

Office of Student Systems Services

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6/27/2017

Attribute Maintenance Batch Upload

This document outlines how to create a batch file of Student Attribute updates from a spreadsheet that can then be uploaded and processed into Banner.

Use [Student_Attribute_Batch_Load.xlsx](#) spreadsheet

Get a list of students – UIN Last Name and First Name **NOTE: no middle initial and name must be exact spelling as in Banner**

Open [Student_Attribute_Batch_Load.xlsx](#) and enter data into the appropriate fields

Determine File Id – The file id should be unique the actual filename for the submission file without the “.dat”. The format needs to be **use to the following naming convention:**

campus – 200 + **Dept/College identifier** (3-4 characters) + **date** (YYYYMMDD) + **file number** (in case of multiple files submitted same day)

Example of file name: 200_CC_20170612_1

Spreadsheet fields:

FILE_ID - Required but no longer used (19 Chars max)

STUDENT_UIN - required

STUDENT_LAST_NAME – required - exact spelling as in Banner (60 chars max)

STUDENT_FIRST_NAME – required -exact spelling as in Banner (15 chars max)

ACTION_CODE - required – **A** – Add new Attribute, **E** – End term for Attribute, **D** – Delete Attribute

ATTRIBUTE_CODE – required – Banner attribute code (4 chars max)

FROM_TERM – optional - 6 chars, e.g. - 220178 - effective term of Attribute (NOTE: if field left blank, earliest General Student (SGASTDN) term will be used)

TO_TERM – optional - 6 chars, e.g. - 220178 - end term for Attribute (NOTE: if field left blank, campus end term 299999 will be used)

CAMPUS_CODE – One digit campus code (i.e. 2 for campus 200)

ID – Record Number. Required but no longer used. A one up number to distinguish the records. The spreadsheet automatically calculates the number (5 characters required)

INFR_CODE – required but no longer used for UIN data validation. It will always be BANC.

From / To Term Rules based on Action Code

ADD Action

This action will create a new Student Attribute Range or expand an existing range.

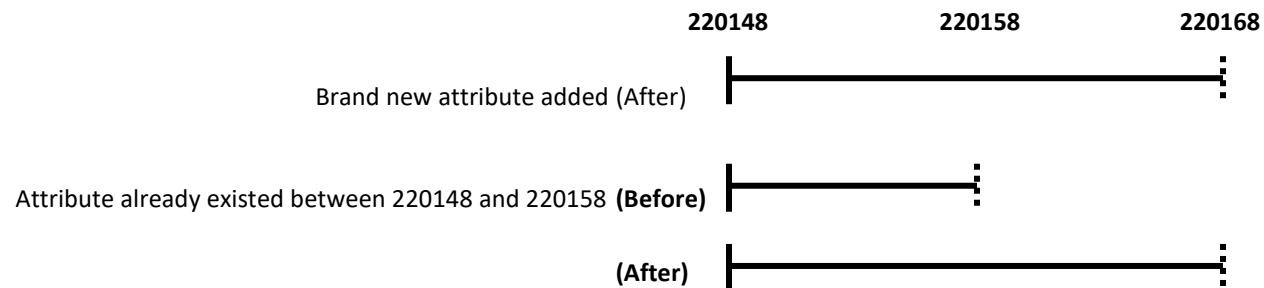
FROM_TERM. 6 bytes. This field defines the effective term associated with the attribute. Example: 220148.

If the FROM Term is left blank, then the Students Minimum Effective Term from SGASTDN will be used.

TO_TERM. 6 bytes. This field defines the term when the attribute is no longer effective. Example: 220168.

If the TO Term is left blank, then the Campus End of Term (e.g. 299999) will be used.

This example would make the attribute effective starting in 220148 and expire BEFORE 220168



DELETE Action

This action will remove an entire Student Attribute Range or decrease an existing range.

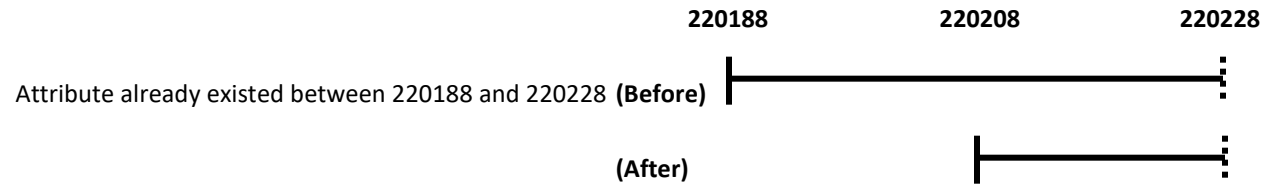
FROM_TERM. 6 bytes. This field defines the effective term associated with the attribute. Example: 220188.

