

AZPPSIX – Population Selection Insert from External File

This process will take an id file and search for matching ids in Banner (spriden). If matching ids are found, the associated pidms will be written to a population selection. (GLBEXTR). The population selection will be identified by the application, selection, and selection description entered by the user as well as the user id. Upon successful execution of this process the population will be available to the user in Banner just as any other population selection created in Banner.

The screenshot shows the 'Process Submission Controls' window for 'AZPPSIX' with the process name 'Alumni PopSel Insert'. The 'Printer Control' section shows 'Printer: NOPRINT'. The 'Parameter Values' section is a table with 5 rows and 2 columns: 'Parameters' and 'Values'.

Number	Parameters	Values
01	Filename	deadwood.txt
02	Location of the file	/banvol/load/banprd/alumni/
03	Application	ALUMNI
04	Selection	DWOOD
05	Description	DEADWOOD SOCIETY

01. Name of the file containing the ids.
02. UNIX directory containing the file:
03. General area for which the popsel is to be used, ALUMNI
04. Selection Code (user's choice)
05. Selection Description (user's choice)

User should review the population selection after loading to confirm the contents via GLIEXTR – “Population Selection Extract Inquiry Form” or if you need to make additions or changes GLAEXTR – “Population Selection Extract Data Form”. Both of these forms are available by typing the form name into the direct access prompt:

Direct Access:

See the following section for instructions on uploading the file. The file must be text with the id number as the 1st 9 characters on each line. (ascii tab-delimited text)

Accessing Files Through prdbandb1

The Unix Banner data load directory path for pre-production (UGVAL3) is /banvol/load/ugval3/

The Unix Banner data load directory path for production (BANPRD) is /banvol/load/banprd/

Directory Structure Breakdown Table

Beneath the main data load directory are subdirectories for each client office. The names for these subdirectories follow the SCT naming convention standard as shown in the table below:

Office	First Character	Production FTP Directory	Jobsub Short Cut	Client Owner
Alumni	a	/banvol/load/banprd/alumni/	aload/	Jill Goodman

Using these subdirectories will keep data for each client office separate. Data that will be uploaded or downloaded will be automatically directed to these directories. You do NOT have to have access to these directories to retrieve “standard” Banner list files that are normally produced by processes run through job submission. For now you will have to have special access in order to place data files for upload or retrieve “non standard” data files from these directories. This should be limited to a select few staff members for each of the client offices (those that run programs that input or output data files).

Note: In the near future there will be a change that will use a function of AppWorx where all output from a job run thru AppWorx will be available thru AppWorx. Then users will be able to view/print/move all the output from a job including data files.

Obtaining a Banner Unix Account

You will only need to obtain a Banner Unix account if you need to load external files into the Banner system or retrieve generated data files from Banner. This Banner Unix account is separate from and in addition to the default Unix web publishing account provided to all employees. An example of this would be the FAFSA file sent to Financial Aid that has to be loaded into Banner. Standard list and log files can be accessed using the ‘database’ option in job submission. See [UNCG Banner Unix Account Request](#) for an example. When you obtain this account the name and password will be the same as your Novell account.

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First go to <http://accounts.uncg.edu/banunix.html> and print the **UNCG Banner Unix Account Request**. Fill in the required information. Near the end of the form you will find a section that looks similar to the following form:

Alumni (/alumni):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Jill Goodman	Signature: _____				Date: _____	
AR (/arsys):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Larry O'Barr	Signature: _____				Date: _____	
Financial Aid (/finaid):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Deborah Tollefson	Signature: _____				Date: _____	
Finance (/finance):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Chris Burnett	Signature: _____				Date: _____	
General (/general):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Robert Carver	Signature: _____				Date: _____	
Payroll (/payroll):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Chris Burnett	Signature: _____				Date: _____	
Student (/student):	<input type="checkbox"/>	Production-BANPRD	<input type="checkbox"/>	Test-UGVAL3	<input type="checkbox"/>	Other (specify)
Approved by Ellen Robbins	Signature: _____				Date: _____	

Check only the appropriate boxes and obtain the signature(s) for each module required. Upon completion please send the form to:

6-Tech
Information Technology
Forney Building
P.O. Box 26170, Greensboro, NC 27402

