| CM Selection Methods | | |
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| SAP Screen Shots | | |
| The University of Missis | sippi | |
| 12/2014 | | |
| SAP Support: 662.915.5222 | SAP Web Site | |
| 11 | | |
| E-Mail: sap@olemiss.edu | http://olemiss.edu/sap/ | |
| Selection Methods are a way of identifying a subset admitted students, all students in orientation sessio GPA greater than Y. Selection methods are used in t correspondence, etc. The reports and transactions of selection methods, making them very flexible in term | n X, all enrolled students with a transactions, reporting, described here run using | |
| Important Reminder: Student information is the property of The University of PRIVILEGED, CONFIDENTIAL and/or EXEMPT FROM DISCLOSURE under If any files are sent electronically, this confidentiality statement should be inclution information is the property of The University of Mississippi and is intended contain information that is PRIVILEGED, CONFIDENTIAL and/or EXEMPT FI applicable law. If you are not the intended recipient, you are hereby notified the information contained herein is STRICTLY PROHIBITED. If you received of the information, whether in electronic or hard copy format, as well as attact Registrar, 104 Martindale, Post Office Box 1848, University, MS 38677-1848 | r University policy or applicable law. uded in the E-mail. ed only for the use of the Addressee(s) and may ROM DISCLOSURE under University policy or hat any disclosure, copying, distribution, or use of this information in error, please destroy all copies hments, and immediately contact the Office of the | |
| Transaction Code: | Description | |
| ZCM_STUDENT_INFO_C | Best choice when you need to | |
| ZCM_SCHEDULE_ALV | display numerous data fields on a student, such as Admission, Address, Advisor Assignment, Studies, Registration Window, Advisor Assignment, etc. Best choice when spreadsheet output of schedule or grade data is needed. Allows user to display who submitted the grades and when it was submitted. Pay attention to the "Appraisal Complete" flag. Instructors can save grades as complete or in- | |
| | progress. This flag indicates if this | |
| | grade was submitted as complete | |
| ZCM_MIDTERM_GRADES ZCM_GRADES | Best choice when print or display- oriented output of grades data is needed. Designed to match as closely as possible with what students and faculty advisors see via the web. Suppresses in- progress grades from being displayed by inserting a "*" for these as is done in the web interface. | |
| | Best choice when your report | |
| ZCM_GPAS | needs to include the actual GPA. Includes resident, transfer and overall GPAs. | |
| ZCM_GPAS ZCM_DEGREES ZCM STUD HOLD REPORT | | |

Access: Access to the data in these reports will be determined by what access you need to perform your job duties. It is very possible that you will not have access to all data. Example: Account Balance, if you do not have access to view account balance from the Student File/Student Master Data the access to zcm_student_info_c with **not** give you access to this data. You will be able to run the report, but should not receive any data back.

Step #1 - Transaction Code: Enter Transaction Code in Command Field 🛯 🔍 🔲 | ② 🚱 | 🖳 🎁 🖓 | 🏖 🏠 🏠 | 🔜 💌 🖉 | ③ 📑 **@** | SAP Easy Access Command Field 强 🖃 📚 😹 🥖 | ᠵ 🗟 Favorites Campus Management (Classes) Step #2 – Transaction Example: ZCM_STUDENT_INFO_C 🗸 🔜 | 😋 🚱 😒 | 🚢 🎁 🎼 | 巻 🍄 🕰 😒 | 🧱 🗾 | 😨 \odot 副 Get Student Information -- General Purpose Tool 🕒 🔁 Use drop-down box to view all Correspondence Selection Method Selection method selection methods. Account Balance Adm Students for Orientation Adm Students for webID Letter Information to Include 🖉 Admissions by Campus Admissions Options Minimal #1 Admitted/Enrolled All Addresses Advisor Assignments Statuses and Holds Enrolled Students by Campus Enrolled Students for Payroll Transcripts -- bt Greek Affiliation Prospect Data Orientation Session Prospect Options Registration/Booking Options Information to Include Sample: Financial Holds Status and Student Attributes Minimal #1 Stdnts with Sess. Registration All Addresses Student Status Statuses and Holds Students by Grade in Course Students by Upload File Transcripts Statuses and Holds Students Who Applied for Grad. Transcripts Students Who Graduated Veterans Number and Status Prospect Data

