The Extract Postal or Email Address is a custom process designed to allow users to extract postal or email addresses into a comma delimited file which contains name and address information that can be used to generate letters, address labels or emails.

1. Click the **Campus Community** link.

   ▸ Campus Community

2. Click the **Extract Postal/Email Address** link.

   Extract Postal/Email Address

3. Adding a new value allows you to create new selection criteria if none has been previously selected. Click the **Add a New Value** tab.

   Add a New Value

4. You will be prompted to enter a Run Control ID. A run control can be any name without spaces and less than 30 characters. After creating the Run Control ID the first time, use Find an Existing Value to locate the ID in the future.

   The Run Control ID name does not affect the outcome of the postal extract process. However, if you create a Run Control ID name that includes spaces the batch process will not be successful. **Tip:** Use underscores to join multiple words (e.g. one_word_no_spaces). Click the **Add** button.
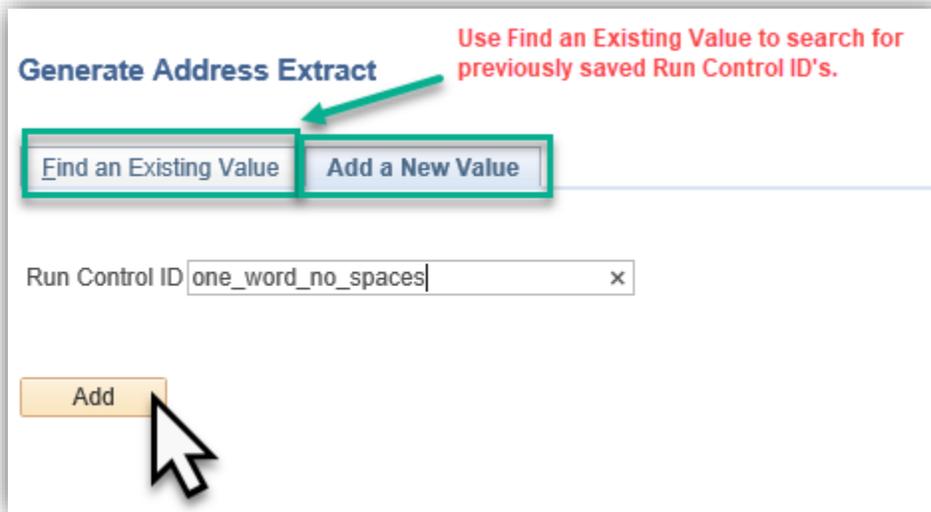
   Generate Address Extract

   Use Find an Existing Value to search for previously saved Run Control ID's.

   | Find an Existing Value | Add a New Value |

   Run Control ID one_word_no_spaces   ✕

   Add

5. In Required Criteria, click the list for Extract Type. There are two types of extracts: **Postal** or **Email**. Sort order can only be used for Email and can be sorted by name. For the Student Selection Criteria, when selecting Admissions, Registration or Input File the bottom menu options will change accordingly. For this example, click the **Postal** list item.

6. Click the **Look up Name Usage** button. A list of Name Usages display indicating the various descriptions available. For this example, select **NAME USG 4** Primary Full.

7. Click the **Look up Address Usage** button. A list of Address Usages display and their descriptions. For this example, select **PERM** for Permanent Home Address.

Look Up Address Usage
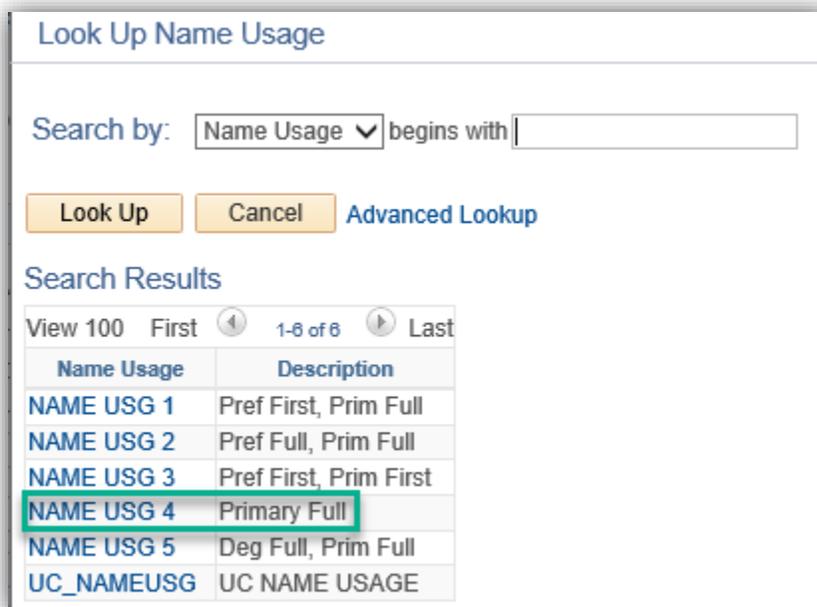
Search by: Address Usage ✓ begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100   First ◄ 1-3 of 3 ► Last

