

BUILDING A POPULATION SELECTION

1. Identify the population you wish to select.

What distinguishes this group from others in Banner? You need to be able to put these identifiers into logical statements using the following operators:

=	>	>=	<	<=
<>	Between	In	Not in	Like
Not like	Null	Not null		

Example: Student Type = B, T and R and Term = 201312

*Note that '=' does not work for dates in banner due to time stamp. You will have to use >= <= > < between

2. Enter criteria in GLRSLCT. (Always look for an existing popsel that may match your request or at least that will provide a foundation for what you want. If you find a popsel that you would like to modify, you will need to copy it so that you are the owner. Only owners can modify a popsel. To copy, <CTRL> <PAGE DOWN> past the Rules section where you will be prompted to copy from/copy to.)

- You will need to enter the **Application** for your population selection – this generally refers to the department. (Ex: Admissions, Registrar, Finaid, AR) There are usually rules for each application. These rules would be something that you would want included in every popsel for that application. For that reason you enter them in the application and don't have to repeat them for each popsel.
- Enter the **Selection ID**. If you are creating a population selection from scratch then you can choose the name, but it cannot contain spaces. If it is an existing population selection, then enter the name or search/select from existing list.

3. Enter the Selection Description. This is just a brief description of this population selection.

Population Selection Definition Rules GLRSLCT 8.3.1 (p630_bac)

Application: ADMISSIONS Selection ID: INCOMPLETE
 Creator ID: LTERRY

Selection Description

Apps with incomplete checklist Manual Locked Delete Application Level Rules Exist

Definition

Select: SARADAP_PIDM
 From: SARADAP, SARCHKL

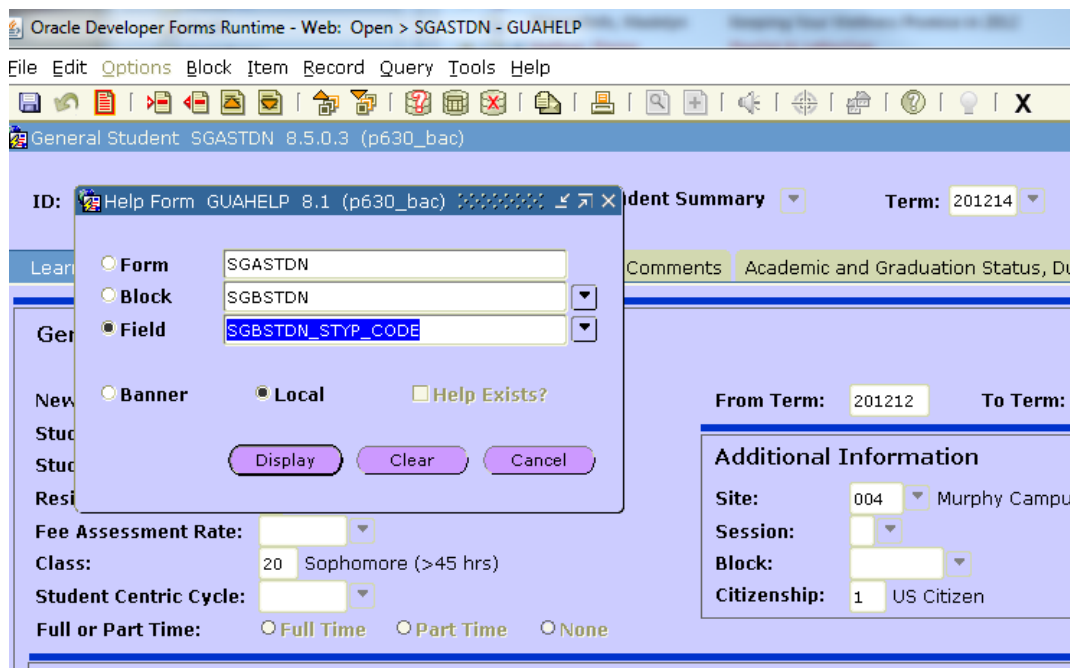
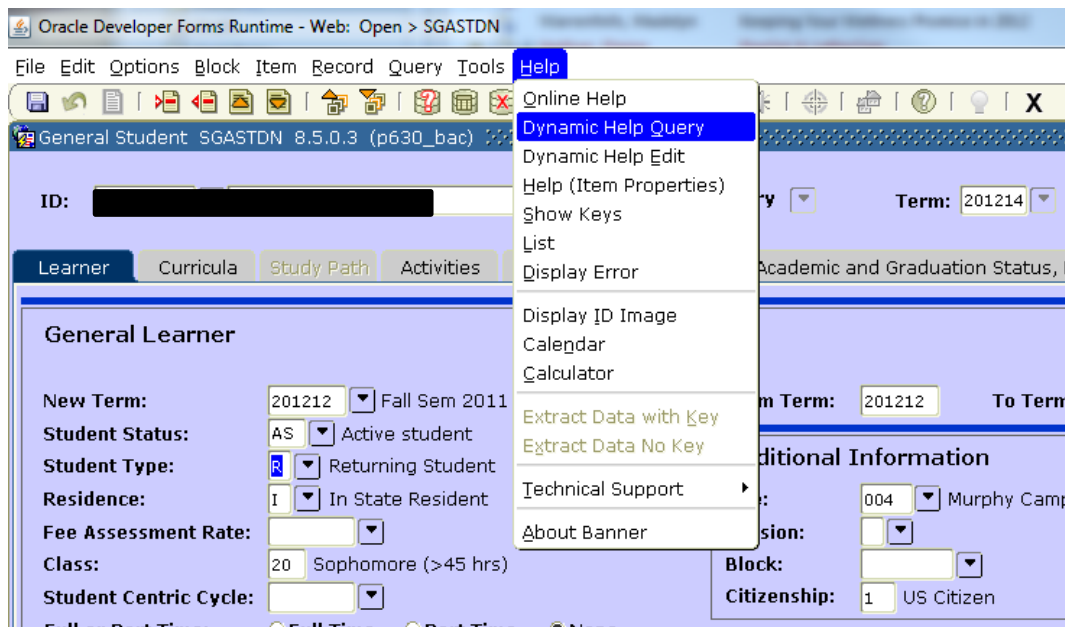
Rules

