



## Overview Steps for the FLC Process

- I. Format CSV file for the Panther Numbers to upload correctly.
- II. Access Tape Load to upload file.
- III. WPOPLOAD – Run job to import Panther Numbers from uploaded file.
- IV. Access Job Output to make sure there was no error.
- V. GLAEXTR – Check to ensure Panthers Numbers from uploaded file has been imported correctly.
- VI. SGAMSTU – Use this form to mass enter FLC block code and FLC cohort code for the uploaded Panther Numbers in the file. Data Extract results from SGAMSTU.
- VII. SFAMREG – Use this form to mass add FLC block registration for the FLC block code assigned for the Panther Numbers in the file. Data Extract results from SFAMREG.
- VIII. Repeat Steps I through VII for each FLC block.

### Step I - Format CSV file for the Panther Numbers to upload correctly.

The CSV file should contain Panther Numbers ONLY. Format the Panther Numbers such that all 9 digits display in the column.

1. Save the file as .CSV (there are several .CSV, select the one with (Comma delimited) (\*.csv)) with a short simple file name and note the file location. One suggestion is to name the file FLC1, FLC2, etc. corresponding with the FLC blocks.

When saving the Excel file as .CSV file, several messages will be prompt. Click OK, Yes, Save, respectively. The Save As box will pop up with CVS (Comma delimited) (\*.csv) in the Save as Type field, select Save. To check, right click on the .csv file and Select Open With Notepad.

### Step II - Access Tape Load to upload file.

1. Go to <http://www.gosolar.gsu.edu> and select Tape Load Data Import.
2. Type in your Campus ID and password to logon to Tape Load.
3. Click on the Browse button to populate the Local filename field with the formatted .CSV file.
4. Click ASCII for the Transfer mode.
5. Enter a file name ending the name with .dat for the Filename to use on server field. One suggestion is to name the file same as the .CSV file with FLC1.dat, FLC2.dat, etc. corresponding with the FLC blocks.
6. Click Submit.



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Local filename: H:\FLC process\FLC1.ci

Transfer mode (binary is default): (  ASCII ) (  Binary )

Filename to use on server: FLC1.dat

7. Copy the “complete path to your file” in order to paste it in the WPOPLOAD job in Banner. You will want to leave this window open until after you submitted the WPOPLOAD job so the complete path to your file can be referenced.



### Step III - WPOPLOAD

This job is for importing Panther Numbers from the uploaded .dat file into Banner.

1. Logon to INB and type WPOPLOAD in the “Go To” box from the Banner General Menu.
2. Paste the “complete path to your file” obtained from the Tape Load submission in the Values field for the Full Directory Filename paraterm.
3. Enter STUDENT (all caps) as the Application Code.
8. Enter FLC1, corresponding with the FLC block code, as the Selection Identifier.
4. Enter your own Campus ID as the Creator ID.
5. Enter your own Campus ID as the User ID.
6. Click Submit in the Submission block.
7. Save.

Number	Parameters	Values
01	Full Directory Filename	/load/B8QA/reg/FLC1.dat
02	Application Code	STUDENT
03	Selection Identifier	FLC1
04	Creator ID	WKOSMA
05	User ID	WKOSMA

8. Make note of the Sequence number.

Sequence number is: 7760178

### Step IV - Access Job Output to make sure there was no error

1. To ensure the job run successfully, go to <http://www.gosolar.gsu.edu> and select “View Job Output”.
2. Type in your Campus ID and password to logon to View Job Output.
3. Open the job output by clicking on the link with the name “load popsel ids xxxxxxxx” where xxxxxxxx is the appropriate sequence number.

