

# Label Printing in the Student Information System (SIS)

**Student Information System** 

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## Contents

| Navigation        | 3 |
|-------------------|---|
| Report Parameters | 4 |
| Labels            | 5 |
| Printing          | 6 |

#### **Navigation**

#### Navigate to Reporting Tools > XML Publisher > Query Report Viewer

We recommend that you click the 'Add to Favourites' link in the top right hand corner so Query Report Viewer appears in your Favourites menu in the future.

| Home         | Add to Favorites | Sign out |
|--------------|------------------|----------|
| I New Window | Customize Page   | 📰 http   |

Search for report **RPT\_STDNT\_LB** – <u>you will have to click Search, not just hit return</u>.

| Favorites   Main Menu > Reporting Tools > XML Publisher > Query Report Viewer                 |                        |                  |                      |                    |
|---|------------------------|------------------|----------------------|--------------------|
|   | •                      | •                |                      |                    |
| Query Report V  | iewer                  |                  |                      |                    |
| Enter any information you have and click Search. Leave fields blank for a list of all values. |                        |                  |                      |                    |
| *Sear   | ch by: Report Name     | begins with      | RPT_STDN             | IT_LB              |
| Search Advanced Search  |                        |                  |                      |                    |
| Search Results Show Template Prompts  |                        |                  |                      |                    |
| Report Definition   |                        | Customize   Find | View All 🚺 🔛 Fir     | st 🗹 1 of 1 🚺 Last |
| Report Name   | Description            | Data Source ID   | <u>*Format</u> Burst | View Report        |
| RPT_STDNT_LB  | Student Address Labels | RPT_STDNT_LABELS | PDF 🖌 N              | View Report        |
|   |                        |                  |                      |                    |

When the above report appears, click the <u>View Report</u> link.

### **Report Parameters**

| Favorites Main Menu > Reporting Tools > XML Publisher > Query Report Viewer |
|---|
|   |
| DRT STONT LARELS  |
| RP1_STDN1_LABELS  |
| Address Type:   |
|   |
| Institution:  |
| Acad Prog (% for all):  |
| Acad Plan (% for all):  |
| Status:   |
| Graduation Term (% for all):  |
| Faculty or School:  |
| Academic Level (% for all):   |
| OK Cancel   |
|   |

The wider your criteria, the more processing time SIS will require so try to be as specific as possible.

- You need to enter the address type you want to use this will usually be HOME or TERM. All students who meet the other criteria will be included on the label sheet even if they do not have address – this is to highlight missing data
  - a. If you choose anything other than **HOME**, the system will insert the **HOME** address when the selected address does not exist for a student
- 2. Institution is always **JMU**
- 3. You can either look up a programme code or enter % for all
- 4. If you have entered a specific programme code, you can select a Plan code or enter % for all. If you have not specified a programme, you can only enter %
- 5. Student status students will be either Active on Programme, on Leave of Absence, Discontinued or Completed
- 6. The Graduation Term will be a four digit code which you can look up or enter % for all
  - a. Graduation Terms run from 1<sup>st</sup> August to 31<sup>st</sup> July, e.g. Graduation Term **2012** runs from 1<sup>st</sup> August 2012 to 31<sup>st</sup> July 2013
- 7. Faculty or School is the three digit code such as **APS** or **ECL**. If you have specified a programme code you can enter %
  - a. <u>If you have entered % instead of a programme, you cannot use % for</u> <u>Faculty or School</u>
- 8. You can use % or lookup the Academic Level, such as NQF5, for the students
  - a. For active or suspended students this will be taken from their latest active term
  - b. For discontinued or completed students, this will be taken from the term during which they left their programme (even if they have started new programmes in the same career since)

## Labels

| Faculty: SPS School: SPS<br>Career: UG<br>Programme: 20911 Sports Science<br>Plan: 2000001680 BSH Sports Science<br>Programme Status: Active in Program<br>Graduation Term: 2012 Academic Level: NQ5 | Miss G Baker<br>7 Fremont Drive<br>Dudley, Gb<br>DY1 2UX<br>United Kingdom                  | 445268 |
|--|---|--------|
| Mr N Abbott<br>Courtil Des Ruettes<br>Les Hougettes<br>Castel<br>Guernsey, Gg<br>GY5 7DZ<br>Guernsey<br>44245  | Mr D Baldwin<br>40 Ingleby Close<br>Westhoughton<br>Bolton, Gb<br>BL5 3QZ<br>United Kingdom | 397931 |
| Mr A Abrahamsen<br>5 Bannister Drive<br>Hull, Gb   | Mr K Barr<br>61 Hollyhill Road<br>Strabane  |        |

Every time something such as the Programme, Plan or Faculty changes you will get a separator label such as the one above; the labels run from top to bottom, not left to right, in alphabetical order, and 14 to a page. The labels have been designed to work with Avery 7163.

## Printing

Ensure you set the printing size to Actual Size to ensure the labels print correctly, and turn off any duplex (double sided) or stapling options.

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