

SM5115X1 - Duplicate Student Comparison Extract File from Student Biographic

Use the following instructions to create a DataExpress extract file to use with job SM5115J (Duplicate Student Comparison). This procedure extracts student records from the Student Biographic File (SM database).

1. From the SMS menu in the Process ID field, type **DATA**
2. From the DataExpress menu, type **2** (Run an Existing Procedure).
3. At the Run Procedure Name prompt, type **SM5115X1** (Duplicate Student Comparison Extract File from Student Biographic)
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). If the data appears to be correct, then rerun the procedure, selecting option **15** (ASCII fixed format) at this point.

6. At the Password prompt, type your SM database password.
7. You can enter selection values for any of the following data elements:

STU-NAME
BIRTH-DATE
LAST-YRQ-ATTND
YRQ-ACT-STRT
YRQ-PLAN-STRT
SEX
ETH-ORIG

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 on any combination of data elements and values.

8. At the DOWNLOAD/SAVE/APPEND (D/s/a) file prompt, type **S** (Save File).
9. At the Name for Generated File prompt, type **../RUN//SM5115Sn** (where *n* is 1 through 9 or A through Z).

Note: when you run SM5115J, you will enter SM5115Sn (the file name you saved) for the SM5115S-FILE parameter.

10. At the Purge Existing File prompt, type **Y** (yes) (if file with same name exists).
11. At the Reuse Extract File prompt, type **N** (no).
12. At the Repeat Procedure Run prompt, type **N** (no).
13. At the DataExpress menu, exit or choose another procedure to run.