| | S | Selection Methods |
|----------|---------------------------------|--|
| # | Selection Method | Description |
| 1 | Account Balance | Selects students based on selected minimum account |
| | | balance. Used by the Bursar's Office. |
| 2 | Adm Students for | Selects admitted student for Orientation Sessions. |
| | Orientation | |
| 3 | Adm Students for webID | Selects admitted students according to admission status |
| | Letter | date. Used by IT Helpdesk. |
| 4 | Admissions by Campus | Selects admission status by campus. (Recommended for |
| 6 | Admissions Options | Tupelo and DeSoto not Oxford due to size)Selects students based by admission characteristics: |
| 0 | Admissions Options | term, year, application status, program type, |
| | | classification, category, UM admission status, |
| | | transcripts, test scores, residency, etc. |
| 6 | Admitted/Enrolled | Selects students based on whether they have been |
| 0 | | admitted for a specific or future term or are enrolled in a |
| | | specific or current term. |
| 7 | Advisor Assignments | Selects students and advisor information by selecting an |
| | C C | organization unit or by individual advisor. |
| 8 | Enrolled Students by | Selects students by campus. (Recommended for Tupelo |
| | Campus | and DeSoto not Oxford due to size) |
| 9 | Enrolled Students for | Selects students according to payroll definition of |
| | Payroll | enrolled. Used by HR/Payroll. |
| 10 | Greek Affiliation | Selects students according to their Greek Affiliation. |
| 11 | Orientation Session | Selects students who are enrolled in a specific |
| | | orientation session. |
| 12 | Prospect Options | Selects students by target term and year, various UM |
| | | infotypes that make up prospect data, test scores, |
| 40 | De ristration (De alvin r | transcripts, residency. |
| 13 | Registration/Booking Options | Selects students based on Sessional Registration record characteristics and optionally on whether they have/have |
| | Options | not booked a class. |
| 14 | Sample: Financial Holds | Selects students by Hold type. |
| 15 | Status and Student | Selects students based on status, attributes and gender. |
| 10 | Attributes | |
| 16 | Stdnts with Sess | Selects students by Sessional Registration. |
| | Registration | |
| 17 | Student Status | Selects information on one student. |
| 18 | Students by Grade in | Selects students based on course by grades. |
| | Course | Enrollment in given course for a given term/year and/or |
| | | grade in course. |
| 19 | Students by Upload File | Selects students by IDs stored in a spreadsheet to |
| | | obtain additional information on those students, such as |
| | | grades, admissions, etc. |
| 20 | Students Who Applied for | Selects students by year and session by Applied, Did |
| <u>.</u> | Graduation | Not Graduate or Graduated. |
| 21 | Students who Graduated | Selects students by degree type and graduation date. |
| 22 | Veterans Number and | Select students by Veterans status. |
| | Status | |