Name	Last modified	Size
<a href="#">wpopload_7760179.log</a>	05-Mar-2012 09:36	659
<a href="#">wpopload_7760179.END</a>	05-Mar-2012 09:36	0
<a href="#">wpopload_sqldr_7760.&gt;</a>	05-Mar-2012 09:36	1.5K
<a href="#">wpopload_7760179.ct</a>	05-Mar-2012 09:36	707
<a href="#">load_popsel_ids_7760.&gt;</a>	05-Mar-2012 09:36	912
<a href="#">WPOPLoad filename 77.&gt;</a>	05-Mar-2012 09:36	24

- The job output should be opened in WordPad and should state Procedure successfully completed. If it is not successful and/or showed errors, contact [bantrain@gsu.edu](mailto:bantrain@gsu.edu) and attached the job output.

```

old 16: select * from stuprd.wpopdat_&1;
new 16: select * from stuprd.wpopdat_7760179;
old 24: and gjbprun_one_up_no = &1;
new 24: and gjbprun_one_up_no = 7760179;
old 29: and gjbprun_one_up_no = &1;
new 29: and gjbprun_one_up_no = 7760179;
old 34: and gjbprun_one_up_no = &1;
new 34: and gjbprun_one_up_no = 7760179;
old 39: and gjbprun_one_up_no = &1;
new 39: and gjbprun_one_up_no = 7760179;
old 44: and gjbprun_one_up_no = &1;
new 44: and gjbprun_one_up_no = 7760179;
old 123: and gjbprun_one_up_no = &1;
new 123: and gjbprun_one_up_no = 7760179;
# of input records read: 23
# of errors: 0
# of ID errors: 0

PL/SQL procedure successfully completed.

Elapsed: 00:00:00.07

```

## Step V - GLAEXTR

Use this form to check to ensure Panthers Numbers from uploaded file has been imported correctly.

- Logon to INB and type GLAEXTR in the "Go To" box from the Banner General Menu.
- Enter STUDENT as the Application Code.
- Enter the appropriate FLC block code for the uploaded file as the Selection Identifier.
- Enter your own Campus ID as the Creator ID.
- Enter your own Campus ID as the User ID.
- Next block to view the uploaded Panther Numbers for the FLC block code.

Oracle Fusion Middleware Forms Services: Open > GLAEXTR

File Edit Options Block Item Record Query Tools Help

Population Selection Extract Data GLAEXTR 8.4.0.1 (B8QA)

Application: STUDENT Student Module  
 Selection ID: FLC1 Mass ID popsel load-WPOLOAD  
 Creator ID: WKOSMA  
 User ID: WKOSMA  Delete All

ID	Deceased	Confidential	System	Manual	Activity Date
001848551	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001946825	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001891162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001895260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001904626	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001904628	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001906320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001917473	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001918304	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001919034	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001919340	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001920515	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001920844	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001924753	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012
001926538	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-MAR-2012

## Step VI - SGAMSTU

Use this form to mass enter FLC block code for the uploaded Panther Numbers in the file.

1. Enter SGAMSTU in the "Go To" box from the Banner General Menu.
2. When you enter the form, it is defaulted to the Search tab.
3. Enter the registration term code you are working with in the Search Criteria block Effective Term field.
4. Click in the Application field and enter STUDENT as the Application Code.
5. Click in the Selection ID field and enter the appropriate FLC block code for the uploaded file as the Selection Identifier.
6. Click in the Creator ID field and enter your own Campus ID as the Creator ID.
7. Click in the User ID field and enter your own Campus ID as the User ID.

Oracle Fusion Middleware Forms Services: Open > SGAMSTU

File Edit Options Block Item Record Query Tools Help

General Student Mass Entry SGAMSTU 8.2 (B8QA)

Search Update Results

**Search Criteria**

Effective Term: 201208 Fall Semester 2012  
 Search Learner Effective Term Equal To

Student Status:   
 Student Type:   
 Residence:   
 Fee Assessment Rate:   
 Education Level:   
 Education Goal:   
 Expected Graduation Date:   
 Graduation Term:   
 Graduation Year:   
 Cohort:   
 Attribute:

Class:   
 Level:   
 Campus:   
 College:   
 Degree:   
 Program:   
 Field of Study Type:   
 Field of Study Code:   
 Department:   
 Admission Term:   
 Admission Type:   
 Curricula:

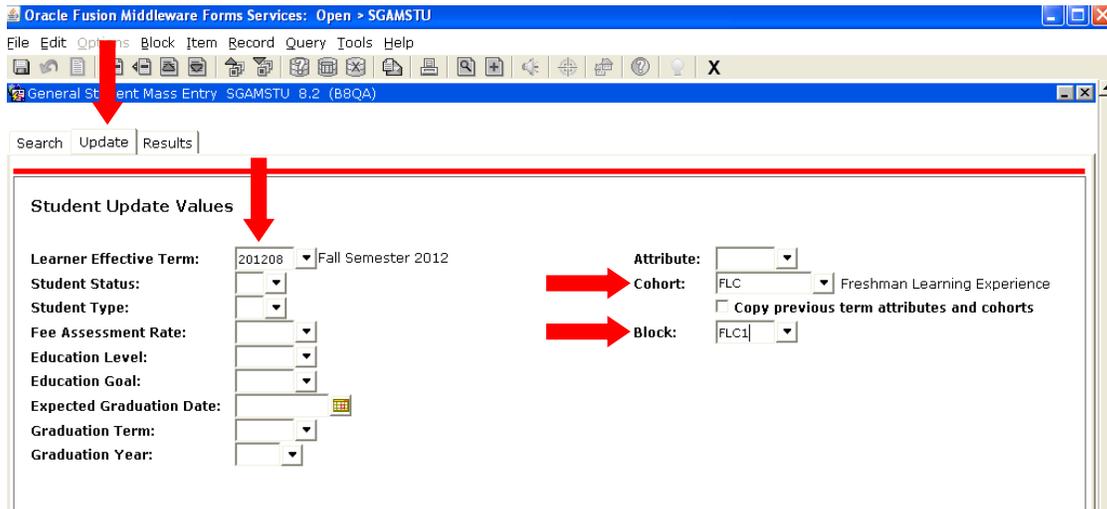
**Population Selection**

Application: STUDENT Student Module  
 Selection ID: FLC1 Mass ID popsel load-WPOLOAD  
 Creator ID: WKOSMA  
 User ID: WKOSMA

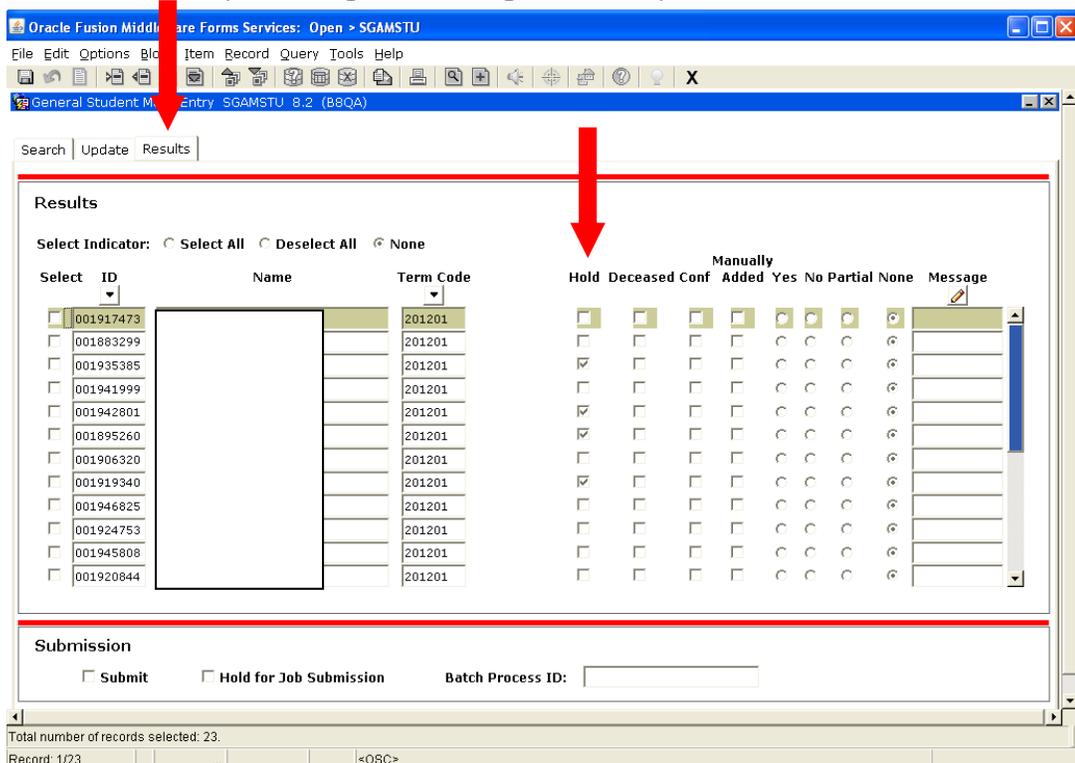
Effective Term, press LIST for valid codes.

