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Introduction

Course goal

This course is intended to teach you to identify key forms, tables, and reports in which to query distinct populations within the Banner System. In addition, you will learn to follow key processes and query tables. The workbook is divided into these sections:

- Introduction
- Set Up
- Day-to-day operations

Course objectives

In this course you will learn how to

- define a simple application with no application-level rules
- define an application with application-level rules
- define simple Population Selection rules
- copy Population Selection rules
- select a population
- view Population Selection results
- perform a query on a selected population
- add/delete people to a selected population
- delete the results of a population
- create a Manual Population Selection
- create Population Selection rules using objects
• create Population Selection rules using a sub query variable
• identify a distinct group of individuals for data extraction
• select a distinct group of students
• extract your selection
• identify the processes in which to use your selection.

**Intended audience**

Staff interested in selecting distinct populations for use in running reports and the Letter Generation process

**Prerequisites**

To complete this course, you should have

• completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

• administrative rights to create and perform the necessary set up in Banner
Process Introduction

Introduction

Banner Population Selection is a mechanism for selecting a group of people or organizations, which share common data, based on specific criteria. For example, because Banner stores a person's gender and address, a user can select all of the people in the database who are male and have an address in New York State. Because Banner stores a great deal of information, it makes it possible to select groups using simple and complex criteria.

Flow diagram

This diagram highlights some areas where Population Selection can be used within the overall Student process.
About the process

The process involves these steps.

- Identify the population you wish to select.
- Identify the table and field names within Banner you wish to select in order to create the rules associated with a specific population.
- Identify the values possible in the fields.
- Create validation and rules forms based on the tables and field names identified for the population selected.
- Run the process.
- Review the output.
Storing Information in Banner

How information is stored

To understand Population Selection, it is helpful to understand how Banner stores information. The Oracle database (which is the basis of Banner) is made up of tables and rows much like a spreadsheet. For example, view the table below.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>John</td>
<td>Hunter</td>
<td>555112222</td>
</tr>
<tr>
<td>Smith</td>
<td>Mary</td>
<td>Therese</td>
<td>003525454</td>
</tr>
<tr>
<td>Williams</td>
<td>Tom</td>
<td>Mitchell</td>
<td>952854785</td>
</tr>
</tbody>
</table>

Note: All of the last names are stored in the Last Name column, and all of the information about any one person, for instance, John Hunter White, is stored in one row, or record.

Role of the PIDM

To store the vast amount of data used by Banner clients, the system has thousands of tables, each storing a category of data. For example, the table SPRIDEN stores name and ID information (e.g. last name, first name, prefix, suffix, etc); the table SPRADDR stores address information, and the table SPBPERS stores personal information (e.g., sex, birth date, and ethnicity).

To ensure that the information on a specific record in one table is connected to the correct record in another table, Banner uses a field, called PIDM, which has the same value for a record in every table. Every time a new person or non-person is added to the system, Banner generates a unique PIDM. This number is used for every record in every table that pertains to the person or non-person created. It is not the Banner ID, but a value created by Banner and which you never see.
**Example 1**

Look at that name table again, but this time with the PIDM column added:

<table>
<thead>
<tr>
<th>PIDM</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001</td>
<td>White</td>
<td>John</td>
<td>Hunter</td>
<td>555112222</td>
</tr>
<tr>
<td>0000002</td>
<td>Smith</td>
<td>Mary</td>
<td>Therese</td>
<td>003525454</td>
</tr>
<tr>
<td>0000003</td>
<td>Williams</td>
<td>Tom</td>
<td>Mitchell</td>
<td>952854785</td>
</tr>
</tbody>
</table>

**Example 2**

Now let's look at another table, the address table:

<table>
<thead>
<tr>
<th>PIDM</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001</td>
<td>1 Main Street</td>
<td>Henniker</td>
<td>NH</td>
<td>03242</td>
</tr>
<tr>
<td>0000002</td>
<td>2 Elm Street</td>
<td>Dearborn</td>
<td>MI</td>
<td>51245</td>
</tr>
<tr>
<td>0000003</td>
<td>3 Beech Street</td>
<td>New Durham</td>
<td>NH</td>
<td>03454</td>
</tr>
</tbody>
</table>

The PIDM on one table matches the PIDM on the other, thus linking the data on one table to the data on the other. To display name and address information for Mary Smith, Banner can connect the name information with the address information using the PIDM. Thus, Mary Smith lives at 2 Elm Street, Dearborn, MI 51245.

Note: Every table in Banner that contains information about a person or non-person uses the PIDM to identify the record.
Selecting Records in Banner Using SQL

What is SQL?

Banner uses a SQL (Structured Query Language) to ask for information from the database. A SQL statement is composed of three parts

- select clause
- from clause
- condition or where clause.

For example, to get the last names of everyone living in New Hampshire, a user would ask

- select the LAST NAME
- from the NAMES and IDS table and the ADDRESSES table
- where the STATE is New Hampshire.

Or, in SQL

```sql
select LAST NAME
  from NAMES & IDS, ADDRESSES
  where STATE = 'NH'.
```

Note: Both tables are mentioned in the From clause because you are selecting name information from one table using criteria from the other. You would surround the letters NH in single quotes; this tells Banner that it should look for the literal value NH in that field.

Note: SQL is literal and case sensitive.
Query results

The result of our query would be

- White
- Williams.

Of course, Banner tables can be more complex, and contain many fields.

Note: Banner field names have no spaces (use underlines to connect words), and they always begin with the table name.

Example: SPRIDEN_ID and SPRADDR_STAT_CODE

If this were a real Banner query, it would use the field and tables names from Banner. The result would look like this:

```sql
select SPRIDEN_LAST_NAME
from SPRIDEN, SPRADDR
where SPRADDR_STAT_CODE = 'NH'
```

Note: Finding table and field names in Banner are found by going to the form where you see the information, putting your cursor in the field that you want to pull information from and selecting Dynamic Help Query or by putting your cursor in the field and holding the shift key down and double clicking. The base table name is contained in the Block section and the field name is contained in the Field section.
Using Conditions in SQL

Multiple conditions

Some statements may require more than one condition. For example, you may get a request for “the last names of all the males from Massachusetts.” The statement would look like this:

```sql
where SPBPERS_SEX = 'M' and SPRADDR_STAT_CODE = 'MA'
```

Clauses joined by and mean that the record must meet all the conditions. Another option is or. A request for “the last names of everyone from Massachusetts or Connecticut” would read:

```sql
where SPRADDR_STAT_CODE = 'MA' or SPRADDR_STAT_CODE = 'CT'
```

Now the record only has to meet either condition, not both.