| te | <u>0 #3</u> - Selection V | ariant: See Selection Variants handout. |
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| | | ntion General Purpose Tool |
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| Corre | espondence Selection Meth | nod |
| / | ction method | Registration/Booking Options |
| Sele | ection variant | Dnice Carter - SAP Training Image: Carter - SAP Training Onice Carter - SAP Training |
| nforr | mation to Include | Pam Barefield |
| ۲ | Minimal #1 | Paralegal Studies Majors Potts-Grades |
| | All Addresses Statuses and Holds | Qualifying Graduate Students Reports for LJB |
| | | |
| | | ethe ether was a difficial to read a shift and difficult from a Complete Pro- |
| ote | e: As selection m | ethods are modified to add additional functionality, E |
| sei | selection variant | s may need to be trashed and re-created. |
| | | |
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| _ <u>P</u> ro | | - Help |
| Pro | gram <u>E</u> dit <u>G</u> oto System E | |
| _ <u>P</u> ro ⊘ Get | gram <u>E</u> dit <u>G</u> oto System E Student Informatio | 4 📙 😋 🚱 💄 満 読 巻 色 む 国 🛒 🖉 🖷 |
| ero Get | gram <u>E</u> dit <u>G</u> oto System E Student Informatio | ▲ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● |
| Ero Cet Cet | gram <u>E</u> dit <u>Q</u> oto System E Student Informatio | ・・ General Purpose Tool Registration/Booking Options Information you wish |
| Ero Cet Corre Seleo | gram <u>Edit Goto System</u> Student Informatic Spondence Selection Method | Image: Constraint of the second se |
| Pro Cet Cet Corre Selec Selec | gram Edit Qoto System | Image: Constraint on the second se |
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| Pro Get Get Corre Selec Selec | gram Edit Qoto System | Concercition/Booking Options On General Purpose Tool Information you wish to include on your report. Must select Minimal #2 Basic |
| Pro | gram Edit Qoto System | Registration/Booking Options Information you wish to include on your report. Must select Minimal #2 Minimal #2 Basic Studies Attributes |
| Ero Get Corre Selec Selec | gram Edit Qoto System | Information you wish to include on your report. Must select Minimal #2 Basic Attributes Information you wish to include on your report. Must select Minimal #1 or Minimal #2 – adding other |
| Ero Get Corre Selec Selec | gram Edit Qoto System | Content of the second se |
| Pro Select S | gram Edit Qoto System | Admission Notes Admission Notes Admission Notes Home Addr |
| Corre Select | gram Edit Oto System Image: Student Information Spondence Selection Method ction method ction variant Imation to Include Minimal #1 AtH-Addresses Statuses and Holds Transcripts Prospect Data Advisor Assignment Local Mailing Addr | Admission Notes Admission Notes Admission Notes Registration Window Winimal #2 Basic Admission Notes Admission Notes Related Persons Home Addr Reg Window WebID |
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| Corre | gram Edit Qoto System | Information you wish to include on your report. Must select Minimal #1 or Minimal #2 - adding other data is optional. Interest Scores Admission Notes Orientation Registration/Booking Options Information you wish to include on your report. Must select Minimal #1 or Minimal #2 - adding other data is optional. Interest Scores Information Notes Orientation Registration Registration Nisc (Sport, Rel, Greek) Interest Scores Interest Scores Nisc (Sport, Rel, Greek) Interest Scores Interest Scores Nisc (Sport, Rel, Greek) |
| Corree | gram Edit Qoto System | Image: Constrained and the second |
| Pro | gram Edit Qoto System | Information you wish to include on your report. Must select Minimal #1 or Minimal #2 - adding other data is optional. Interest Scores Admission Notes Orientation Registration/Booking Options Information you wish to include on your report. Must select Minimal #1 or Minimal #2 - adding other data is optional. Interest Scores Information Notes Orientation Registration Registration Nisc (Sport, Rel, Greek) Interest Scores Interest Scores Nisc (Sport, Rel, Greek) Interest Scores Interest Scores Nisc (Sport, Rel, Greek) |

| | | Center; Lib Bar Code. |
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| 2 N | Vinimal #2 | Student #; Student Object ID; First, Middle, Last |
| | | name; ID number (ssn); Alt Student Number; Gender |
| | | Code (1=Male, 2=Female); Personnel number (only |
| | | for University Employee); E-mail Address. |
| 3 A | All Addresses | Add all Addresses that are stored on a student |
| 4 S | Statuses and Holds | Add Statuses and Holds (up to 10) |
| 5 T | Transcripts | Add Transcripts Data (up to 4) |