Uploading for Input into Banner

File Naming

IMPORTANT: Unix is case sensitive. Data loads into Banner will use the exact case to find the data file. For example, if the data file on the Unix server is in all upper case and the program trying to find the file is looking for a lower case name, the file will never be found. For example MYFILE.DAT, MyFile.Dat and myfile.dat are all unique file names in Unix. If you get a 'file not found' error, first check not only the spelling but also the case of each character. Also unlike the VMS operating system, there are no version numbers in Unix. The Unix operating system handles files much like the Windows operating system on your PC. Files are always overwritten if the name is exactly the same. All input data files are expected by the system to be in the proper load directory. See the [Directory Structure breakdown table](#).

All SQR programs looking for specific data file names have been modified to read the file name as all lowercase. If your file will be input into one of these programs the file name **MUST** be saved in lowercase.

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If an SQR program uses a job submission parameter to name a data file, the file name can be in any case and typed appropriately in the job submission parameter in order to find the correct file. It must match the actual file name case. We recommend that clients use lowercase at all times. Remember data loads from Banner will also use the exact case to create a data file. Also the file name must be preceded by the Jobsub shortcut shown in the table below (i.e. aload/myfile.dat).

SQR External File Load Table

The following is a list of SQR Programs and appropriate Banner data load directories:

SQR Program	Description	Data Load Directory	Jobsub Short Cut
AZPACTD	Alumni Activity Delete/Restore	/banvol/load/banprd/alumni/	aload/
AZPAP04	Load Campus Call Updates	/banvol/load/banprd/alumni/	aload/
AZPEMAL	Alumni Email Program	/banvol/load/banprd/alumni/	aload/
AZPGSDL	Gift Society Delete or Restore	/banvol/load/banprd/alumni/	aload/
AZPMIG3	Alumni Modify Campaign	/banvol/load/banprd/alumni/	aload/
AZPSPDL	Alumni Special Purpose Code Delete Records	/banvol/load/banprd/alumni/	aload/
AZSPPIX	Alumni Special Purpose Insert	/banvol/load/banprd/alumni/	aload/