Address Usage	Description
HOME	Current Home Address
MAIL	Mailing Address (HOME, PERM)
PERM	Permanent Home Address

8. Click the **Look up Admit Term** button. You can scroll to select a specific term you wish to use for the Admissions Criteria or enter the desired term (e.g. 2207 Fall 2020). Enter the desired information into the **begins with** field and press **Look Up** or **Enter**.

Look Up Admit Term

Search by: Term ✓ begins with 2207 [   ] ×

[Look Up] [Cancel] Advanced Lookup

Enter the term directly and press Lookup or Enter or you can scroll down the list of terms.

Search Results

View 100 First ◄ 1-242 of 242 ► Last

Term	Description
0000	Beginning of Time
0503	Spring/Summer 1950
0507	Fall/Winter 1950/1951
0517	Fall/Winter 1951/1952
0527	Fall/Winter 1952/1953
0537	Fall/Winter 1953/1954
0547	Fall/Winter 1954/1955
0557	Fall/Winter 1955/1956
0567	Fall/Winter 1956/1957
0577	Fall/Winter 1957/1958
0587	Fall/Winter 1958/1959
0593	Spring/Summer 1959
0597	Fall/Winter 1959/1960
0603	Spring/Summer 1960
0607	Fall/Winter 1960/1961
0613	Spring/Summer 1961
0617	Fall/Winter 1961/1962
0623	Spring/Summer 1962

9. Click the **Academic Career** list. There are three options on the Academic Career drop down menu: GRAD (Graduate Students) MED (Medical Students) and UGRD (Undergraduate Students). For this example, click the **UGRD** link.

10. Click the **Application Status** list. There are several options on the Application Program list:
    - Active in Program
    - Admitted
    - Applicant
    - Cancelled
    - Prematriculant
    - Waitlisted

    For this example, click the **Active in Program** list item.

11. Click the **Look up Application Program** button. A list of Academic Programs display. Scroll through the list or type in a few letters of the academic program and press Look Up or Enter to reduce the search (e.g. nu = Nursing). Press **Look Up** or **Enter** and click the Academic Program.

12. Once you have completed the desired selection criteria you can save the criteria (bottom of page) or begin the Run.

13. Click the **Run** button.
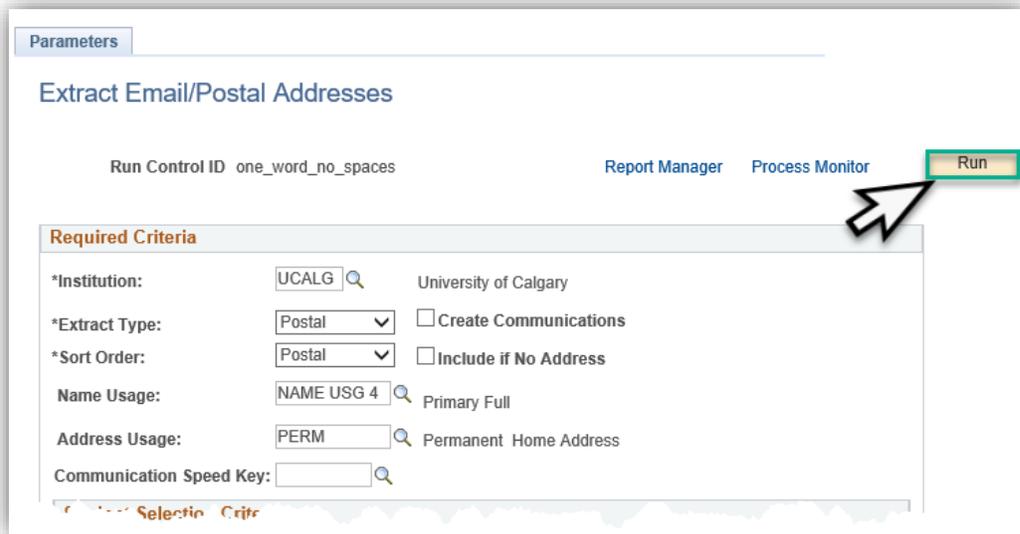
14. The Process Scheduler Request enables you to set the run date and time, how often the process runs, output type and format.

