

OVERVIEW OF NECESSARY STEPS

1. Log on to Banner.
2. Select the reports from one of the menus, or enter the report name in the **SEARCH BAR** on the **LANDING PAGE**.
3. Enter Parameters.
4. Save to submit the print job.

GENERAL

There are many Banner processes and reports that exist throughout the Banner system. Additionally, the University of Denver has written a number of reports which are available for you to run. Many of them are attached to custom menus, for example; DU Student Report Menu. Access to the processes and reports is tied to your Banner security.

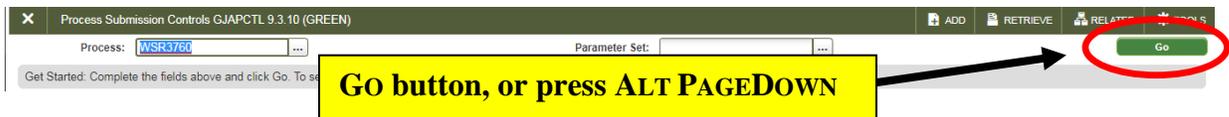
NOTE: You may have trouble running reports if you have your browser pop-ups blocked. There is a [browser settings document](#) linked in MyDU to help you customize these settings.

STEPS

1. Log on to iBanner.
2. Select the job/report you would like to run from the appropriate menu, or enter the job/report name in the Search Bar on the Landing Page; then select the report.

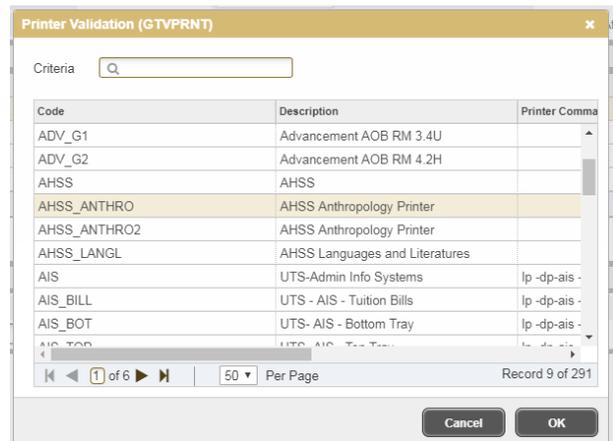


3. There are four sections (or blocks) to this form – you are in the key block where your report name is listed:
 - a. Key Block
 - b. Printer Control
 - c. Parameter Values
 - d. Submission
4. Press the iBanner Go button  (Alt-PageDown) to select your destination printer.

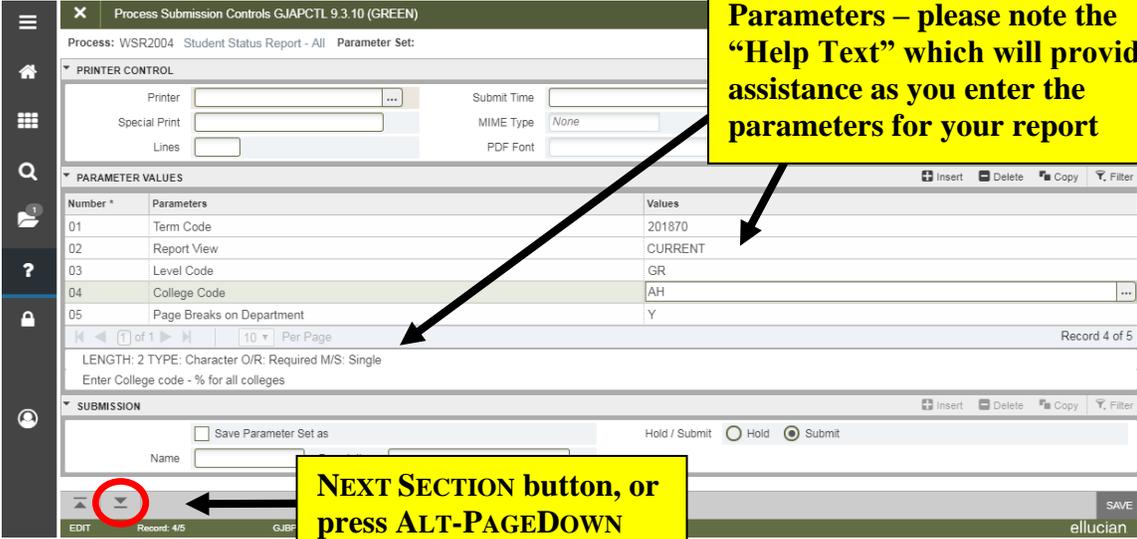


5. Select your Banner printer name in the Printer Control section, or click the ellipses (...) to list the printers that have been set up to work with iBanner. If you don't see a departmental networked printer for your area, you may submit a support request at <http://support.du.edu>

NOTE: Not all reports have the same types of output. Some of the reports have options to email a pdf file, or create a text file which you could then import into MS Excel. For some reports you leave the printer field blank to create a text file, and for other reports you may need to print to “database” to create the text file. Some reports have to print to a Banner printer.