Using and and or

By combining and and or, the data can be manipulated, but the user must be careful. Consider the request for “last names of all males from Massachusetts or Connecticut.” It might incorrectly be assumed that the statement would be written:

```sql
select SPRIDEN_LAST_NAME
from SPRIDEN, SPRADDR, SPBPERS
where SPBPERS_SEX = 'M' and
(SPADDR_STAT_CODE = 'MA' or SPRADDR_STAT_CODE = 'CT')
```

Unfortunately, the results are wrong because Banner interpreted the request as “the last names of all males from Massachusetts or everybody in Connecticut!” In other words, Banner combined the first two lines of the where clause and kept the third line as a separate condition.

Banner can be told to combine portions of a where clause by using parenthesis:

```sql
select SPRIDEN_LAST_NAME
from SPRIDEN, SPRADDR, SPBPERS
where SPBPERS_SEX = 'M' and
(SPADDR_STAT_CODE = 'MA' or SPRADDR_STAT_CODE = 'CT')
```
In this example, this query would find the last names of people who are male and live in either Massachusetts or Connecticut,

**Using operators**

Often, the information wanted requires more flexibility than simply saying that a value equals some other value. You may want to identify individuals, whose state equals PA and their ACT composite score is greater than 25 or their zip code is between 19131 and 19355.

Banner provides many of these operators, including

- equals
- not equals
- in
- not in
- like
- not like
- between
- is null
- is not null.

For example, the statement above could be written like this:

```sql
select SPRIDEN_LAST_NAME
from SPRIDEN, SPRADDR, SORTEST
where SPRADDR_STAT_CODE = 'PA' and SORTEST_TESC_CODE = 'A05' and
(SORTEST_TEST_SCORE > 25 or SPRADDR_ZIP between '19131' and '19355')
```

In this case, the last line provides a range of zip codes for Banner to choose from.

Note: The word null has a special meaning in SQL. It means the field has nothing in it. That is different from having 0 in it. Zero is a value.

**What is selected?**

The Population Selection process only selects PIDMs; you cannot use it for selecting
student type, financial aid award, employee classes, alumni gift amount, or any other
information. Only PIDMs can be selected and only persons or non-persons have PIDMs. You
can select PIDMs using the criteria of student type, financial aid award, employee classes,
alumni gift amount, or any other information but the Population Selection will only show you
the PIDMs that match the criteria, not any information about the criteria you used.

Set Up

Section goal

The goal of this section is to outline the set-up process and detail the procedures to set-up
your Banner system to handle Population Selection at your institution.

Objectives

This course is intended to teach you to identify and select entities in the database (for
example, people, vendors, and organizations). You will define selection criteria to identify
and extract a subset of these entities to use in Banner reports, processes, and letters.

In this section you will learn how to

- define a simple application with no application-level rules
- define an application with application-level rules
- define simple Population Selection rules
- copy Population Selection rules
- select a population
- view Population Selection results
- perform a query on a selected population
- add/delete people to a selected population
- delete the results of a population
• create a Manual Population Selection
• create Population Selection rules using objects
• create Population Selection rules using a sub query variable.
Before You Begin

Introduction

Before Banner can process a population selection and select the records you want, you need to:

- identify the population you wish to select
- identify the field names and values being used as conditions in the population selection
- create population selection rules.
Defining an Application with No Rules

Introduction

Population Selections are created in, or belong to, Banner Applications.

A Banner Application is like a library where Population Selections and variables are stored for a functional area to use.

The Application Definition Rules Form (GLRAPPL) is used to define an application.

Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to begin defining and testing Population Selection rules.

Note: You want to define a Banner Application for your personal testing use. It is where you will keep the population selections you use. Typically individual users do not have their own Banner Applications. It is more common for users in functional areas, such as Admissions, UG_Admissions, Financial Aid, Advancement, etc. to use the same Banner Application. For these exercises, you will create a Banner Application for your own use. You must first determine whether an application exists with the code you wish to assign to your application. If it already exists, use that application; if not then you can create your application.

1. Access the Application Definition Rules Form (GLRAPPL).
2. Click the Search icon next to the Application field to view the List of Values.
3. Review the list of applications already defined.
4. Click Cancel to return to GLRAPPL.
5. For this exercise, enter an application code using your last and first initials followed by the characters APPL in the Application field. The application can have any name you choose, up to 30 characters, with no blank spaces.

Example: Mary Smith could enter SM_APPL.

Note: Each participant must create a unique Banner Application name or code.

6. Perform a Next Block function.
7. Enter a description for your application in the Description field.

Example: Mary Smith’s Application.

8. Double-click in the System field and select an appropriate value.

Example: S Student

Notes: The System field identifies the Banner System associated with the application. This indicator updates information displayed on the Mail Query Form (GUI_MAIL) when letters are printed. Choosing ‘S’ for the Student system will also display letters that use variables from the Banner Application on the Student System Mail form (SUAMAIL). (For Advancement it is ‘A’ and AUAMAIL. For HR it is ‘P’ and PUAMAIL, For Finanial Aid it is ‘R’ and RUAMAIL.)

Leave the application-level rules block empty.
9. Click the **Save** icon.

10. Click the **Exit** icon.
Steps

Follow these steps to review the application you just created.

1. Access the Application Inquiry Form (GLIAPPL).
2. Review the applications to find the one you just created.
3. Click the Exit icon.
Defining an Application with Application–Level Rules

Introduction

As mentioned in the previous lesson, the Application Definition Rules Form (GLRAPPL) is used to define and maintain an application.

An application can optionally include general, high-level rules used to select PIDMS. Any rules in a Banner Application are automatically included in all Population Selections controlled by the application. Population Selections within an application have additional, more detailed rules that select specific populations. For example, an application can have rules that select undergraduate students. Within the application, various Population Selections might select seniors, resident students, and international students. Because of the rule at the Banner Application level limiting all Population Selections in that application to undergraduates, the pop sels would select undergraduate seniors, or undergraduate resident students, or undergraduate international students.