Record: 1/1 ... List of Valu... <OSC>

8. Click on the Update tab.
9. Enter the registration term you are working with in the Learner Effective Term in the Student Update Values block.
10. Enter the FLC **Cohort** code AND appropriate FLC **Block** code for the uploaded file.



11. Click on the Results tab to view the list of Panther Numbers uploaded for the appropriate FLC block.
  - a. The Term Code displayed the student's latest SGASTDN term.
  - b. You can view which students have registration hold and have students take care of the hold before performing the mass registration step.

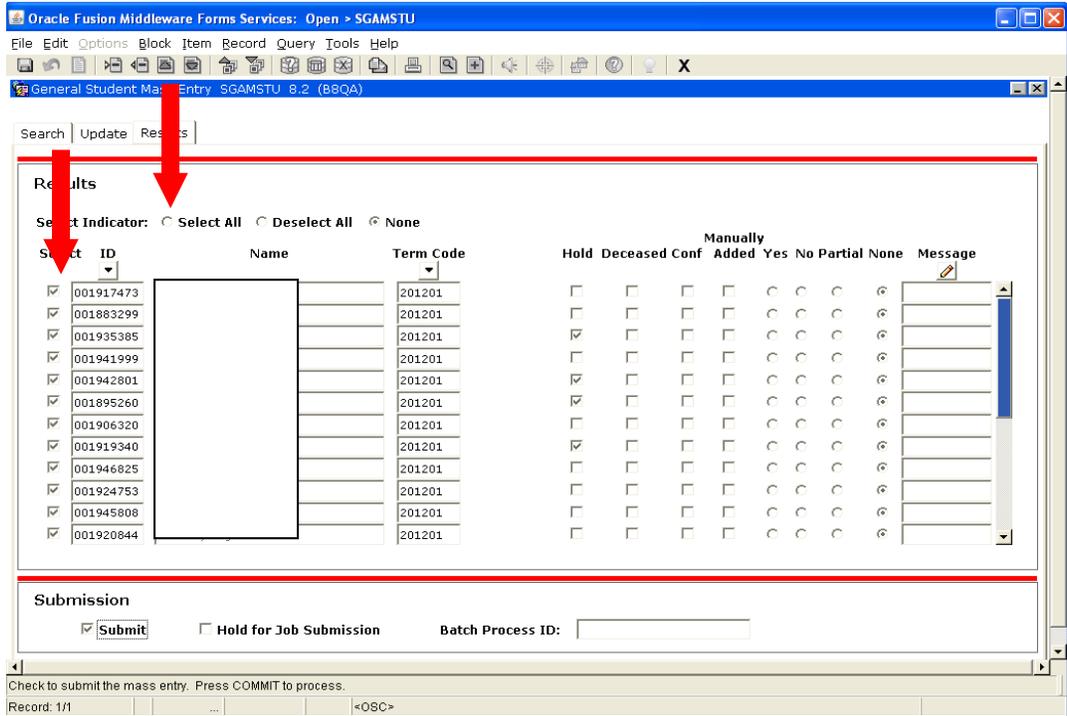


12. Click the "Select All" radio button to check all the checkboxes next to the ID column for the mass student entry of the FLC block code.
  - a. You can manually check or uncheck selected IDs for the mass entry process by clicking in the checkbox.

- b. You can manually insert additional IDs to the group.
  - i. Insert a record <F6>, enter the ID number and the SGATSDN term code, Save.
  - ii. Any manually added IDs will be indicated with the Manually Added checkbox checked.