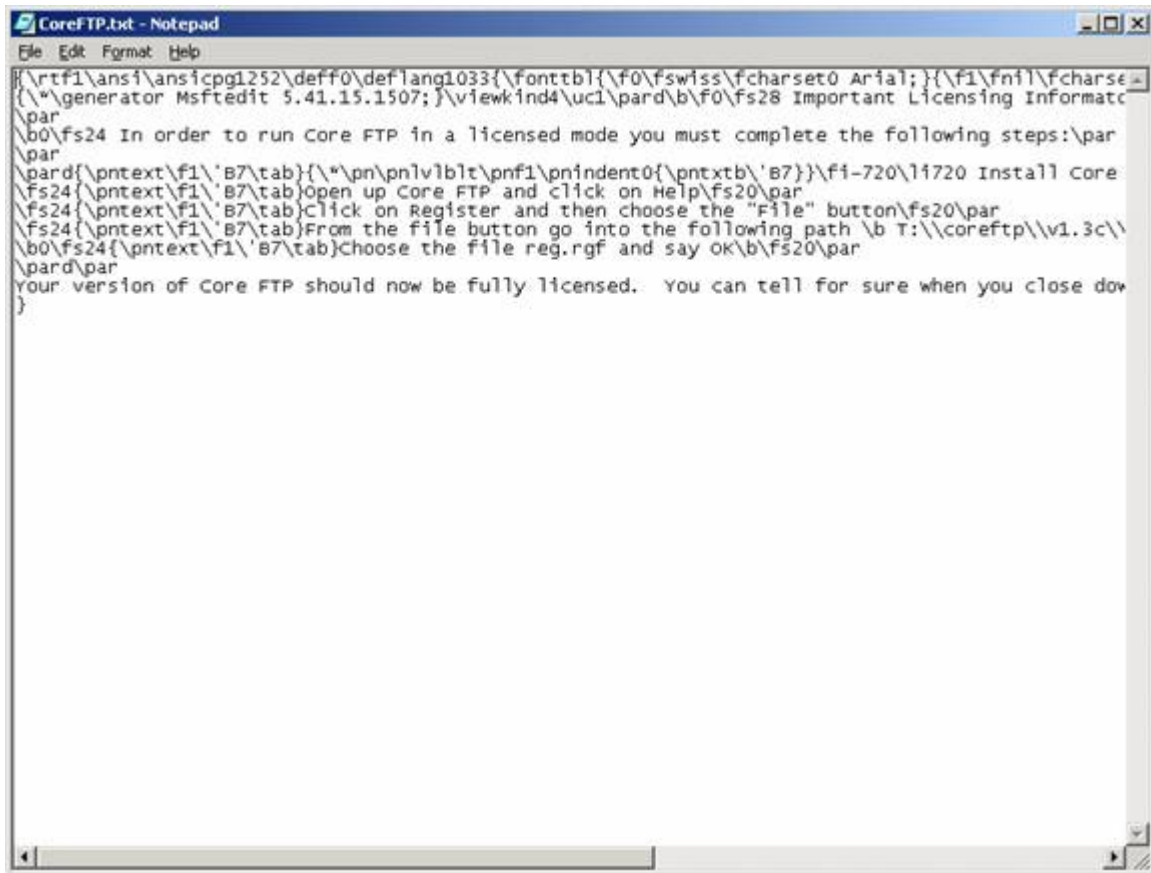
FTP

WINFTP will NOT work with the new UNIX system. You will now FTP your data file to the appropriate load directory using Core FTP Pro, which supports secure FTP and can be configured to work well with UNIX. This program is located in the Application Explorer folder on the network. Do not attempt to use any other FTP or SFTP software to move data files to the Unix load directories.

To use **Core FTP v13c**:

Double click the **Core FTP v13c** icon in the Application explorer. Notepad will execute and display the following:

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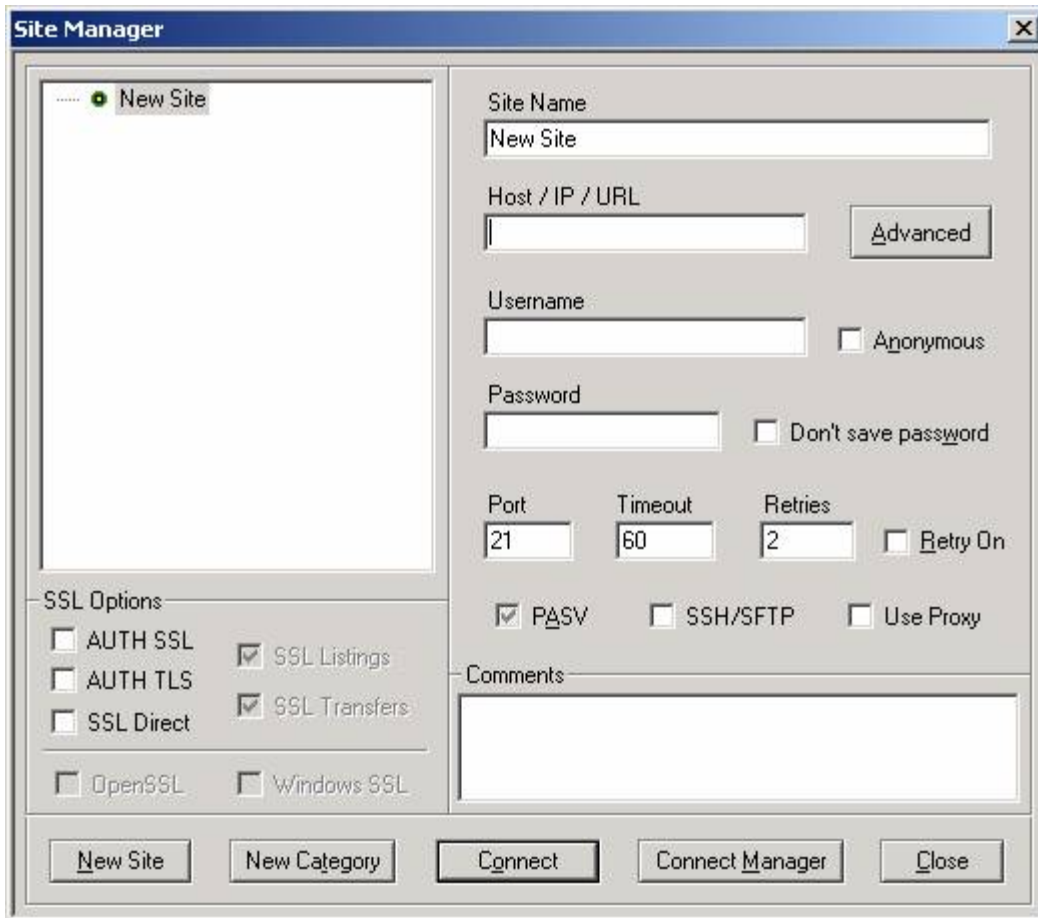


```
File Edit Format Help
{rtf1\ansi\ansicpg1252\deff0\deflang1033{\fonttbl{\f0\fswiss\charset0 Arial;}{\f1\fnil\charset0
{\generator Msftedit 5.41.15.1507;}\viewkind4\uc1\pard\b\f0\fs28 Important Licensing Informatc
\par
\b0\fs24 In order to run Core FTP in a licensed mode you must complete the following steps:\par
\par
\pard{\pntext\f1\B7\tab}{*\pn\pnlv\b\t\pnf1\pnindent0{\pntxtb\B7}}\fi-720\l1720 Install Core
\fs24{\pntext\f1\B7\tab}Open up Core FTP and click on Help\fs20\par
\fs24{\pntext\f1\B7\tab}Click on Register and then choose the "File" button\fs20\par
\fs24{\pntext\f1\B7\tab}From the file button go into the following path \b T:\coreftp\v1.3c\
\b0\fs24{\pntext\f1\B7\tab}Choose the file reg.rgf and say ok\b\fs20\par
\pard\par
Your version of Core FTP should now be fully licensed. You can tell for sure when you close dow
}
```