Example: The Dean of Women wants to begin using Population Selection and is ready to define a Banner Application for her use. In addition to defining the application, the Dean knows that in all of the Population Selections she uses she will always want to select only women. She decides to include the selection of women as a rule in her application.

Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to define an application.

1. Access the Application Definition Rules Form (GLRAPPL).
2. Click the **Search** icon next to the **Application** field to view the List of Values.
3. Review the list of applications already defined.
4. Click the **Cancel** icon to return to GLRAPPL.
5. Enter an application code using your last and first initial and the characters DW, indicating Dean of Women in the **Application** field.

Example: Mary Smith would enter *SM_DW*.

Note: Each participant must create a unique code.

6. Perform a **Next Block** function.
7. Enter a description for your application in the **Description** field.

Example: Dean of Women Application.

8. Double-click in the **System** field and select an appropriate value, for example, *S* (Student).

Note: The **System** field identifies the Banner System associated with the application. This indicator updates information displayed on the Mail Query Form (GUIMAIL) when letters are printed. Choosing ‘S’ for the Student system will also display letters on the Student System Mail form (SUAMAIL).

9. Perform a **Next Block** function.
10. Click the **Search** icon in the Rules block to access the Object Inquiry Form (GLIOBJT).
11. Search through the objects listed to find:

   - **Object** Women
   - **Description** Select Women
12. Double-click in the **Object** field to return the following information to the 
Rules block:

- **Data Element**  
  SPBPERS_SEX

- **Operator**  
  =

- **Value**  
  'F'

13. Click the **Save** icon.

14. Click the **Exit** icon.

15. Access the Application Inquiry Form (GLIAPPL).

    Note: Note that the new application is displayed.

16. Click the **Exit** icon.

    Note: Banner Objects provide you with a shortcut for inserting some saved lines 
of code. It is also possible for you to enter the code directly and manually on 
GLRAPPL without using an Object to insert the code.: 

- **Data Element**  
  SPBPERS_SEX

- **Operator**  
  =

- **Value**  
  'F'
Defining Simple Population Selection Rules

Introduction

The Population Selection Definition Rules Form (GLRSLCT) is used to create, define, maintain, delete, and copy a Population Selection.

A Population Selection is a set of rules used to select PIDMs from the Banner database for reports, processes, and letters. For example, you can use a Population Selection to select a group of applicants for an orientation letter. An application, selection ID, and Creator ID uniquely identify a Population Selection.

Scenario

The Dean of Women is planning a reception and wants to invite only married women. She wants to use Population Selection to prepare her invitations. The Dean’s application already includes the criteria that only women should be selected. In defining her population rule, the Dean needs to specify that each woman be married in addition to the application-level rules.

Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
The **Manual** checkbox is used for advanced population selections. When checked it turns off the automatic join of the PIDMs on the tables referenced in the Population Selection.

The **Locked** checkbox permits the Creator ID to lock the population selection so that only the Creator ID can look at the population selection results on GLAEXTR or GLIEXTR.

The **Delete** checkbox offers the option to delete the Population Selection and its rules from the data base.

The **Application Level Rules** checkbox is populated automatically if application level rules exist on the form GLRAPPL.
Steps

Follow these steps to define a population selection rule.

1. Access the Population Selection Definition Rules Form (GLRSLCT).

2. Enter the code for the Dean of Women Application previously defined in the Application field.

   Example: Mary Smith would enter SM_DW.

3. Enter a name for your Population selection in the Selection ID field MARRIED.

   Note: The Banner User ID used to log into the Banner System is displayed in the Creator ID field.

4. Perform a Next Block function.

5. Enter a description for your Selection ID in the Description field.

   Example: Dean of Women Appl-Married.

6. Perform a Next Block function.

7. Enter SPBPERS_PIDM in the Select field.

8. Enter SPBPERS in the From field.

9. Perform a Next Block function.

10. Enter SPBPERS_MRTL_CODE in the Data Element field.

11. Select = in the Operator field.

12. Enter 'M' in the Value field.

   Note: If the value is an alpha value, or a number (such as zip code) that is treated as an alpha field, it needs to be surrounded by single quotation marks.

13. Click the Save icon.

14. Click the Exit icon.

   Note: You will see the message “Performing Population Selection Compilation, please wait”. If your Population Selection is compiled successfully, you will exit the form. If it does not compile successfully, you are returned to GLRSLCT and an error message displays.
Steps

Follow these steps to review the selection ID.

1. Access the Population Selection Inquiry Form (GLISLCT).
2. Access the Selection ID field.
3. Note that the new Selection ID now displays.
4. Click the Exit icon.
Copying Population Selection Rules

Introduction

The Population Selection Definition Rules Form (GLRSLCT) also allows the copying of rules in an existing Population Selection, even one created by someone else, to create a new Population Selection. By copying the application and selection ID, your ID becomes the Creator ID. A copied Population Selection can be changed as needed by you because you are now the Creator. You may give the Selection ID the same name as the original so long as the Creator ID is different.

Scenario

The Dean of Women is planning another reception. This time she wants to invite only single women. She plans to use Population Selection to prepare her invitations, and she knows that she already has rules defined to select married women. She decides to copy her old rules rather than defining new ones from scratch.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to copy a population selection rule.

1. Access the Population Selection Definition Rules Form (GLRSLCT).

2. Enter the code for the Dean of Women Application previously created in the Application field.
   
   Example: Mary Smith would enter SM_DW.

3. Enter the Population Selection name MARRIED in the Selection ID field.
   
   Note: The ID used to create the original population selection is displayed in the Creator ID field.

4. Perform a Next Block function.

5. Select the Copy option from the Options menu.

6. Information in the Copy From block should be populated.

7. Enter the same application code in the Application field of the Copy To block.
   
   Example: SM_DW.

8. Enter Single in the Selection ID field.
   
   Note: The Creator ID field self-populates with the ID used to log into the Banner System.

9. Click the Save icon.
   
   Note: After your rules have been copied, you are returned to the Population Selection Definition Form.