6. Press the Banner **NEXT SECTION** button  (**ALT-PAGEDOWN**) to enter parameters. There is “help text” which will help to explain how to enter the parameters. If you leave out the parameters, it is possible to run reports that are thousands of pages long.



Parameters – please note the “Help Text” which will provide assistance as you enter the parameters for your report

Number *	Parameters	Values
01	Term Code	201870
02	Report View	CURRENT
03	Level Code	GR
04	College Code	AH
05	Page Breaks on Department	Y

NEXT SECTION button, or press ALT-PAGEDOWN

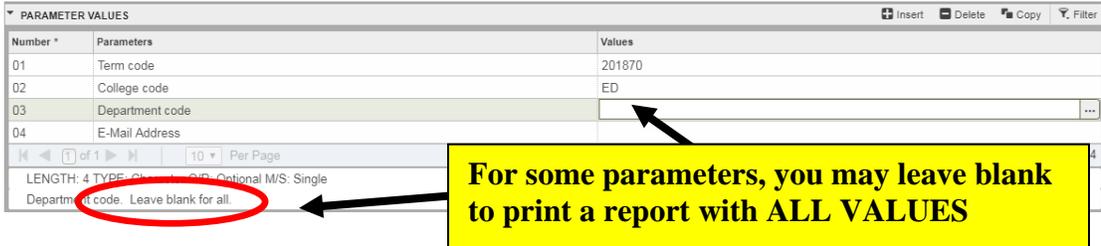
- a. O/R – Indicates whether the parameter is Optional or Required
- b. M/S – Multiple or Single
If it is a multiple parameter, you may enter additional records by using the iBanner **INSERT RECORD** function.



For Multiple Parameters, you may enter multiple values

Number *	Parameters	Values
01	Term Code	201870
02	Dept Code(s)	SOCI
03	Dept Code(s)	PHIL
04	Major Code(s)	
05	Minor Code(s)	
05	Concentration Code(s)	

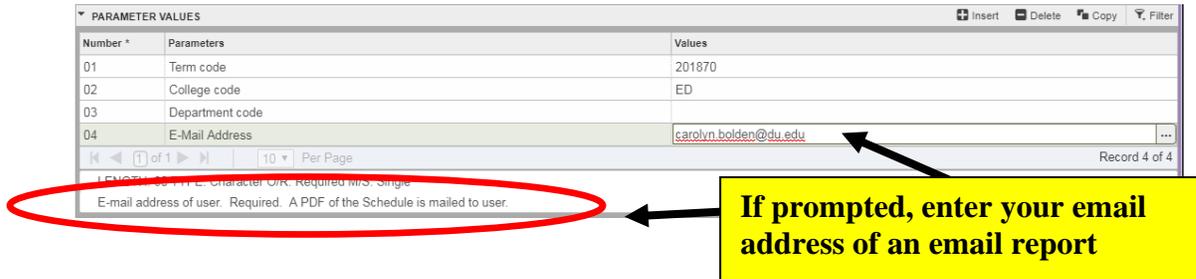
- c. You won't need to enter values if the help text indicates – “Leave blank for all”
If you do this, the report will include ALL VALUES



For some parameters, you may leave blank to print a report with ALL VALUES

Number *	Parameters	Values
01	Term code	201870
02	College code	ED
03	Department code	
04	E-Mail Address	