You must close the Notepad document to continue. These are the steps it dictates that need to be accomplished:

- Install Core FTP from the Application Explorer on your Desktop.
- Open up Core FTP and click on Help.
Note: a log on screen called 'site manager' will appear you do not have to log on at this time. Just click this window off.
- Click on **Yes** to register and then choose the **File** button.
- From the file button go into the following path: **T:\coreftp\v1.3c**
- Choose the file **reg.rgf** and click **OK**.
- Your version of Core FTP should now be fully licensed. You can tell for sure when you close down the program and reopen it because it will say it is licensed.

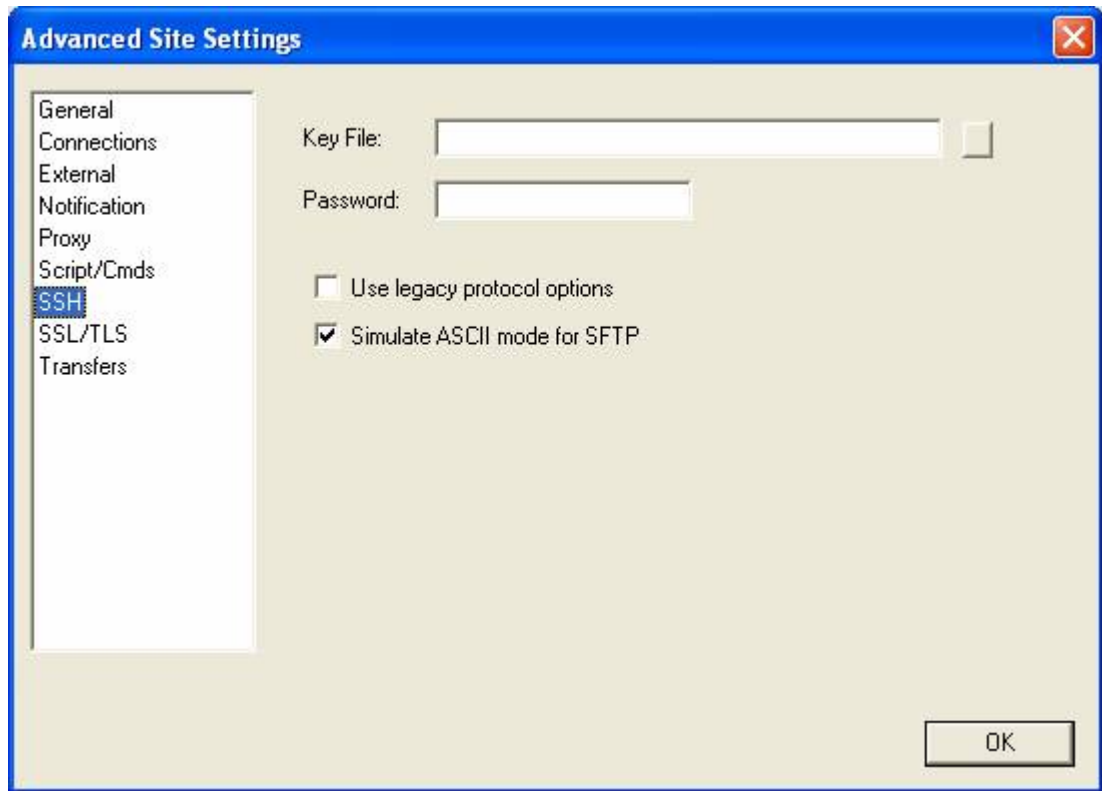
Close the Core FTP window and reopen it. The following screen will pop up:



On this screen do the following:

- Enter a **Site Name**. This can be any desired title.
- In the **Host** field, enter **tstbandb.uncg.edu** for test environment (UGVAL3) and **prdbandb.uncg.edu** for production (BANPRD2).
- Enter your **Username** and **Password**.
Note: This is your Novell account **not** Banner.
- Check the **SSH/SFTP** box. This is **critical** for logging in.
- Click on the **Advanced** button. Highlight **SSH** and make certain that the box labeled **Simulate ASCII mode for SFTP** is checked.

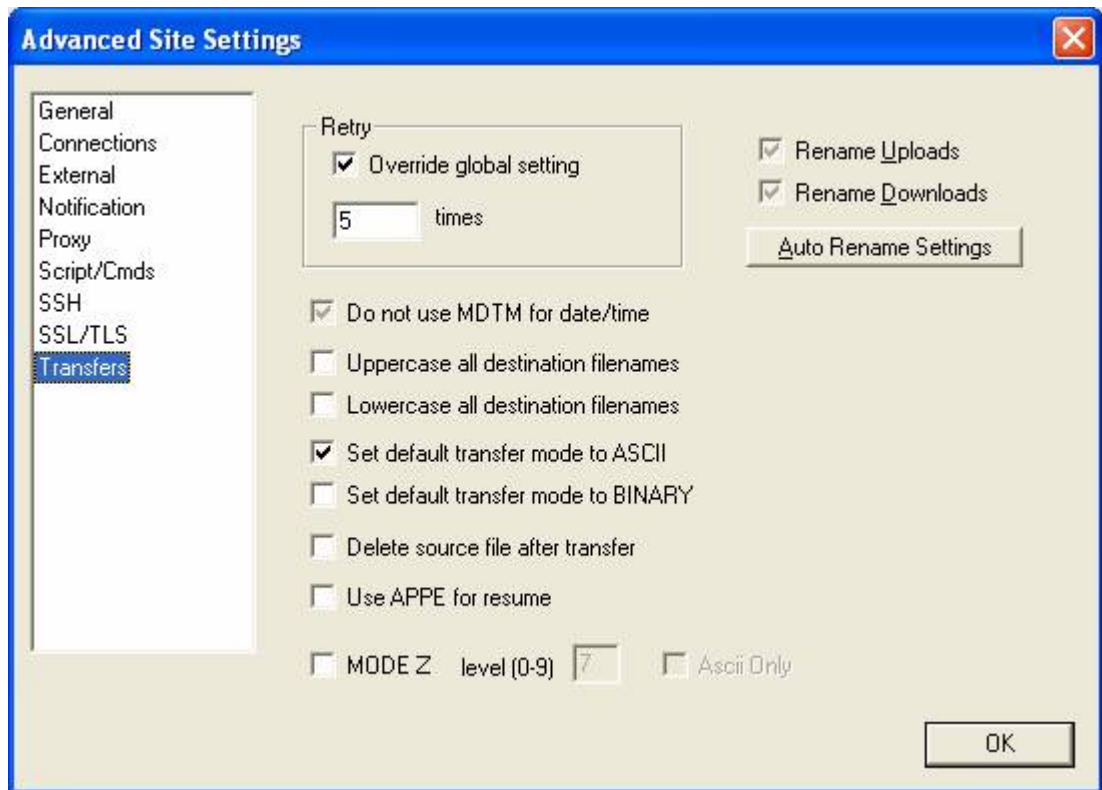
IMPORTANT! This must be done for each new site that is created.



