

## PS8103X - On-Request Campus Mailing Label Extract

Use the following instructions to create a DataExpress extract file to use with job PS8103J (Campus Mailing Labels).

1. From the PPMS menu, in the Screen field, type **DATA**X
2. From the DataExpress menu, type **2** (Run an Existing Procedure)
3. At the Run Procedure Name prompt, type **PS8103X** (On-Request Campus Mailing Label Extract)
4. At the Catalog Directory prompt, type **../PLIB/INFORM**
5. At the Output File Format Options menu, type **15** (ASCII fixed format)  
*Note: To review the extracted data on the screen before saving it, type 1 (Report Listing) at the Output File Format Options menu. If the report is correct, rerun the procedure.*
6. At the User Name prompt, type **EMP**
7. At the User Password prompt, type the EMP database password
8. You can enter selection values for any of the following data elements:
  - EMP-STAT
  - EMPL-DATE
  - EMP-TYP
  - PERM-TEMP-IND
  - FULL-PART-IND
  - LAST-PAY-DATE
  - SENIORITY-DATE
  - HOME-DEPT
  - RETIRE-PLAN
  - HEALTH-PLAN
  - INSUR-ELIG-IND
  - EMP-JOB-STAT
  - EMP-JOB-TYP
  - JOB-CAMPUS
  - JOB-DEPT
  - JOB-CLASS
  - MAIN-CYCLE
  - HOME-CAMPUS
  - EMP-BIRTH-DATE
  - W4-EXEMPT-YR*If you do not want to enter selection values for any one of these data elements, press the Return key to move to the next one. You may select any combination of data elements and values.*
9. At the Download/Save/Append prompt, type **S** (Save File)
10. At the Name for Generated File prompt, type **PS8103Sn** (where *n* is 1 through 9 or A through Z)  
*Note: For each file you create, you must schedule PS8103J with the same file name*
11. At the Reuse Extract File prompt, type **N** (no)
12. At the Repeat Procedure Run prompt, type **N** (no)

At the DataExpress menu, exit or choose another procedure to run