



Ellucian Documentation

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General Person

This chapter discusses the General Person reports and processes, including the Support Services sub-module.

Person Directory Report (SPRPDIR)

This report is used to produce a list of persons, addresses, and primary phone numbers in the system by type of person.

You can run this report for recruits, applicants, students, or faculty members or all of them. If you choose faculty members you can specify instructors, advisors, both, or all faculty members. You can also create a population selection.

Parameter Name	Required?	Description	Values
Term	Yes	Enter the term code representing the term for which the list is to be printed.	Term Code Validation Form (STVTERM)
Person Type List	Yes	Enter R to run the list of recruits, A to run the list of applicants, S to run the list of students, and enter F to run the list of faculty members. Multiple values are permitted.	R - Recruits A - Applicants S - Students F - Faculty
Confidential Person Print Ind	Yes	Enter N to restrict printing of confidential persons; enter Y to print confidential person's information.	Y - Print confidential information N - Do not print confidential information
Address Selection Date	No	Which address, effective on this date, do you want to print on the report. Leave blank for today; enter in date format DD-MON-YYYY.	
Address Type	Yes	Enter the address type to be printed on the report; multiple requests are permitted	Address Type Code Validation Form (STVATYP)

Parameter Name	Required?	Description	Values
		and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to the next parameter.	
Print ID	No	Enter Y to print the IDs for the persons on the list. Enter N if you don't want the IDs printed.	Y - Print IDs N - Do not print IDs
Faculty Type	No	Enter A to print the faculty members who are advisors; enter I to print the faculty members who are instructors; enter B to print faculty members who are advisors and instructors; leave Null to print all faculty members regardless of type.	A - Faculty Advisors I - Faculty Instructors B - Both Null - All faculty types
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		selection identifier was defined. All or none of the population selection parameters must be entered.	
		The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

Support Services Load Process (SERLOAD)

This process is used to automatically create needs, goals, and services for a group of people based on a user-defined service group.

This process accepts an input file from the Population Selection process to create the support services information. Refer to the Banner General User Guide to review the method used to create a population selection.

Parameter Name	Required?	Description	Values
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population	Population Selection Inquiry Form (GLISLCT)

Parameter Name	Required?	Description	Values
		selection parameters must be entered.	
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
Report Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Effective Term	Yes	Enter the term code representing the effective term for which the support service detail is to be loaded. This term will also control which service group rules are to be used when creating the goals, needs, and services detail.	Term Code Validation Form (STVTERM)
Service Group Code	Yes	Enter the service group for which the population is being	Service Group Validation Form (STVSSGP)

Parameter Name	Required?	Description	Values
		loaded. All persons in the file will be loaded with this service group code. Multiple service group codes may be entered.	