- Then click on **Transfers** in the left-hand column and choose **Set default transfer mode to ASCII**.

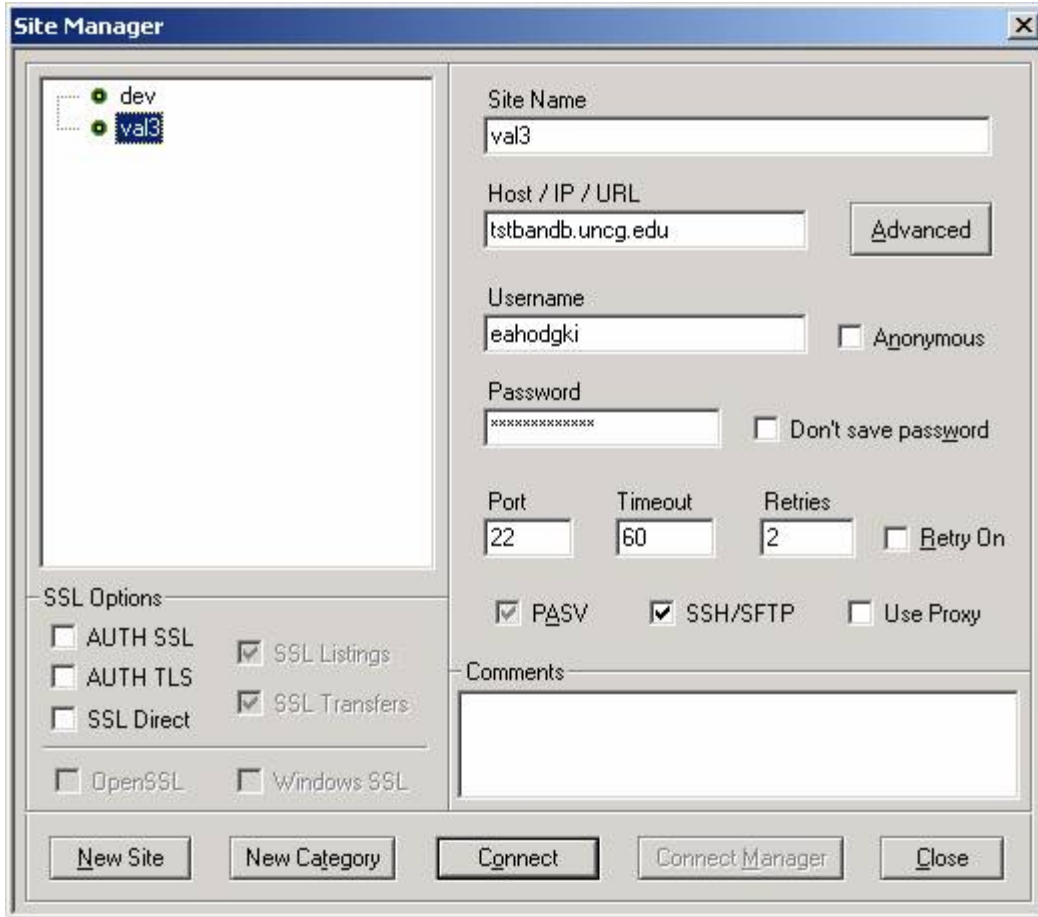
IMPORTANT! This must be done on each new site that is created.

