variables (GLBLSEL)

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### Introduction

Use the Variable Data Extract process (GLBLSEL) to extract the variable data for a letter.

### Banner process

### Procedure

Follow these steps to use the Variable Data Extract process (GLBLSEL).

Step	Action
1	Access the Variable Data Extract process (GLBLSEL).
2	If you want to view, save, or print online, enter <i>DATABASE</i> in the <b>Printer</b> field.
3	Perform a <b>Next Block</b> function.  <u>Result:</u> Parameters defined for the process appear. Default parameter values appear, if they have been defined.
4	Enter the appropriate parameter values. Use the pages that follow as a guide to the parameters.



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#### **GLBLSEL parameters: population selection**

Use this review sheet for a population selection you have created (the letter you indicate is NOT a pending letter).

Warning: You MUST specify a BANNER POPULATION SELECTION, CREATOR ID, and USER ID on for Parameters 04, 05, and 06.

When you run GLBLSEL for a Population Selection and a *non-pending letter* you respond differently to the prompts than if you are running it for Pending Letters.

	<b>Parameters</b>	<b>Values</b>
1	Application	Name of the Application  <u>Example:</u> <i>STUDENT, ALUMNI</i>
2	Process Pending Letters	<i>N</i>  (You will supply the PIDs found when you ran your population selection rules)
3	Letter Code	Name of the letter  <u>Example:</u> <i>ADM_XXXXXXX</i>
4	Selection ID	Name of the population selection you ran using GLBDATA  <u>Example:</u> <i>NEW_APPS</i>
5	Creator ID	User ID who "owns" the Population Selection because she/he created it the Population Selection  <u>Example:</u> <i>SAISUSR</i>
6	User ID	May default in; if not, enter your BANNER User ID
7	Term Code	Student System only: Term for the letter  <u>Example:</u> <i>200510</i>
8	Aid Year	Only use if running letters in Financial Aid Module, otherwise ignore this
9	Address Selection Date	Date you want to use for selecting the address (usually the day you are running the letters). Leave it BLANK to default to the current date. For other dates, use the date format: DD-MON-YYYY



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#### GLBLSEL parameters: population selection, continued

	Parameters	Values
10	<p>Address Type</p> <p>You may insert as many rows of Parameter 10 as you need to specify the address hierarchy you need for your process.</p> <p>If you want to look for additional address types in your hierarchy, you can do so by adding additional lines of Parameter 10. Remember to preface the address type on each line with a number.</p>	<p>Address type of the population</p> <p><u>Example:</u> <i>IMA</i></p> <p>In this example, the process will first try to obtain the address type <i>MA</i></p> <p>To add additional types:</p> <ul style="list-style-type: none"> <li>• Perform an <b>Insert Record</b> function.</li> <li>• Type <i>10</i>.</li> <li>• Press Tab. A second row 10 appears.</li> <li>• Add your next address type in the values column, for example <i>2PR</i>.</li> </ul>
11	Detailed Error Report	<p><i>N</i> will show you which records did not pull data because of bad addresses or because you did not list the address in the Address Type hierarchy.</p> <p><i>Y</i> shows all variables that pulled no information, including the above.</p>
12	Detailed Execution Report	You may leave this blank. The technical staff may use this if they are trouble-shooting problems.

Did you save a GLBLSEL PARAMETER SET?

If so, what did you name it? \_\_\_\_\_



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#### GLBLSEL parameters: pending letter

Use this review sheet for a pending letter.

**Warning:** You MUST NOT specify a BANNER POPULATION SELECTION, CREATOR ID OR USER ID on Parameters 04, 05, 06.

Parameters		Values
1	Application	Name of the Application  <u>Example:</u> <i>STUDENT</i>
2	Process Pending Letters	Y (The letter you specify on line 03 will identify the PIDMs to get the letter. Only those PIDMs for which this letter is PENDING for the TERM you select in Line 07 will be selected.)
3	Letter Code	Name of the Banner Letter  <u>Example:</u> <i>ADM XXXXXXXX</i>
4	Selection ID	LEAVE THIS LINE BLANK. It is not necessary because the 'pending letters' already identify who should get the letter
5	Creator ID	LEAVE THIS LINE BLANK. It is not necessary because the 'pending letters' already identify who should get the letter, so there is no population selection creator to specify
6	User ID	LEAVE THIS LINE BLANK. It is not necessary because the 'pending letters' already identify who should get the letter, so there is no population selection user to specify.
7	Term Code	Student System only: Term for the letter.  <u>Example:</u> <i>200550</i>
8	Aid Year	Only use if running letters in Financial Aid Module
9	Address Selection Date	Date you want to use for selecting the address. Usually the day you are running the letters. Leave it BLANK to default to the current date. For other dates use the date format: DD-MON-YYYY



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#### GLBLSEL parameters: pending letter, continued

Parameters		Values
10	<p>Address Type</p> <p>You may insert as many rows of Parameter 10 as you need to specify the address hierarchy you need for your process.</p> <p>You can add additional address types to your hierarchy by adding additional lines of Parameter 10. Remember to preface the address type on each line with a number.</p>	<p><i>IMA</i> - means first look for the address type MA</p> <p>To add additional types to look for:</p> <ul style="list-style-type: none"> <li>• Perform an <b>Insert Record</b> function.</li> <li>• Type <i>10</i>.</li> <li>• Press Tab. A second row 10 appears.</li> <li>• Add your next address type in the values column, for example <i>2PR</i>.</li> </ul>
11	Detailed Error Report	<p><i>N</i> will list IDS that did not pull data because of bad addresses or because you did not list the address in the Address Type hierarchy.</p> <p><i>Y</i> shows all variables that pulled no information, including the above.</p>
12	Detailed Execution Report	You may leave this blank. The technical staff may use this if they are trouble-shooting problems.

Did you save a GLBLSEL PARAMETER SET?

If so, what did you name it? \_\_\_\_\_



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#### Project Details Sheet: GLBLSEL

<b>Project Name:</b>	
<b>Description:</b>	

Parameters		Values
1	Application	
2	Process Pending Letters	
3	Letter Code	
4	Selection ID	
5	Creator ID	
6	User ID	
7	Term Code	
8	Aid Year	Only used by FINAID. Ignore or leave blank.
9	Address Selection Date	USUALLY TODAY'S DATE
10	Address Type	
11	Address Type (Add as many parameter 10 lines as you need)	
12	Detailed Error Report	N
13	Detailed Execution Report	Leave blank

Did you save a GLBLSEL PARAMETER SET?

If so, what did you name it? \_\_\_\_\_

Put the GLBLSEL PARAMETER SET NAME on your Project Summary Sheet (from the *Planning Your Letter* job aid in this CBT).