| 6 | Prospect Data | Add Prospect Data |
|----|---|---|
| 7 | Advisor Assignment | Add Advisor Assignment |
| 8 | 3 Local Mailing Address Add Local Mailing Address | |
| 9 | Immunization | Add Immunization data |
| 10 | Studies | Add Program of Studies (2 most recent) |
| 11 | Admissions | Add Admissions Data (2 most recent) |
| 12 | Admission Notes | Add Admissions Notes |
| 13 | Related Persons | Add Related Persons |
| 14 | Home Address | Add Home Addresses |
| 15 | Registration Window | Add Registration Window |
| 16 | Orient-Housing | |
| 17 | Basic | Add Basic Data on Student (marital status, Eth. |
| | | Origin, Residence status, Country, Org Unit, etc.) |
| 18 | Attributes | Add Student Attributes (Greek, Child of Alumni, |
| | | Basketball, Football Scholarships, etc.) |
| 19 | Test Scores | Add Test Scores (ACT, GMAT, GRE, LSDAS, SAT, |
| | | TOEFL, etc.) |
| 20 | Orientation | Add Orientation Session Information |
| 21 | UG Snapshot | Add UG Snapshot of data (ACT, SAT, Honors, Athlete, |
| | | Developmental, etc.) |
| 22 | Local Residence | Add Residence Hall Information. Temp Address, |
| | | usually dorm but could be Oxford. |
| 23 | Web ID | Used by IT Staff. |
| 24 | Misc (Sport, Rel, | Add Misc. Information such as sport, religion, greek. |
| | Greek) | |

Minimal # 1 Example

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| 10116469 10440315 Stuart William Little 01 FERPA 11/26/1958 987654321 12345678 |
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Minimal # 2 Example

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| 2 4 7 7 6 2 5 7 10 11 11 11 11 11 | | | | | | | | | |
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| Stdt no. S | T Objt ID | First name | Mid. name | Last name | ID number | Alt.ST No | Ge | Pers | E-mail Address |
| 10116469 10 | 440315 | Stuart | William | Little | 987654321 | 12345678 | 1 | | stuart@olemiss.edu |
| | | | | | | | | | |

<u>Step #5</u> - Execute Report OR Execute Report in Background: See Running jobs (Execute) in the Background handout. Rule of thumb, if the report runs for more than 30 minutes it needs to be executed in the background.

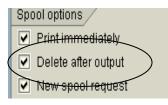
| 😋 Execute 🛛 😽 🖡 🌑 🚱 🚱 🚱 🔛 🛗 분실 환 환 환 환 환 🕅 😿 🐼 🦉 | 3 |
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| G Execute and print Ctrl+P General Purpose Tool Execute in background F9 | |
| Execute in background F3 | |
| Correspondence Selection Method | |
| Selection method Registration/Booking Options | |
| Selection variant Onice Carter - SAP Training 🗈 🗋 🖉 🎯 | |
| Information to Include | |
| Minimal #1 Minimal #2 Basic | |
| All Addresses Studies Attributes | |
| Statuses and Holds Admissions Test Scores | |

Step #6 - Spool Request: To view spool request

System > Own spool requests or use Transaction Code: SP02

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| SAP Easy Access | End session Use <u>r</u> profile | |
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| SAP menu | Lis <u>t</u> | |
| Office | Services for object | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| Logistics | Object history | |
| Accounting | Ow <u>n</u> spool requests | |
| Human Resources Campus Management | O <u>w</u> n jobs | |
| Campos Management Information Systems | S <u>h</u> ort message | |

Rule of thumb, reports stay in spool request for 7 days. However, if you have Spool option "Delete after output" checked, it will be deleted as soon as report has been printed.



Note: To change layout of reports, use your **Display Variants (Layout) handout.**

1) Pull up your report 2) Spool request > Forward > Save to local file Spool request Edit Goto Utilities Settings System Help C <u>P</u>rint 🗉 🕔 🖂 🚱 🚱 😂 🛗 🛗 😂 🍄 🖧 😫 📰 🖉 📳 Þ For<u>w</u>ard Send using SAPoffice m PRD G Expor<u>t</u> as text ical 🖧 Raw 🖧 Hex 🛃 Ctrl+Shift+F12 Save to local file... De<u>l</u>ete Shift+F2 Shift+F3 E⊻it Number Data statis

Excel Spreadsheet: To load data into an Excel Spreadsheet.