If the FROM Term is left blank, then the Students Minimum Effective Term from SGASTDN will be used.

TO_TERM. 6 bytes. This field defines the term when the attribute is no longer effective. Example: 220208.

If the TO Term is left blank, then the Campus End of Term (e.g. 299999) will be used.

This example would remove the attribute range starting in 220188 and expire BEFORE 220208. If the Attribute's ending range was after 220208, then the attribute would still be effective from 220208 until the original end term.



END Action

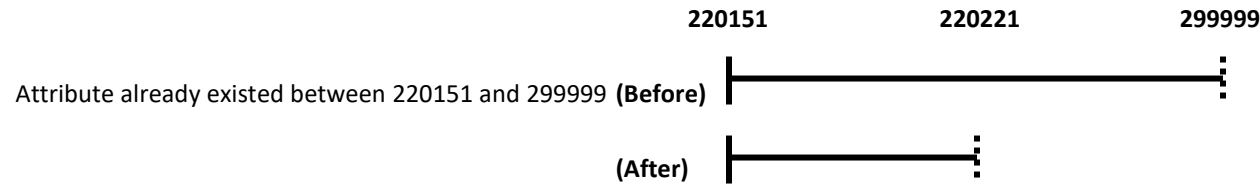
This action will end an existing Student Attribute range.

FROM_TERM. Leave this field Blank.

TO_TERM. 6 bytes. This field defines the term when the attribute is no longer effective. Example: 220221.

If the TO Term is left blank, then the entire Student Attribute Range will be removed.

This example would remove the attribute range starting in 220221 through 299999.



Enter data into spreadsheet - Examples

Add Attribute to new student

File_ID	UIN	Last_Name	First_Name	Action_Code	Attribute_Code	From_Term	To_Term	Campus_Code	ID	INFR_CODE
200_CC_20170628_01	699999999	Test	George	A	2INW	220178	299999	2	1	BANC
200_CC_20170628_01	699999998	Test	Rob	A	2INW	220178	299999	2	2	BANC
200_CC_20170628_01	699999997	Test	Sarah	A	2INW	220178	299999	2	3	BANC

Copy out Column X to Notepad. The data may not look like it is spaced correctly but it is.

Data to Extract									
200_CC_20170628_01 6999999999McCartney									Paul John GeorgA2INW220178299999200001BANC
200_CC_20170628_01 6888888888Test!									George A2INW220178299999200002BANC

Save the file to the following naming convention:

The format needs to be **use to the following naming convention:**

1. **campus** – 200 + **_Dept/College identifier** (3-4 characters) + **_student attrib** + **_date** (YYYYMMDD) + **_file number** (in case of multiple files submitted same day)+”.dat”

