



Label Printing in the Student Information System (SIS)

Student Information System

P Wilkinson, February 2012

e: helpdesk@ljmu.ac.uk

w: www.ljmu.ac.uk/studentinformationsystem

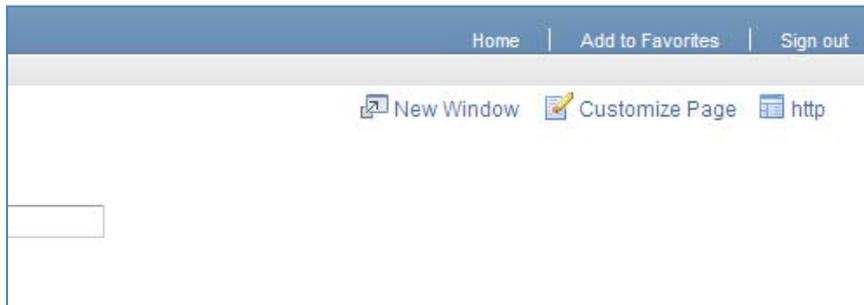
Contents

Navigation.....	3
Report Parameters.....	4
Labels	5
Printing	6

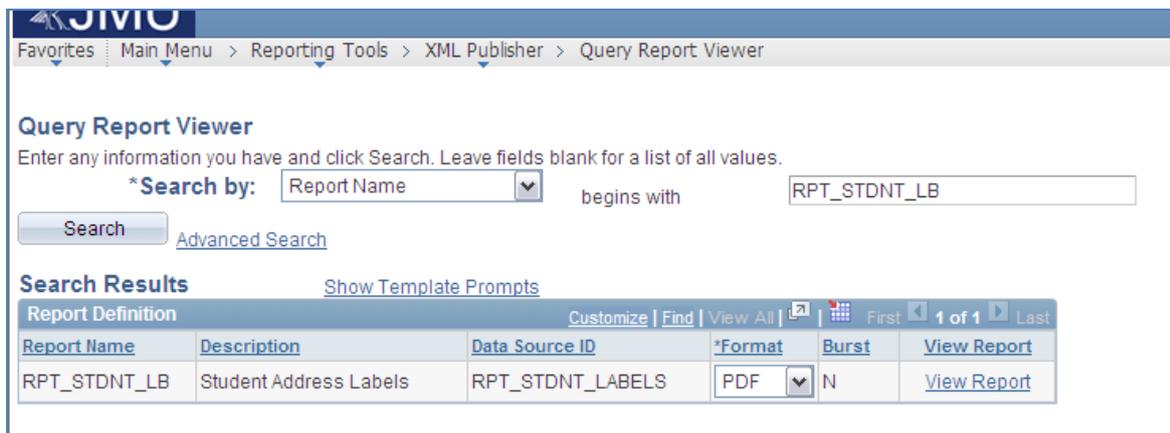
Navigation

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.



Search for report **RPT_STDNT_LB** – you will have to click Search, not just hit return.



When the above report appears, click the **View Report** link.

Report Parameters

The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Reporting Tools > XML Publisher > Query Report Viewer. The main content area is titled "RPT_STDNT_LABELS". Below the title is a form with the following fields:

- Address Type: (with search icon)
- Institution: (with search icon)
- Acad Prog (% for all): (with search icon)
- Acad Plan (% for all): (with search icon)
- Status: (dropdown menu)
- Graduation Term (% for all): (with search icon)
- Faculty or School:
- Academic Level (% for all): (with search icon)

At the bottom of the form are two buttons: "OK" and "Cancel".

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

1. 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 1st August to 31st July, e.g. Graduation Term **2012** runs from 1st August 2012 to 31st 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. **If you have entered % instead of a programme, you cannot use % for Faculty or School**
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 Career: UG Programme: 20911 Sports Science Plan: 2000001680 BSH Sports Science Programme Status: Active in Program Graduation Term: 2012 Academic Level: NQ5	Miss G Baker 7 Fremont Drive Dudley, Gb DY1 2UX United Kingdom	445268
Mr N Abbott Courtil Des Ruettes Les Hougettes Castel Guernsey, Gg GY5 7DZ Guernsey	Mr D Baldwin 40 Ingleby Close Westhoughton Bolton, Gb BL5 3QZ United Kingdom	442451 397931
Mr A Abrahamsen 5 Bannister Drive Hull, Gb	Mr K Barr 61 Hollyhill Road 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.