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Your window should now look something like the following:

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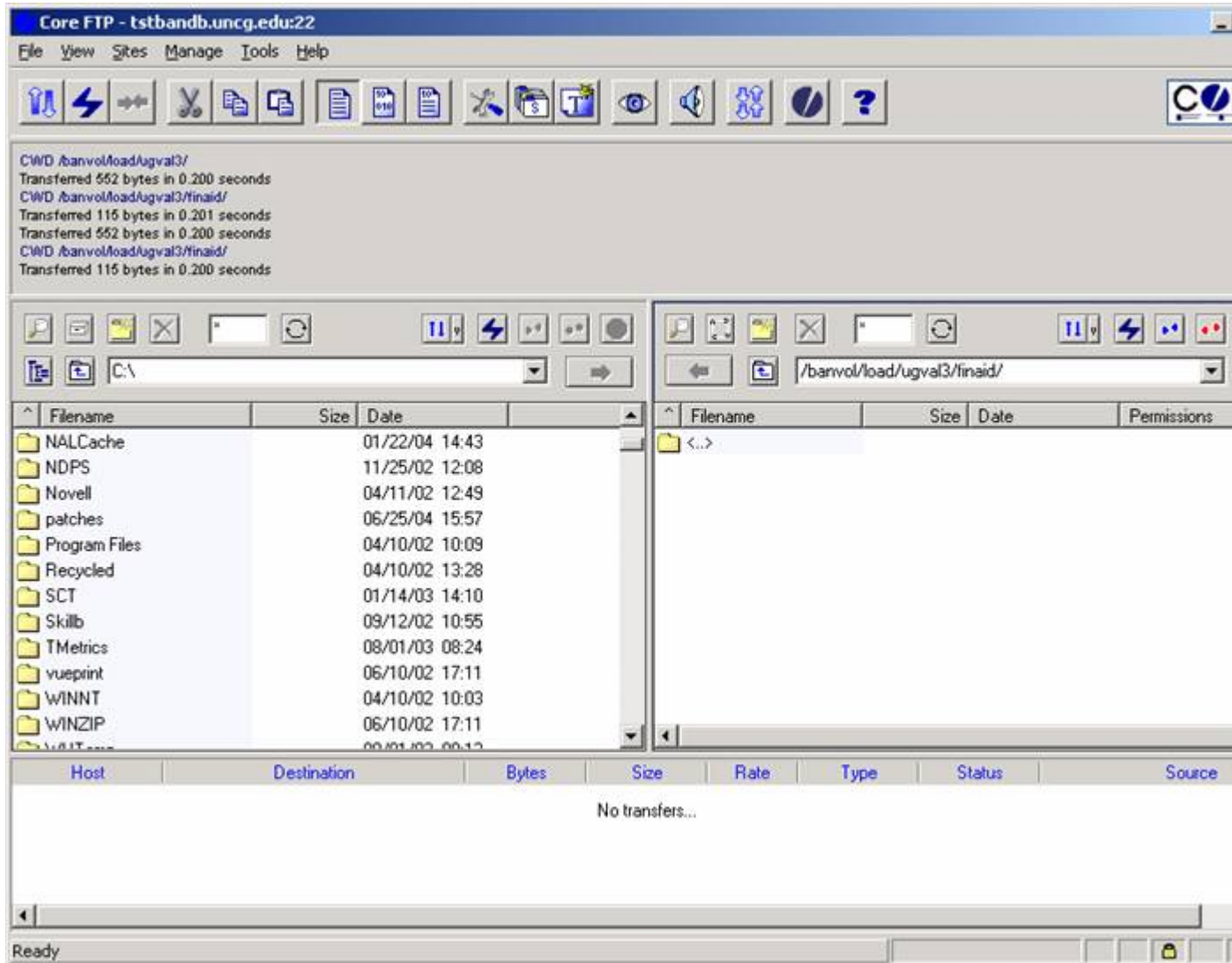


Click on **Connect** to continue. The first time you connect you will get the following window. Click **Yes**.