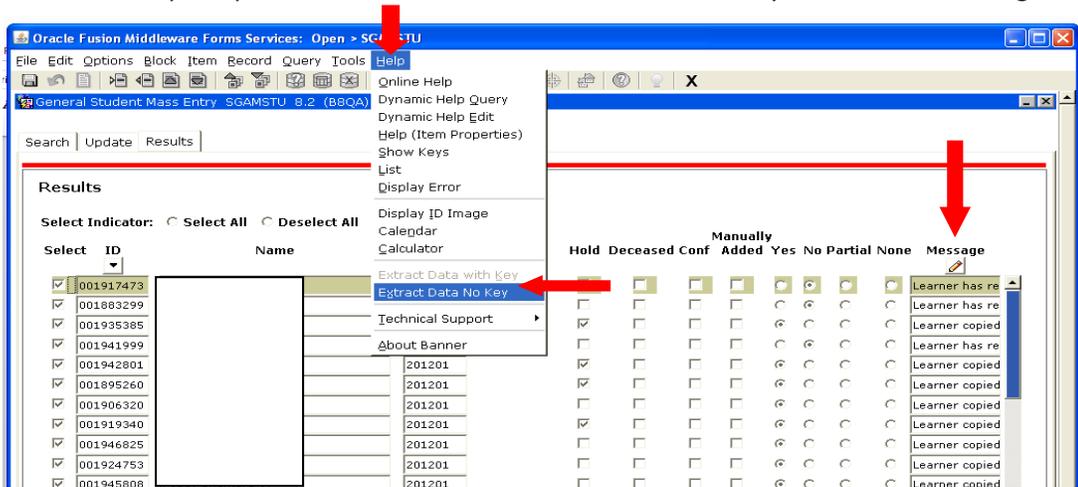
13. Click the Submit checkbox in the Submission box.

14. Save.



15. The message column will be populated.

16. Click on the Help Drop Down menu and select "Extract Data No Key" to view the message.



17. Click "Open" in the File Download box to open the file.

- a. Make sure popup blocker is not on. If popup blocker is on, hold down the CTRL key and click on the Open button to by pass the blocker.

18. Review messages and save document as a reference record in order to resolve any records that were not updated.

- a. For the records that were not updated, the FLC block code must be manually entered.

b. Once all desired records have the FLC block code, proceed to the next step, SFAMREG.

	A	B	C	D	E	F	G	H	I	J
									Update results Yes (Success); No (Failure); Partial (Partial Success); None (Not Selected).	
1	Select	ID	Name	Term Code	Hold	Deceased	Conf	Manually Added		Message
2	Y	001917473		201201	N	N	N	N	F	Learner has registration for term, no updates allowed.
3	Y	001883299		201201	N	N	N	N	F	Learner has registration for term, no updates allowed.
4	Y	001935385		201201	Y	N	N	N	Y	Learner copied to new term. Learner updated.
5	Y	001941999		201201	N	N	N	N	F	Learner has registration for term, no updates allowed.
6	Y	001942801		201201	Y	N	N	N	Y	Learner copied to new term. Learner updated.
7	Y	001895260		201201	Y	N	N	N	Y	Learner copied to new term. Learner updated.
8	Y	001906320		201201	N	N	N	N	Y	Learner copied to new term. Learner updated.
9	Y	001919340		201201	Y	N	N	N	Y	Learner copied to new term. Learner updated.
10	Y	001946825		201201	N	N	N	N	Y	Learner copied to new term. Learner updated.
11	Y	001924753		201201	N	N	N	N	Y	Learner copied to new term. Learner updated.
12	Y	001945808		201201	N	N	N	N	Y	Learner copied to new term. Learner updated.
13	Y	001920844		201201	N	N	N	N	Y	Learner copied to new term. Learner updated.

19. Randomly check to ensure cohort code and block code was entered on the student's record in SGASADD and SGASTDN, respectively.

### Step VII - SFAMREG

Use this form to mass register students with the FLC block code for the uploaded Panther Numbers in the file.