10. Enter a new description for your copied Selection ID in the Description field.
    
    Example: Dean of Women Appl–Single.

11. Perform a Next Block function twice to navigate to the Rules block.
12. Change the value of the Data Element (SPBPERS_MRTL_CODE) so that it is equal to \( S \) instead of \( M \).

- **Data Element**: SPBPERS_MRTL_CODE
- **Operator**: =
- **Value**: 'S'

13. Click the **Save** icon.

14. Click the **Exit** icon.

Note: You see the message “Performing Population Selection Compilation, please wait.” If your Population Selection is compiled successfully, you exit the form. If it does not compile successfully, you are returned to GLRSLLCT and an error message displays.

**Steps**

Follow these steps to review the new selection ID.

1. Access the Population Selection Inquiry Form (GLISLCT).

2. Note that the new Selection ID now displays.

3. Click the **Exit** icon.
Defining a Manual Population Selection

Introduction

The Population Selection Definition Rules Form (GLRSLCT) is used to create, define, maintain, delete, and copy a Population Selection.

A Population Selection is a set of rules used to select PIDMs from the Banner database for reports, processes, and letters. For example, you can use a Population Selection to select a group of applicants for an orientation letter. Banner selects the people because they share some criteria. You don't know who they are; you do know what they have in common. Sometimes you do know the names and/or IDs of the people you want to use, for instance to run a report or send a letter. In that case you can use a manual Population Selection to list the people you do know. In a manual Population Selection you manually add the IDs or names to the Population Selection. In a Population Selection with rules, Banner finds the people for you based on some criteria they share. In a manual Population selection you tell Banner the people you want.

Scenario

The Dean of Women is planning a private reception and wants to invite those students who volunteered throughout the year. This information is not tracked in the system, but the Dean knows who they are. She wants to use Population Selection to prepare her invitations because she will use the Population Selection to run Banner Letter Generation to produce the data she needs to send the invitation to the volunteers she has listed in her manual Population Selection.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to define a manual Population Selection.

1. Access the Population Selection Definition Rules Form (GLRSLCT).

2. Enter the code for the Dean of Women Application previously defined in the Application field.
   
   Example: Mary Smith would enter SM_DW.

3. Enter the name of the Population Selection in the Selection ID field PRIV_EVENT

   Note: The User ID used to log into the Banner System is displayed in the Creator ID field.

4. Perform a Next Block function.

5. Enter a description for your Selection ID (something that specifically describes your Selection ID) in the Description field.
   
   Example: Private Reception Volunteers

   Note that you do not create any rules for a manual Population Selection because Banner will not need to use rules to find these people. You will tell Banner who to include because you already know who they are.

6. Click the Save icon.

7. Click the Exit icon.

   Note: You will see the message “Performing Population Selection Compilation, please wait”. If your Population Selection is compiled successfully, you exit the form. If it does not compile successfully, you are returned to GLRSLCT and an error message displays.

8. Access the Population Selection Extract Data Form (GLAEXTR).

9. Double-click in the Application field and select your application.

   Example: SM_DW.
10. Enter PRIV_EVENT in the **Selection ID** field.

   Note: By clicking the **Search** icon next to the **Selection ID** field, you can search for your application.

   Note: The **Creator ID** and **User ID** fields will auto populate.

11. Click the **Insert Record** icon.

12. Click the **Search** icon.

13. Select Person Search from the list.

14. Enter B% to search for all persons whose last name begins with B in the **Last Name** field.

15. Perform an **Execute Query** function.

16. Double-click on the appropriate ID to return it to the Population Selection Extract Data Form.

17. Continue this process until all individuals selected to attend have been entered.

18. Or you may manually add the names or IDs if you have them at hand.

19. Click the **Save** icon.

   Note: Notice that the **System/Manual** indicator for the person you have added is M(annual), and for the others, it is S(system). You are now ready to run this Population Selection with your invitation using Banner Letter Generation.

20. Click the **Exit** icon.
Viewing and Using Defined Objects

Introduction

The Object Definition Rules Form (GLROBJT) is used to define and maintain an object. An object is a set of common rules that you can use in many different population selections and variables.

Objects are not required, but they simplify data entry and provide some consistency. Once you define a set of rules as an object, you can use the object to insert rules and avoid having to manually enter the rules each time they are needed. For example, many variables and Population Selections use the current record for names and IDs. The rule that selects the current name record is `SPRIDEN_CHANGE_IND IS NULL`.

You can create an object with the rule `SPRIDEN_CHANGE_IND IS NULL` and insert this object whenever it is needed. This saves keystrokes and avoid possible errors.

Unlike Banner Population Selections and Variables which belong to Banner Applications, Banner Objects are not directly associated with a Banner Application. They can be used in any variable or Population Selection in any application. The selection rules that are contained within an object contain the same components as the selection rules used to define an application or a Population Selection: data elements, operators and values.

Scenario

The Dean of Men wants to select all men who are divorced. He has not worked much with Population Selection but knows that objects exist that will help him. One defines Men and the other defines people who are Divorced. He decides to view these two objects to see the rules they contain. Then he will create a Population Selection and add the two objects to the Population Selection rules.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to view the rules for an object.

1. Access the Object Definition Rules Form (GLROBJT).
2. Select *Men* in the **Object** field.
3. Perform a **Next Block** function.
4. Review the definition of the object *Men*.
5. Perform a **Roll Back** function.
6. Select *Divorced* in the **Object** field.
7. Perform a **Next Block** function.
8. Review the definition of the object *Divorced*.
9. Click the **Exit** icon.
Steps

Follow these steps to create a new Population Selection

1. Access the Population Selection Definition Rules Form (GLRSLCT).

2. Enter the code for the application you are using, previously defined, in the Application field.

3. Enter the name of the Population Selection in the Selection ID field DIVORCED MEN

4. Perform a Next Block function.

5. Enter a description for your Selection ID in the Description field. Example: Dean of Men-Divorced Men
Steps

Follow these steps to insert the objects into the Population Selection rules.