Example of file name: 200_CC_student_attrib_20170612_1.dat

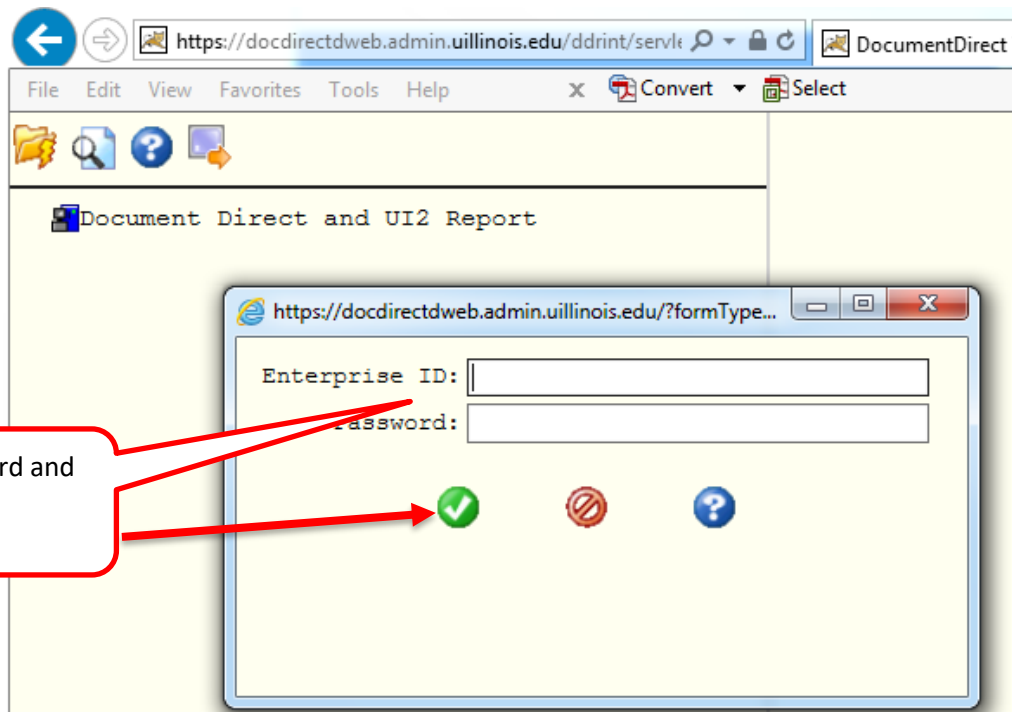
Email the file

Email the file to Dave Elsen in Academic Enrollment Services (AES) at delsen@uic.edu and cc_osscoreteam@uillinois.edu .
Dave will review the file and submit it for processing.

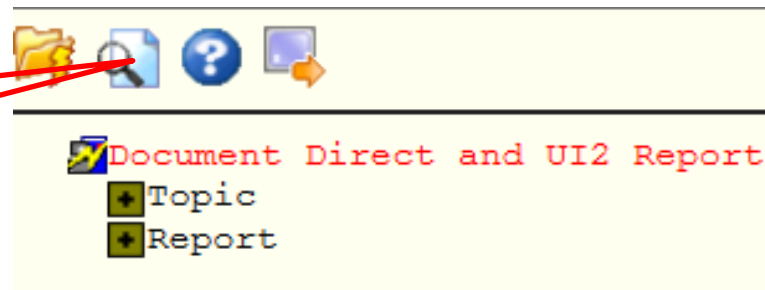
View Reports (Document Direct)

Review updates and correct any errors.

Log into Document Direct with Enterprise ID/Password to view reports - <https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrintee>



Enter Enterprise ID and Password and click the OK button.



Click the Search button.

Report ID's: Enter the Report ID. Enter the Section ID to filter the results. Click the Search button.

1. SG2SBAM01I UIC SBAM Student Attribute Maintenance - Control Totals
2. SG2SBAM02I UIC Batch Attributes Error Log Report
3. SG2SBAM03I UIC SBAM Student Attribute Maintenance – Activity Detail

https://docdirectpweb.admin.uillinois.edu/?formType=16&sessionID...

Document server: Document Direct and UI2 Report

Report ID: SG2SBAM03I

Version ID: 6/20/17 7:02:50 PM
(M/D/YY H:MM:SS A) (Example: 6/26/17 8:21:35 PM)

Section ID: CC

Page: 1

100%

Type SG2SBAM03I – this will return all attribute reports. Include Section ID – OAR, LAS, etc. to filter to only those reports. Click the Search button.

Sample reports.

Control Totals

Run Date: 26-JUN-2017 07:01:29 PM

University of Illinois - Chicago

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Department: OAR

Student Batch Attribute Maintenance

Campus Code: 200

Control Totals Report - SG2SBAM011

Interface ID: SGSS_UIC_STU_ATTRIB_MAINT

Run ID: SGSS_UIC_SBAM_200_OAR_20170626_190105

Control Total Description	Value
Records read in file	334
Add Records processed	334
End Records processed	0
Delete Records processed	0
Errors/warnings	0

End of Report

Activity Detail Report:

Run Date: 26-Jun-2017 07:02:24 PM

University of Illinois - Chicago

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Department: OAR

Student Batch Attribute Maintenance

Campus Code: 200

Action Code: ADDED

Successful Activity Detail Report - SG2SBAM03I

Interface ID: SGSS_UIC_STU_ATTRIB_MAINT

Run ID: SGSS_UIC_SBAM_200_OAR_20170626_190105

Student: 650056668 - ~~XXXXXXXXXX~~ Return Status: Update Successful

Attribute Code: 2ID3

FROM Term: 220175

TO Term: 220185

Student: 650146343 - ~~XXXXXXXXXX~~ Return Status: Update Successful

Attribute Code: 2DN4

FROM Term: 220175

TO Term: 220185

Student: 650192265 - ~~XXXXXXXXXX~~ Return Status: Update Successful

Attribute Code: 2DN2

FROM Term: 220175

TO Term: 220185

Error Report

It is the same as activity but the errors will be listed.