Spreadsheet: Select Spreadsheet

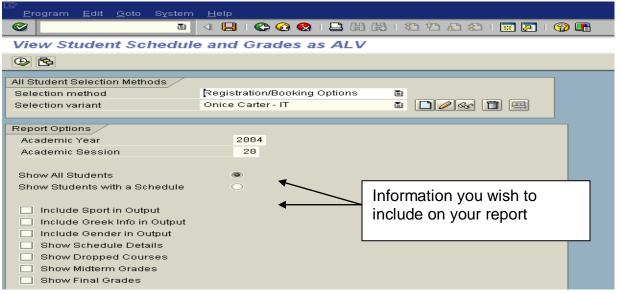
| S <u>p</u> ool request <u>E</u> dit <u>G</u> oto | 🔄 Save list in file 🛛 🖄 | |
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| | Spreadsheet | |
| Data statistics Number of | Rich text format | |
| Records passed 47 | O HTML format | |
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Save the File: Decide where you wish to save your file and give your file it a name. If you will use the extension of .xls, the system will automatically save in Excel Format. Choose 'Generate' if this is the first time you have used this file name. Use 'Replace' if you wish to overwrite the data in an existing file with the current data; use 'Extend' if you wish to add the current data to an existing file.

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| File Name | XLS Ø |
| Generate | Replace Extend 🔀 |
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Step #4 for the other Selection Method Reports

ZCM_SCHEDULE_ALV



ZCM_MIDTERM_GRADES

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| View Midterm Grades | |
| | |
| All Student Selection Methods | |
| Selection method | Registration/Booking Options 🛅 |
| Selection variant | Onice Carter - SAP Training |
| Midterm Grade Options | |
| Academic Year | |
| | |
| Academic Session | |
| Sort Students by Name | |

ZCM_GRADES

| Program <u>E</u> dit <u>G</u> oto Sγst | em <u>H</u> elp |
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| All Student Selection Methods | |
| Selection method | Registration/Booking Options 🗈 |
| Selection variant | Onice Carter - SAP Training 🔋 🗋 🖉 🚱 🛅 📟 |
| Show grades for this term Acad. Year | only: Acad. Session |
| Sort students by name | |
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ZCM_GPAS

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| All Student Selection Methods | | |
| Selection method | Registration/Booking Options | |
| Selection variant | Onice Carter - SAP Training | ∎ □ ∕ ≪ 🛍 📟 |
| | | |
| Report Options | | |
| Academic Year | 2004 | |
| Academic Session | 10 | |
| | | |
| Retrieve Stored GPAs | | |
| Include Sport in Output | | |
| Include Greek Info in Output | | |
| Include Gender in Output | | |
| Include E-mail in Output | | |

ZCM_DEGREES

| <u> </u> | Help |
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| View Student Degrees | (Internal Qualifications) |
| (1) | |
| All Student Selection Methods | |
| Selection method Selection variant | Registration/Booking Options Image: Content of the second secon |
| | |
| Report Options | |
| Degrees for this Term and Year | 0 |
| Academic Year | 2004 |
| Academic Session | 20 |
| All Degrees | 0 |
| Include Gender in Output | |
| Include Ethnicity in Output | |
| Include E-mail in Output | |
| Include Residency in Output | |
| Include Sport in Output | |

Using Selection Method 'Students by Upload File'

This Method allows the user to upload a file of student IDs as input. It provides greater flexibility in retrieving large amounts of data. It is faster than using a Method such as Registration/Booking options and allows reports to run in foreground that may time out if run using another method.

Running in foreground preserves all the ALV features that are lost when output is sent to the Spooler.

The student numbers may be generated by another Selection Method and stored in a text file.

1) Run a selection method that will find the students you are interested in:

In this example, zcm_student_info_c for all undergraduate math majors with Overall GPA of at least 3.0 and 100 or more hours active during spring term 2007. Save the values in the variant.