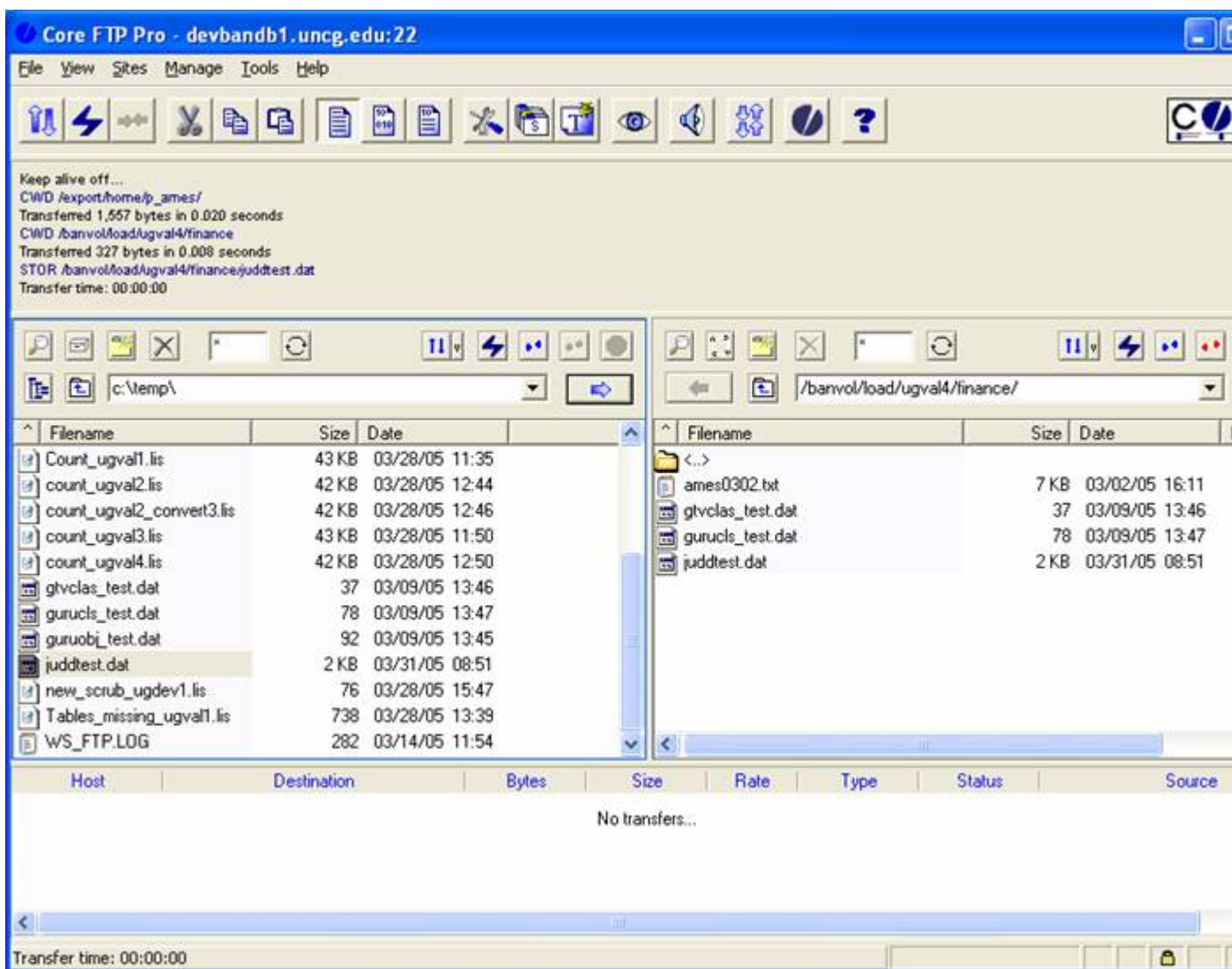
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The following screen example should open for your transfers.



In the above example, the left side is the C: drive of your PC and the right side is the load directory for the Financial Aid Department. This directory would be where Financial Aid would place their files to be loaded into Banner and where currently any data file from Banner would be retrieved. (Later AppWorx will handle output.)

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In the above example, the directory **temp** on a PC is displayed on the left and the Finance offices load directory on **ugval4** is displayed on the right.

Before transferring, make sure that your file name is unique and that you are consistent when using capital letters (UNIX is case-sensitive). Point to your destination directory. For example, Finance feeds to be processed in Production (BANPRD) is /banvol/load/banprd/finance/ and run the transfer.

NOTE: DO NOT attempt to use the Jobsub shortcut.

When you're finished transferring the file(s), you will be able to run your program from Banner job submission. If job submission requires an input file name, you will not need to type your directory again, but rather enter the Jobsub shortcut followed by the file name. The reason for this shortcut is that the form limits file names to 30 characters, which needs to include the directory. By using the shortcut there are still 24 characters for the client's file name.