'('	Object	Data Element	Operator	Value)'	AND / OR
	SARADAP_TERM_CODE_ENTRY		=	&APPLICANT_TERM		AND
	SPRIDEN_CHANGE_IND		IS NULL			AND
	SPRIDEN_ENTITY_IND		=	'P'		AND
	SARCHKL_RECEIVE_DATE		IS NULL			

Selection Identifier Description
 Record: 1/1 <OSC>

4. Enter **Definition**.
 - a. **Select:** this is what specific field you are selecting with this population selection. Generally you are going to select the “pidm” of a table, such as spriden_pidm, saradap_pidm, etc. The pidm is the unique id assigned to each person behind the scenes.
 - b. **From:** This is where you enter the list of tables where the information can be found.

5. Enter the **Rules**. This is where you will enter the criteria that must be met, which was identified in Step 1. However, rather than entering Student Type – you have to enter the field name. In this case it would be SGBSTDN_STYP_CODE. The best way to determine a field name is to go to the form in banner that holds the information and with your cursor in that specific field, choose Help, Dynamic Help Query from the menu bar at the top. You will have a pop-up screen that provides the field name.



You can enter multiple rules here using the And/Or at the end of each line, along with parenthesis.

Definition

Select: SPRIDEN_PIDM

From: GURMAIL, SPRIDEN

Rules

'('	Object	Data Element	Operator	Value)'	AND / OR
	GURMAIL_TERM_CODE		=	&Term		AND
	GURMAIL_DATE_PRINTED		IS NULL			AND
	GURMAIL_DATE_INIT		IS NOT NULL			AND
	GURMAIL_LETR_CODE		=	'ACC'		AND
(SPRIDEN_LAST_NAME		LIKE	'A%'		OR
	SPRIDEN_LAST_NAME		LIKE	'B%'		OR
	SPRIDEN_LAST_NAME		LIKE	'H%')	

Common Table Names

TABLE	RELATED FORM	DESCRIPTION
SPRIDEN	SPAIDEN	Person Identification
SPRADDR	SPAIDEN	Address
SPRTELE	SPAIDEN	Phone
SARADAP	SAAADMS	Admissions Application
SARAPPD	SAADCRV	Admissions Decision
SARCHKL	SAAADMS	Admissions Checklist
SGBSTDN	SGASTDN	Student Record
SFRSTCR & SFBETRM	SFAREGS	Registration
SSBSECT	SSASECT	Course Information
RORSTAT	ROASTAT	FA application status
RPRATRM	RPIATRM	FA award
RCRAPP1 (2,3,4)	RNANA##	FA application
TBRACCD	TSAAREV & TSADETL	Acct Charge/Payment Detail
SPRHOLD	SOAHOLD	Holds
GURMAIL	SUAMAIL	Mail / Letters Generated