1. Perform a **Next Block** function.

2. Put your cursor on a blank line in the Rules block.

3. Click the **Search** icon in the Rules block to access the Object Inquiry Form (GLIOBJT).

4. Search through the objects listed to find:
   - **Object** Men
   - **Description** Select Men

5. Double-click in the **Object** field to return the following information to the Rules block:
   - **Data Element** SPBPERS SEX
   - **Operator** =
   - **Value** 'M'

6. Click in the And/or Column and insert And

7. Go to the next blank line in the Rules column.

8. Click the **Search** icon in the Rules block to access the Object Inquiry Form (GLIOBJT).

9. Search through the objects listed to find:
   - **Object** Divorced
   - **Description** Select Divorced Persons

10. Double-click in the **Object** field to return the following information to the Rules block:
    - **Data Element** SPBPERS_MRTL_CODE
    - **Operator** =
    - **Value** 'D'
11. Click the **Save** icon.

12. Click the **Exit** icon.
Creating Population Selection Rules Using A Sub Query Variable

Introduction

A variable is a set of rules to select a specific piece of data in the database. The variable `*FNAME`, finds the current first name, for instance. Typically, Banner Variables are used to insert data into Banner letters. Variables are also used as sub queries in population selection rules, and variable selection rules. Sub queries are required some times to further refine the rules that select people (in Population Selections) or data (in other Banner Variables). An example is a sub query that is needed to pull information from the MOST RECENT student record for a person, or the HIGHEST test score for a particular test, or the LATEST financial aid award.

Like Population Selections, Variables belong to Banner Applications.

You can click the **Search** icon to access the Variable Inquiry Form (GLIVRBL) to search for a variable. If you select a variable from the list, the form will open and display the code the variable uses to retrieve data.

Note: A variable used as a sub query cannot contain another sub query. A variable can have only one sub query, and the sub query must be the last rule.

Scenario

The Dean of Women knows that she needs to use Population Selection often and that most of her rules need to use a sub query to locate students based on information connected to their current or most recent effective student record. Today she needs a list of students with active student records for this term. She knows there is a sub query to identify people by their most current student record in another application and will copy it from that application to hers. The sub query must already exist in the application she is using before she creates her Population Selection.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.

Steps

Follow these steps to copy any variable, including sub query variables.

1. Access the Variable Rules Definition Form (GLRVRBL).

2. Select WKBOOK in the Application field.

3. Select *SUB_CURR_STU_REC in the Variable field.

4. Perform a Next Block function.

Note: The rules for this variable are displayed. It is a sub query variable already defined to select the correct effective term student record based on a
Select the Copy from the **Options** menu.

6. Enter *DW_XX* (xx = your initials) for the Dean of Women application previously created.

   Example: Mary Smith would enter *DW_MS*.

7. Enter *SUB_CURR_STU_REC* in the **Copy To Variable** field.

8. Click the **Save** icon.

9. Click the **Exit** icon.

**Steps**

Follow these steps to add the sub query to the Population selection.

1. Access the Population Selection Definition Rules Form (GLRSLCT).

2. Enter a name for your Population Selection in the **Selection ID** field *CURR_STU*.

3. Perform a **Next Block** function.

4. Enter a description for your selection ID in the **Selection Description** field.

5. Perform a **Next Block** function.

6. Enter *SGBSTDN_PIDM* in the **Select** field.

7. Enter *SGBSTDN A* (leave a space before the A) in the **From** field.

8. Enter the following lines.

   ```
   SGBSTDN_STST_CODE = 'AS'
   ```

9. On the last line in the Data Element column enter

   ```
   SGBSTDN_TERM_CODE_EFF
   ```

10. In the Operator column enter =

11. In the Values Column click on the Search icon and select the variable *SUB_CURR_STU_REC*

12. Banner formats the sub query appropriately, adding parentheses around the variable name and the command *SUB before the variable name:
(*SUB*SUB_CURR_STU_REC)

Note: The parentheses and the prefix *SUB are required for sub queries. The literal *SUB indicates this is a sub query or a reference to another variable.

Note: In these rules lines, AS represents the code for Active students and the second line references the sub query variable.

Note: Sub queries should always be placed on the last line of the Population Selection that uses them. There can be only ONE sub query per Population Selection.

13. Click the Save icon.

14. Click the Exit icon.

15. Access the Population Selection Extract Process (GLBDATA) and run the process.

16. Access the Population Selection Extract Data Form (GLAEXTR) or Population Selection Extract Inquiry Form (GLIEXTR) to review the output.
Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

The System field identifies the Banner System associated with the application. This indicator updates information displayed on which forms when letters are printed?

Question 2

Which form would you access to find out if you entered your application correctly?

Question 3

If your Population Selection does not compile successfully, you will receive an error message and be returned to which form?

Question 4

If you copy a Population Selection that was created by someone else, whose Creator ID will be attached to that selection?

Question 5

What does Population Selection use to insert data into letters and reference sub queries in population selections rules, and variable selection rules?
Answer Key for Self Check

Question 1

The System field identifies the Banner System associated with the application. This indicator updates information displayed on which form when letters are printed?

Mail Query Form (GUI MAIL) or the Mail form connected to the Banner Product you are using. For Student it is SUAMAIL.

Question 2

Which form would you access to find out if you entered your application correctly?

Application Inquiry Form (GLIAPPL)

Question 3

If your Population Selection does not compile successfully, you will receive an error message and be returned to which form?

Population Selection Definition Rules Form (GLRSLCT).

Question 4

If you copy a Population Selection that was created by someone else, whose Creator ID will be attached to that selection?

The ID of the person copying the population selection will become the Creator ID.

Question 5

Population Selection uses what to insert data into letters and reference sub queries in application rules, population selections rules, and variable selection rules?

Variables are used to insert data into letters and reference sub queries in application rules, population selections rules, and variable selection rules.
Day-to-Day Operations

Section goal

The goal of this section is to explain the day-to-day or operational procedures to select distinct groups of individuals in order to use for reports or the Letter Generation process at your institution.

Objectives

In this lesson you will learn how to

- identify a distinct group of individuals for data extraction
- create rules to select a distinct group of students
- extract your selection
- identify the processes in which to use your selection.
Running a Population Selection

Introduction

The Population Selection Extract Process (GLBDATA) is used to extract PIDMs (people and non-persons) from the Banner database based on the rules entered on the Population Selection Definition Rules Form (GLRSLCT). The results can be used to provide PIDMs for other Banner processes, such as reports and Banner Letter Generation.