Type displays options for output type:
- Web (default) sends all output of the process to the report repository and can be accessed in Report Manager.
- Printer works only when the printer is on a network
- Window opens a new window to monitor the progress of the Run Control.

For this example, click the **Window** list item.
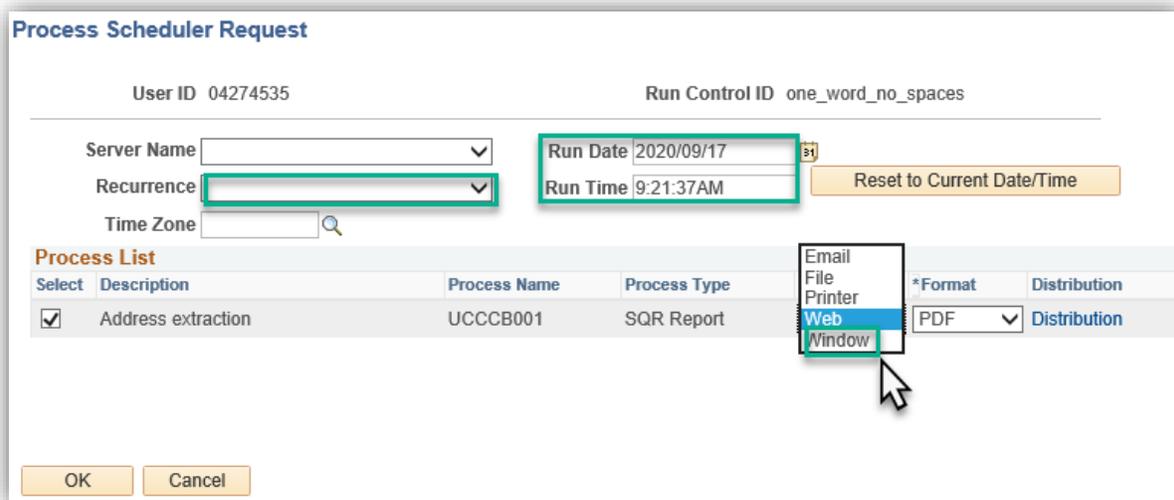
15.   Format lists several selections:
          - PDF (Default) would be selected if the report were to be distributed to individuals so they
          cannot modify it.
          - CSV allows the data to be converted to Excel in a comma delimited format.
        For this example, click the **CSV** list item.
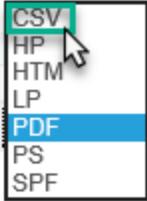
16.   When all values are entered on Process Scheduler Request, click the **OK** button.

17.   Since Window was selected, a window displays the process of the Run Control. Queued, Processing
        and Success display and when the process is complete, Excel will prompt to Open, Save or Save As
        when using the Windows option.

18.   When the window option is not selected, you will need to click **Refresh** to monitor the process.
        When success and posted displays, you can click on the **Details** link.

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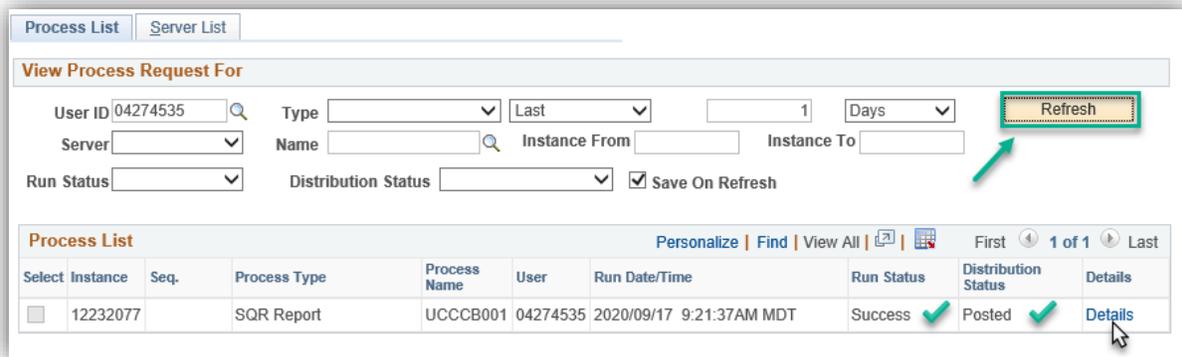
19. On Process Detail, click the **View Log/Trace** link.