1. Enter SFAMERG in the "Go To" box from the Banner General Menu.
2. When you enter the form, it is defaulted to the Search tab.
3. Enter the registration term code you are working with in the Registration Term field.
4. Enter the same registration term code in the Search Term field.
5. Click in the Application field and enter STUDENT as the Application Code.
6. Click in the Selection ID field and enter the appropriate FLC block code for the uploaded file as the Selection Identifier.
7. Click in the Creator ID field and enter your own Campus ID as the Creator ID.
8. Click in the User ID field and enter your own Campus ID as the User ID.

Oracle Fusion Middleware Forms Services: Open > SFAMREG

File Edit Options Block Item Record Query Tools Help

Registration Mass Entry SFAMREG 8.5G (B8QA)

Search Update Error Checking Results

Registration Term and Date

Registration Term: 201208 | Fall Semester 2012      Registration Date: 05-MAR-2012

Search Criteria

Search Term: 201208  
 Currently in CRN:  
 Registration Status:  
 Grade Mode:  
 Block:  
 Class:  
 Student Attribute:  
 Cohort:  
 Bypass registration eligibility check:

Level:  
 Campus:  
 College:  
 Degree:  
 Program:  
 Field of Study Type:  
 Field of Study Code:  
 Department:  
 Curricula:

Population Selection

Application: STUDENT | Student Module  
 Selection ID: FLC1 | Mass ID popsel load-WPOLOAD

9. Click on the Update tab.
10. Enter the registration term code you are working with in the Registration Term field.
11. Enter **RE** for the Registration Status code and check the Mass Process Block checkbox in the Block Processing block.

Oracle Fusion Middleware Forms Services: Open > SFAMREG

File Edit Options Block Item Record Query Tools Help

Registration Mass Entry SFAMREG 8.5G (B8QA)

Search Update Error Checking Results

**Registration Term and Date**  
 Registration Term: 201208 Fall Semester 2012 Registration Date: 05-MAR-2012

**Block Processing**  
 Registration Status: RE \*\*Registered\*\* Mass Process Block:

**Registration Course Add Values**  
 CRN: [ ] Level: [ ]  
 Subject: [ ] Credit Hours: [ ]  
 Course Number: [ ] Billing Hours: [ ]

12. Click on the Results tab to view the list of Panther Numbers uploaded for the appropriate FLC block.
  - a. Make sure the Registration Term displayed is the term you want to register students.
  - b. You can view which students have registration hold and have students take care of the hold before performing the mass registration step.
13. Click the “Select All” radio button to check all the checkboxes next to the ID column for the mass student entry of the FLC block code.
  - a. You can manually check or uncheck selected IDs for the mass entry process by clicking in the checkbox.
  - b. You can manually insert additional IDs to the group.
    - i. Insert a record <F6>, enter the ID number and the SGATSDN term code, Save.
    - ii. Any manually added IDs will be indicated with the Manually Added checkbox checked.
14. Click the Submit checkbox in the Submission box.

15. Save.

Oracle Fusion Middleware Forms Services: Open > SFAMREG

File Edit Options Block Item Record Query Tools Help

Registration Mass Entry SFAMREG 8.5G (B8QA)

Search Update Error Checking Results

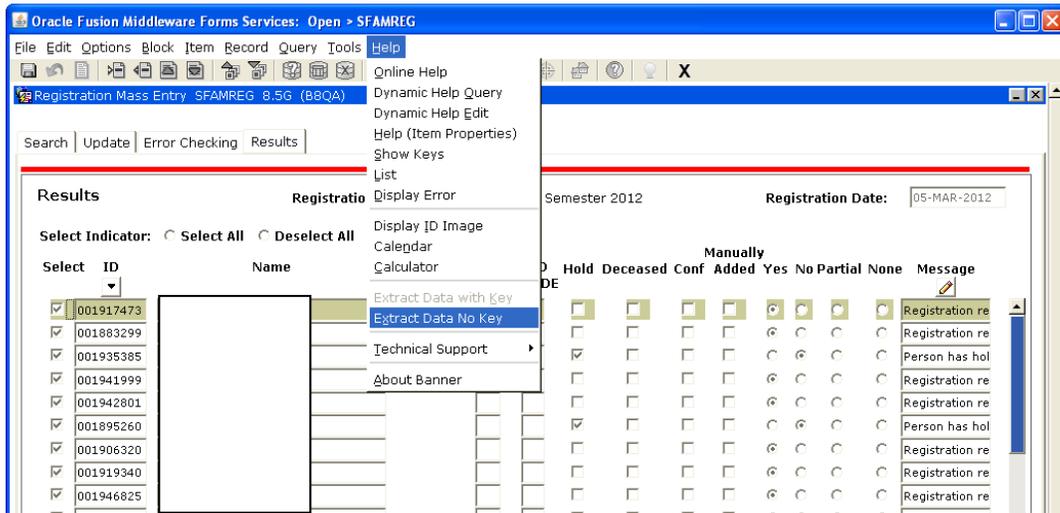
**Results**  
 Registration Term: 201208 Fall Semester 2012 Registration Date: 05-MAR-2012