If the results of this extract identify the population to be sent a letter, run the GLBDATA process to get the PIDMs before running the Letter Extract Process (GLBLSEL). Similarly, if the results of this extract identify the population to be used in a report, run the GLBDATA process to get the PIDMs before running that report.

The Process Submission Control Form (GJAPCTL) is the form from which you run reports and processes. GJAPCTL lets you run a report or process and save the parameters you entered for the report or process as user-level defaults so that you can use them over and over again to run the same report or process. If you want to save more than one set of parameters for the report or process, you can save the current set with a unique name. A user may create many parameter sets. They are specific to the User ID that created them and for each process. Parameter sets save time because they automatically fill in the information required to run a report or process. They are not required, but they do save time and effort.

Scenario

The Dean of Women is ready to mail invitations for her reception for married women. She plans to use Population Selection to select the people to whom she wants to send the invitations. She will use Banner Letter generation to produce the data she needs for each of these people. She knows she already has rules defined to select married women. Now she wants to select the results.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
**Steps**

Follow these steps to run the Population Selection Extract process.


2. Enter the desired printer name in the **Printer** field.

   Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>Enter <em>MARRIED</em>.</td>
</tr>
<tr>
<td>02: Selection Identifier 2</td>
<td>Leave empty.</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>Leave empty.</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>Leave empty.</td>
</tr>
<tr>
<td>05: Union/ Intersect/Minus</td>
<td>Leave empty.</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>Enter <em>XX_DW</em> (XX are your initials). Example: <em>SM_DW</em></td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>Enter your User ID (If using someone else's population selection you would enter the ID of the Creator of the population selection).</td>
</tr>
<tr>
<td>08: Detail Execution Report</td>
<td>Leave empty.</td>
</tr>
</tbody>
</table>

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description for the Parameter Set in the **Name** and **Description** fields.

6. Click the **Submit** radio button.

7. Click the **Save** icon to execute the report.

   **Result:** The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the Options menu to review the report.

9. Click the **Exit** icon.

The output is now ready to run with the Letter Generation processes (GLBLSEL and GLRLETR), which will extract the Population Selection result values, track, and prepare the letter for mailing.

**Note:** the next time you want to run the Population Selection *MARRIED*, you do not need to fill out the parameters for the process GLBDATA. Just select the parameter set you created from the drop down list next to Parameter Set in the upper right hand corner of the form GJAPCTL.
Viewing Population Selection Results

Introduction

The Population Selection Extract Data Form (GLAEXTR) is used to display the population of PIDMs extracted from the database for a specified selection identifier. It will display the IDs, and name information for the PIDMs selected. A selected population is uniquely identified by an application, selection ID, Creator ID, and User ID. The application is the functional area that controls the population. The selection ID identifies the Population Selection, or set of rules, that selected the PIDMs. The User ID is the Oracle ID of the user who ran the GLBDATA process and selected the population. This ID defaults to the ID of the person logged on Banner, but you can enter another ID. The User ID must be an ID that previously ran the extract to obtain a population. Individuals identified by the population selection may be removed using this form. An ID or person’s name may also be added to the Population Selection using this form.

The Population Selection Extract Inquiry Form (GLIEXTR) is used to display a population. The form is for queries only. You cannot add or remove IDs using this form. A population is uniquely identified by an application, selection ID, Creator ID, and User ID. The application is the functional area that controls the population. The selection ID identifies the Population Selection, or set of rules, that selected the IDs. The Creator ID is the Oracle ID of the person who created the Population Selection originally. The User ID is the Oracle ID of the user who selected the population. This ID defaults to the ID of the person logged on Banner, but you can enter another ID. The User ID must be an ID that previously ran the extract to obtain a population.

You can click the Search icon to display Population Selection IDs on the Population Selection Inquiry Form (GLISLCT). The Creator ID is the Oracle ID of the user who created the Population Selection. If the Locked option is checked on the Population Selection form (GLRSLCT) only the Creator ID can display any populations selected by the Population Selection.

Scenario

The Dean of Women has extracted the population of married women and has asked her assistant to prepare and mail the invitations. The assistant wants to know how many invitations to print. She also is curious about the results and wants to see who will receive this invitation.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.

Steps

Follow these steps to view the population selection results.

1. Access the Population Selection Extract Inquiry Form (GLIEXTR).

2. Enter your application code in the Application field.

   Example: SM_DW.

3. Enter the name of the Population Selection in the Selection ID field: MARRIED.

   Notes: By clicking the Search icon next to the Selection ID field you can search for your application.
The **Creator ID** and **User ID** fields auto populate.

4. Select the **Sort by Name** radio button.

5. Perform a **Next Block** function.

6. Review the names.

   Note: If you receive the message “One or more of the persons in this list has Confidential Information,” click **OK**.

   Note: If you receive the message “One or more of the persons in this list is deceased,” click **OK**.

7. Click the **Rollback** icon.

8. Select the **Sort by ID** radio button.

9. Perform a **Next Block** function.

10. Review the names.

11. Click the **Exit** icon.
Performing a Query on a Selected Population

Introduction

The Population Selection Extract Data Form (GLAEXTR) or the Population Selection Extract Inquiry Form (GLIEXTR) may be used to display the population of IDs extracted from the database for a specified selection identifier. The Population Selection Extract Inquiry Form (GLIEXTR) allows you to either sort by name or ID. It also allows you to add or delete IDs.