20. View Log/Trace includes the File List which lists the **Postal_extract.csv** file. Click the **Postal_extract.csv** link.

21. You will be prompted to **Open**, **Save** or **Save as**. For this example, click **Open**.
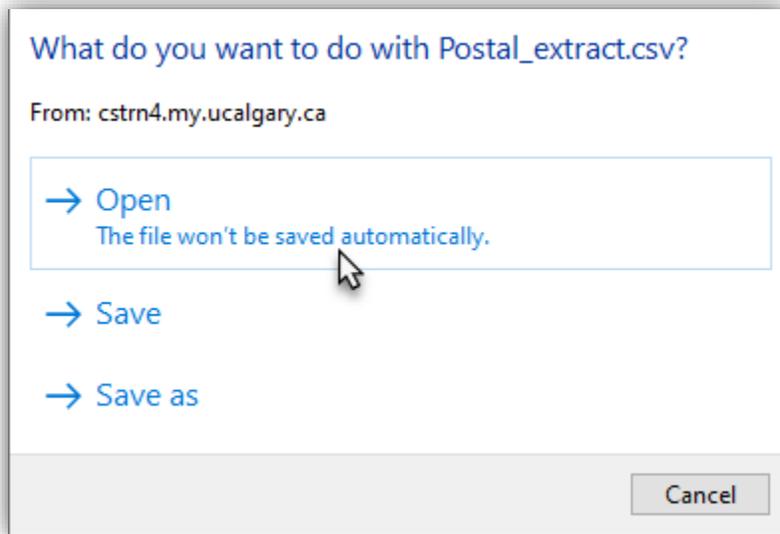
22. Save the file in your preferred location and change the name if desired. *Note: Information has been removed for FOIP reasons.*
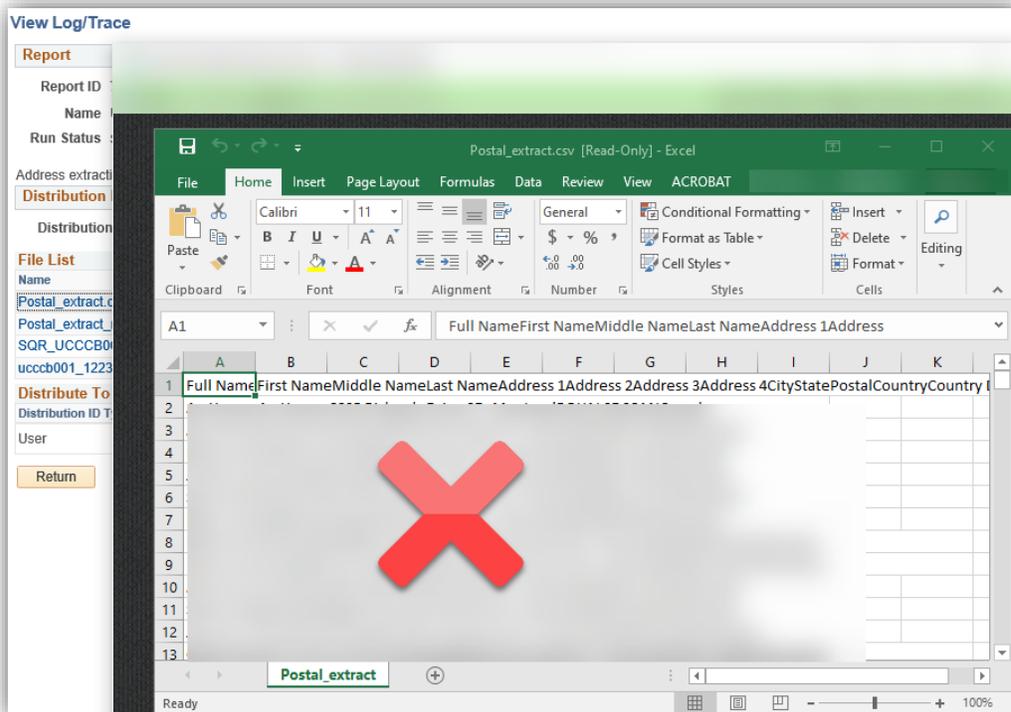
For the corresponding online learning, consult the Student Administration (PeopleSoft Campus Solutions) training website.
End of Procedure.

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