Select Indicator:  Select All  Deselect All  None

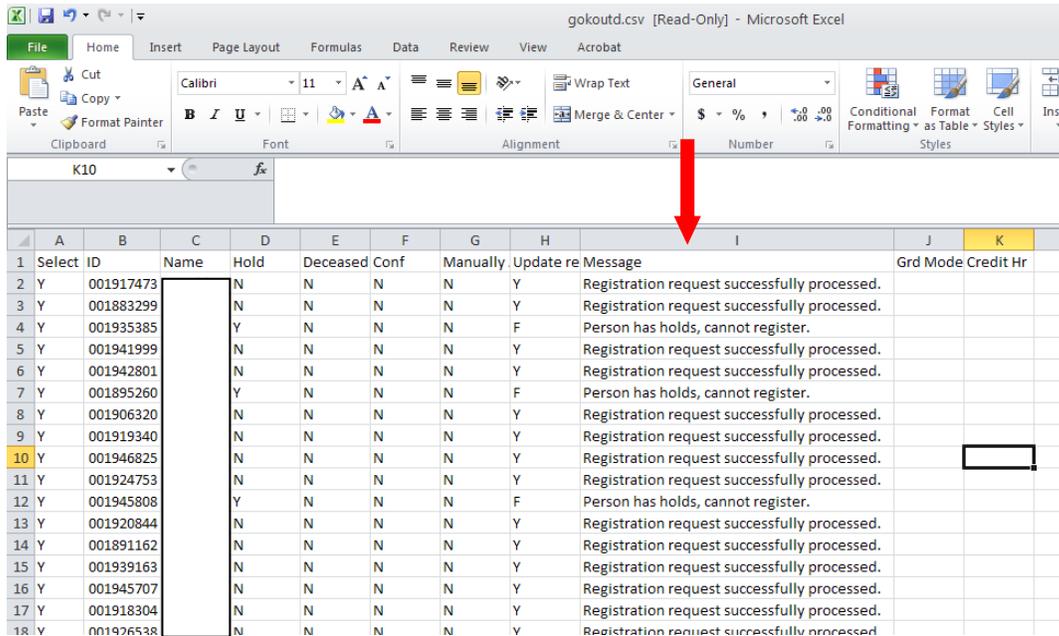
Select	ID	Name	CR HR	GRD MODE	Hold	Deceased	Conf	Manually Added	Yes	No	Partial	None	Message
<input checked="" type="checkbox"/>	001917473								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001883299								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001935385				<input checked="" type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001941999								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001942801								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001895260				<input checked="" type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001906320								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001919340								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001946825								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001924753								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001945808				<input checked="" type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	001920844								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Submission**  
 Submit  Hold for Job Submission Batch Process ID: [ ]

16. The message column will be populated.
17. Click on the Help Drop Down menu and select "Extract Data No Key" to view the messages.



18. Click "Open" in the File Download box to open the file.
  - a. Make sure popup blocker is not on. If popup blocker is on, hold down the CTRL key and click on the Open button to by pass the blocker.
19. Review messages and save document as a reference record in order to resolve any records that were not updated.
  - a. For the records that were not updated, the FLC block registration must be manually performed.



**Step VIII - Repeat Steps I through VII for each FLC block.**