Scenario

Invitations are ready to go out to the married women's reception. The Dean's selection rules selected all married women. The Dean's Assistant knows that there are several weddings planned before the Dean's reception, and she wants to know if those who will be married are on the invitation list.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Deceased</th>
<th>Confidential</th>
<th>System</th>
<th>Manual</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>716000009</td>
<td>Dwayne, Lisa M.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>214493726</td>
<td>Bollum, Peter</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3106000018</td>
<td>CF Motorfreight,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>316600009</td>
<td>CM Computer,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>217582938</td>
<td>Hoelsch, James T.</td>
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<td></td>
</tr>
<tr>
<td>2122002928</td>
<td>Mudall, Margaret</td>
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</tr>
<tr>
<td>716000090</td>
<td>Modick, Philip R.</td>
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<tr>
<td>217554736</td>
<td>O'Connell, Timothy</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>2149899273</td>
<td>Officen,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>213004958</td>
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<td></td>
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<td>ME-NOV-1991</td>
</tr>
<tr>
<td>215655483</td>
<td>Perl, Mandy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ME-NOV-1991</td>
</tr>
<tr>
<td>216492927</td>
<td>Sher, Samantha</td>
<td></td>
<td></td>
<td></td>
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<td>ME-NOV-1991</td>
</tr>
<tr>
<td>216475362</td>
<td>Sharpe, Baldwin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ME-NOV-1991</td>
</tr>
<tr>
<td>216000062</td>
<td>Smith, Charles L.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ME-NOV-1991</td>
</tr>
<tr>
<td>215708111</td>
<td>Street, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ME-NOV-1991</td>
</tr>
</tbody>
</table>
Steps

Follow these steps to perform a population selection query.

1. Access the Population Selection Extract Inquiry Form (GLIEXTR).

2. Ensure that the Key block information still reflects the Population Selection you have been working with.

   Example: Dean of Women Application

   - Application  SM_DW
   - Selection ID  Married
   - Dean of Women Appl-Married

3. Select the Sort by Name radio button.

4. Perform a Next Block function.

5. Perform an Enter Query function.

6. Enter W% in the Name field to select all last names that begin with a W.

7. Perform an Execute Query function.

8. Review the results to determine if Mary White is to receive an invitation.

9. Perform an Enter Query function.

10. Enter B% in the Name field to select all last names that begin with B.

11. Perform an Execute Query function.

12. Review the results to determine if Betty Brown is to receive an invitation.

13. Click the Exit icon.
Adding People to a Selected Population

Introduction

The Population Selection Extract Data Form (GLAEXTR) can be used to add or remove people from a population.

Scenario

Invitations are ready to go out for the married women's reception. The Dean's selection rules selected all married women, but the Dean's Assistant knows that there are several weddings planned before the Dean's reception, and their new marital status may not have been updated in Banner. She wants to manually add those who will be married to the list of people selected by the Population Selection (because their Banner record indicates they are married). She knows who these newly weds are and she wants to add their names to the people selected by her Population Selection so her list of invitees will be complete.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to add people to a population.

1. Access the Population Selection Extract Data Form (GLAEXTR).
2. Enter the Key block information for the Population Selection you have been working with.
3. Select your application in the Application field.
   Example: Select SM_DW.
4. Enter the name of the Population selection in the Selection ID field: MARRIED
   Notes: By clicking the Search icon next to the Selection ID field, you can search for your application.
   The Creator ID and User ID fields auto populate.
5. Perform a Next Block function.
6. Review the list of names.
7. Perform an Insert Record function.
8. Click the Search icon.
9. Select Person Search.
10. Enter B% in the Last Name field to search for all persons whose last name begins with B.
11. Perform an Execute Query function.
12. Double-click on the appropriate ID to return it to the Population Selection Extract Data Form.
13. Click the Save icon.
   Note: Notice that the System/Manual indicator for the person you have added is M(anual), and for the others, it is S(system).
14. Click the Exit icon.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.

The Population Selection Extract Inquiry Form (GLIEXTR) is used to query the population of IDs extracted from the database for a specified selection identifier.
Steps

Follow these steps to perform a population selection query.

1. Access the Population Selection Extract Inquiry Form (GLIEXTR).
2. Enter the Key block information for the Population Selection you have been working with.
3. Select the **Sort by Name** radio button.
4. Perform a **Next Block** function.
5. Perform an **Enter Query** function.
6. Query the name of the person you have just added to the list.
7. Place the form in query mode again and retrieve all persons with a System/Manual indicator of $M$.
8. Click the **M** radio button.
9. Click the **Execute Query** icon.
10. Click the **Exit** icon.

   Note: Queries can be performed on GLIEXTR and GLAEXTR.
Deleting the Results of a Population

Introduction

The Population Selection Extract Data Form (GLAEXTR) is used to add IDs to the population of IDs extracted from the database for a specified selection identifier. It can also be used to remove some or all of the IDs.

Scenario

Invitations have gone out to the Dean’s reception, and her assistant knows that the Population Selection results used to prepare the invitations are no longer needed. However, the rules used (select married women) will be used again. The assistant wants just to delete the results.
Banner form

Note: the forms displayed are examples only. They may not match the actual examples you create while using the Workbook.
Steps

Follow these steps to delete the population selection results.

1. Access the Population Selection Extract Data Form (GLAEXTR).

2. Enter the Key block information for the Population Selection you have been working with.

3. Select your application in the Application field.
   
   Example: Select SM_DW.

4. Enter the name of the Population Selection MARRIED in the Selection ID field: MARRIED.
   
   Notes: By double-clicking the Search icon next to the Selection ID field, you can use search to find your application.

   The Creator ID and User ID fields auto populate.

5. Perform a Next Block function.

6. Review the list of names.

7. Click the Rollback icon.

8. Click the Delete All? checkbox.
   
   You are prompted and asked if you want to delete these results.

9. Click the Yes button to indicate that you want to delete these results.

10. Click the Exit icon.


12. Perform a Next Block function.

13. Verify that your results have been deleted.
   
   Note: You should receive the message “Warning: No Records Exist.”
14. Click **OK**.

15. Click the **Exit** icon.
Summary

Let's review

As a result of completing this workbook, you have

- identified your population for selection
- identified the data fields to be extracted
- created a Population Selection rule based on the criteria for your selection
- created a manual population selection
- run the Population Selection process
- viewed your Population Selection results
- performed a query on a selected population
- added people to or deleted people from a selected population
- deleted all the people from a selected population.

Now you are ready to begin determining the information to be implemented within the Banner Population Selection module. You will decide, based upon your organization's needs, which code validation forms and control and rules forms will be used, as well as what your values will be on these forms.
Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Does the Process Submission Control Form allow you to save the parameters that you have entered?

Question 2

The Creator ID is the Oracle ID of the user who is extracting the population selection.

True or False

Question 3

If a population selection is locked, only the Creator ID can display any populations created with the Population Selection.