| Control Control Maintain Variants: Report Z_SELMETHOD_ENROLLED, Variant LSR, Screen 1 Control Registration Options Academic year Academic session 20 Segistration Options Academic year Academic session 20 Segistration Options Academic year Academic session 20 Segistration Options Academic year Program type 10 Undergraduate Options Academic year Program type 10 Undergraduate Options Academic year Program type 10 Undergraduate Options Academic year Onactive status Instructions Options Instructions Best in Mathematics Othis specialization 10326695 Emphasis - Hospitality Management Options Options < |
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| Registration Options Academic year 2007 Academic session 20 Spring Semester Program type 10 Undergraduate Both Active and Inactive |
| Registration Options Academic year 2007 Academic session 20 Spring Semester Program type 18 Undergraduate Both Active and Inactive |
| Academic year 2007 Academic session 20 Spring Semester Program type 10 Undergraduate Both Active and Inactive |
| Program type 18 Undergraduate Both Active and Inactive |
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| All programs having this type O Inactive status This program 10155253 B.S. in Mathematics This specialization 10326695 Emphasis - Hospitality Management Programs reporting to this org Cancellation reason © Full-time © Degree seeking O Part-time O Nondegree seeking O Both full and part-time O Both degree and nondegree seeking Semester Attempted Hours Low High Overall Earned Hours Low High Semester GPA Low High |
| O This specialization 10326695 Emphasis - Hospitality Management O Programs reporting to this org |
| Programs reporting to this org Cancellation reason |
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| O Part-time O Nondegree seeking O Both full and part-time O Both degree and nondegree seeking Semester Attempted Hours Low High Overall Earned Hours Low High Resident Earned Hours Low High Semester GPA Low High |
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| Resident GPA Low High |
| Academic Standing |
| Classification |
| Academic Honors |
| Key Date |
| Booking Options / |
| Academic year Academic session |
| Status 📄 🖻 |
| Any enrollments with this status O No enrollments with this status |
| |
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| |

Execute the Selection Method with only Minimal 1 or two. You may do this step in background if the students to be selected are a large group – for example all undergraduates with any program of study active during a specific term.

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| Get Student Information General Purpose Tool | | | | | | | |
| ₽ | | | | | | | |
| Student | | | | | | | |
| Selection Method | ZST6 Registration/Bo | oking Options 🗉 📘 | | | | | |
| Selection Variant | LSR Laurie's Variant | | | | | | |
| | | | | | | | |
| Information to Include | | | | | | | |
| ◉ Minimal #1 🛛 📿 |) Minimal #2 | Basic | | | | | |
| All Addresses | Studies | Attributes | | | | | |
| Statuses and Holds | Admissions | Test Scores | | | | | |
| 🗌 Transcripts 📃 | Admission Notes | Orientation | | | | | |
| 🗌 Prospect Data 📃 | Related Persons | UG Snapshot | | | | | |
| 🗌 Advisor Assignment 🛛 🗌 | Home Addr | Local Residence | | | | | |
| 🗌 Local Mailing Addr 🛛 🗌 | Reg Window | webID | | | | | |
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| Parent Labels | Parent Education | Additional Advisor Info. | | | | | |
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2) Save results to a text file. You may export using the 'Local File' icon. Follow the instructions on page 7 for saving the data to a local file.

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| 10014012 | 10228253 | Chad | Michael | French |
| 10033717 | 10254777 | Russell | Allen | Brown |
| 10037658 | 10258745 | Christopher | Louis | Peters |
| 10049683 | 10270827 | Super | | Man |
| 10080604 | 10301839 | David | Albert | Thigpen |
| 10081333 | 10302571 | Corby | L | Usry |
| 10087761 | 10309013 | Adel | Mahmoud | Elsohly |
| 10140288 | 10541046 | Haley | Boyd | Winter |
| 10178551 | 10624600 | David | Wayne | Kimery |

3) Open the file you just saved. Highlight the Student IDs and 'Copy'.

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| | -# | | Studentino | Obj. ID | T IISL HAINE | sivilu. Haille | Last name | FIIV.Level | FLEVEI DS. | | | Add.ID No | |
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Open a new spreadsheet and 'Paste' the Student ID numbers in it. Save as .txt file on your C drive. Close the file.

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4) Go back to the report you wish to run. Choose Selection Method 'Students by Upload File'. Create or find your variant. Click on the Pencil icon.

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Browse for the file in which you have stored your student ID numbers. Select 'Interpret as Student IDs'. Save. Return to the data selection screen.

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5) Choose the items you would like returned for each student in your upload file. Execute.

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| Immunization Orient-Housing Misc (Sport, Rel, Greek) | |
| Parent Labels Parent Education Additional Advisor Info. | |
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