

# GWRPLST - Population Listing

Banner Combined Population Selection -- GWRPLST (Demographic List)

## Welcome

GWRPLST✕

**Population Listing**  
(GWRPLST)

**GWRPLST** creates a list of students, along with details about each student, from a Population Selection you have previously created. A [download](#)-friendly version of the report is also created. The report includes names, G numbers, addresses, phone numbers, majors at time of enrollment, and demographic information.

Please note that the major codes listed on the GWRPLST report indicate the declared major at time of enrollment, not necessarily the student's current major.

### Directions:

1. From the Banner Main Menu, type **GWRPLST**, then press *Enter*.
2. Click the **Go** button and then **Next Section**  icon to get to the "Parameter Values" block.
3. On the right side of the Parameter Values section, complete the parameter values as shown:

Parameter	What To Type
01: Population Application Code	Type the Banner module for which the population selection was created (usually <b>STUDENT</b> )
02: Population Selection ID	Type in the name of your common population or the name you gave to your Combined Population Selection in earlier steps (all CAPS).
03: Population Creator ID	<div style="border: 1px solid #f00; padding: 5px;"> For a single common population type in COMMON (all CAPS). For a Combined Population-type in your user name.</div>
04: Address Effective Date	Leave default of <b>today's date</b>
05: Address Type	Leave default of <b>1MA</b>
06: Delete This Population (Y/N)	Leave default of <b>N</b>
07: Sort Code	<b>1</b> = To sort by name <b>2</b> = To sort by zip code
08: Term Code	Type the term code used when Population Selection was run, or the current term code if one was not used in Population Selection  <i>Example: 201104</i> for Fall 2011
09: E-mail Selection	Leave default of <b>P</b> for MyPCC email address Type <b>S</b> for Student email address  What's the difference between the two email addresses? <ul style="list-style-type: none"><li>• Every PCC student has a MyPCC email address</li><li>• Only some students choose to provide us with their other email address (these addresses are stored in GOEMAL)</li></ul>

1. When you have finished entering the parameter values above, click the **Next Section**  icon.
2. Click the **Save** button on the bottom right of your screen.

You will see a message at the bottom left of the screen: *Look for Printout in yourname\_gwrplst\_99999.lis.*

1. Open [Report Viewer](#) to view and/or print your report.

**Two files are created for this report:**

1. The file name that ends with **.lis** is a viewable report.
2. The file name that ends with **.txt** contains the same information in download-friendly format.



To download the **.txt** report, click on the blue button that looks like this:

Go through the downloading process to save and convert your report into Excel format. Choose "tab delimited" and indicate "^" (carat symbol) as the delimiting character.

For more information on how to download reports, refer to: [Downloading from Banner into Excel or Word.](#)