True or False

Question 4

On what Population Selection forms can you use the Enter and Execute Query functions?
Answer Key for Self Check

Question 1

Does the Process Submission Control Form allow you to save the parameters that you have entered?

Yes, parameters can be saved as user-level defaults.

Question 2

The Creator ID is the Oracle ID of the user who is extracting the population selection. (True or False)

False. The Creator ID is the Oracle ID of the user who created the population selection.

Question 3

If a population selection is locked, only the Creator ID can display any populations created with the Population Selection. (True or False)

True

Question 4

On what Population Selection forms can you use the Enter and Execute Query functions?

The Population Selection Extract Inquiry Form (GLIEXTR) and the Population Selection Extract Inquiry Form (GLAEXTR) forms.
Appendix

Section goal

The goal of this section is to provide reference materials related to the workbook.
## Forms Job Aid

<table>
<thead>
<tr>
<th>Form</th>
<th>Full Name</th>
<th>Use this Form or Process to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLRAPPL</td>
<td>Application Definition Rules Form</td>
<td>define and maintain an application. An application is a functional area with similar characteristics that can be applied to population selections, populations, and variables. It is like a library where Population Selections and variables are stored for a functional area to use.</td>
</tr>
<tr>
<td>GLRSLCT</td>
<td>Population Selection Definition Rules Form</td>
<td>create, define, maintain, delete and copy a population selection. A population selection is a set of rules used to select IDs from the Banner database for reports, processes, and letters. For example, you can use a population selection to select a group of applicants for an orientation letter.</td>
</tr>
<tr>
<td>GLROBJT</td>
<td>Object Definition Rules Form</td>
<td>create, define, maintain and delete an object. An object is a set of common rules that can be used in many different population selections and variables. Objects are not required, but they simplify data entry and provide some consistency.</td>
</tr>
<tr>
<td>GLRVRBL</td>
<td>Variable Rules Definition Form</td>
<td>define, maintain, delete and copy a variable. A variable is a specific piece of data in the database and the set of rules used to select that data, for instance last name and first name.</td>
</tr>
<tr>
<td>GLIAPPL</td>
<td>Application Inquiry Form</td>
<td>display a list of all applications defined on the Application Definition Rules Form (GLRAPPL). An application is a functional area with similar characteristics that can be applied to population selections, populations, and variables. It is like a library where Population Selections and variables are stored for a functional area to use.</td>
</tr>
<tr>
<td>GLISLCT</td>
<td>Population Selection Inquiry Form</td>
<td>display a list of the population selections within an application. A population selection is a set of rules used to select IDs from the Banner database to be used in Banner reports, processes, and letters.</td>
</tr>
<tr>
<td>Form</td>
<td>Full Name</td>
<td>Use this Form or Process to...</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GLIVRBL</td>
<td>Variable Inquiry Form</td>
<td>display a list of all variables defined on the Variable Rules Definition Form (GLIVRBL) for an application. A variable is a specific piece of data in the database and the set of rules used to select that data, for instance last name and first name.</td>
</tr>
<tr>
<td>GLBDATA</td>
<td>Population Selection Extract Process</td>
<td>to extract IDs (people and non-persons) from the Banner database based on the rules entered on the Population Selection Definition Rules Form (GLRSLCT).</td>
</tr>
<tr>
<td>GLBLSEL</td>
<td>Letter Extract Process</td>
<td>extract variable data from the Banner database to be included when letters are printed, such as name and address.</td>
</tr>
<tr>
<td>GJAPCTL</td>
<td>Process Submission Control Form</td>
<td>run a report or process and save the parameters as user-level defaults. If you want to save more than one set of parameters for the report or process, you can save the current set with a unique name. The defaults in each set are associated with the User ID and the job parameter set.</td>
</tr>
<tr>
<td>GLAEXTR</td>
<td>Population Selection Extract Data Form</td>
<td>display, search, change, and delete a population and to manually add IDs to or delete specific IDs from the selection. A population is a set of Banner IDs used for reports, processes, and letters. A population is uniquely identified by an application, selection ID, Creator ID, and User ID.</td>
</tr>
<tr>
<td>GLIEXTR</td>
<td>Population Selection Extract Inquiry Form</td>
<td>display, search, and sort a population. A population is a set of Banner IDs used for reports, processes, and letters. A population is uniquely identified by an application, selection ID, Creator ID, and User ID.</td>
</tr>
<tr>
<td>GLISLCT</td>
<td>Population Selection Inquiry Form</td>
<td>display a list of the population selections within an application. A population selection is a set of rules used to select IDs from the Banner database to be used for reports, processes, and letters.</td>
</tr>
</tbody>
</table>
Terminology

Application

The Application Code field is used to enter the Application for which the selection is being defined.

Note: This is required to run the process.

Creator ID

The name of the user who created the selection being defined.

Note: This is required to run the process.

Data element

Database column name to be used as part of the rules statement (the field name or data you wish to extract).

Dynamic Parameter

A parameter that allows you to enter a different distinct value every time you utilize the rule in which it was created by prompting you for that value.

Note: This is required to run the process.
GLRLSCT Form: Manual Checkbox

The Manual check box is used for advanced Population Selections. When checked it turns off the automatic join of the PIDMs on the tables referenced in the Population Selection.

GLRLSCT Form: Locked Checkbox

The Locked check box permits the Creator ID to lock the Population Selection results so that only the Creator ID can look at the population selection results on GLAEXTR or GLIEXTR.

GLRLSCT Form: Delete Checkbox

The Delete check box offers the option to delete the Population Selection and its rules from the data base.

GLRLSCT Form: Application Levels Rules Exist Checkbox

The Application Level Rules checkbox is populated automatically if application level rules exist on the form GLRAPPL.

Operator

The operator equals (=), less than (<), greater than (>), etc. are to be used as part of the rules statement.
PIDM

Person Identification Master is the internal identifier used to identify a person or a non-person in the Banner database.

Selection ID

The selection field contains the name of the selection being defined.

User ID

The name of the user who ran or manually populated the selection.

Note: This is required to identify the list of IDs selected the process.

Value

The value to be compared (literal text, date value, number, another column or a sub query) as part of the rules statement.

Variable

Lines of SQL code which are rules for extracting the information that you need.