- d. If you are prompted for an email address, enter your complete email address



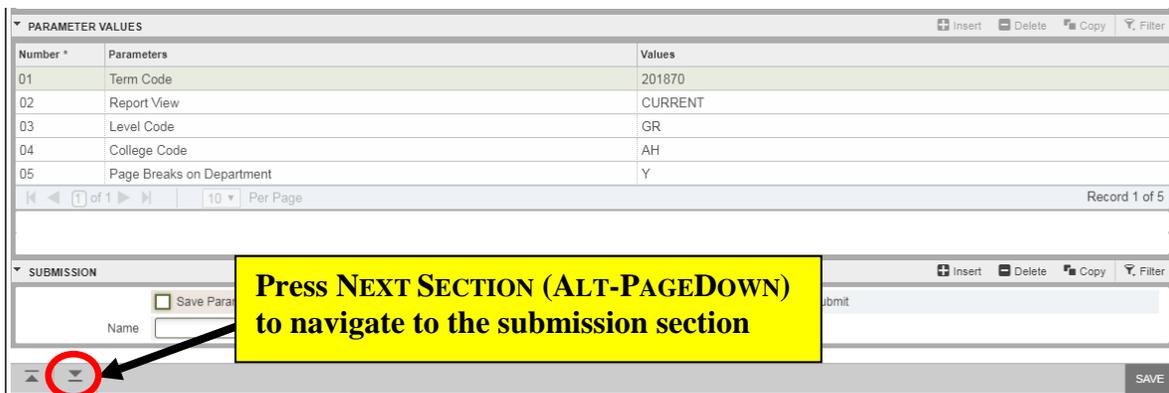
Number *	Parameters	Values
01	Term code	201870
02	College code	ED
03	Department code	
04	E-Mail Address	carolyn.bolden@du.edu

Record 4 of 4

E-mail address of user. Required. A PDF of the Schedule is mailed to user.

If prompted, enter your email address of an email report

7. Press the Banner **NEXT SECTION** button (**ALT-PAGEDOWN**) to navigate to the Submission section.



Number *	Parameters	Values
01	Term Code	201870
02	Report View	CURRENT
03	Level Code	GR
04	College Code	AH
05	Page Breaks on Department	Y

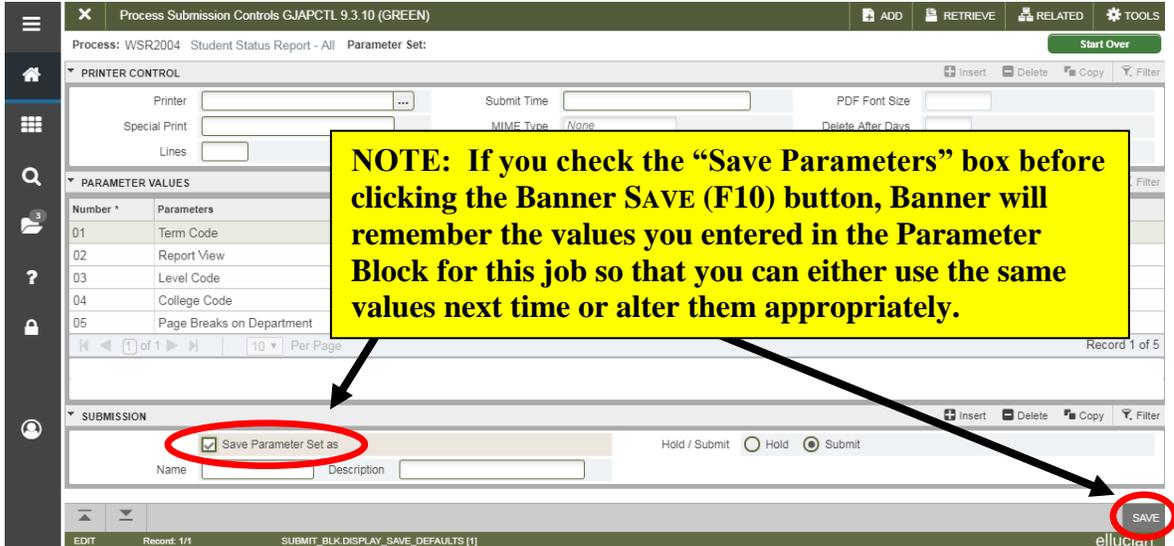
Record 1 of 5

Press NEXT SECTION (ALT-PAGEDOWN) to navigate to the submission section

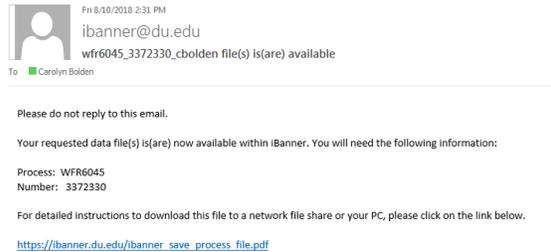
Submit

SAVE

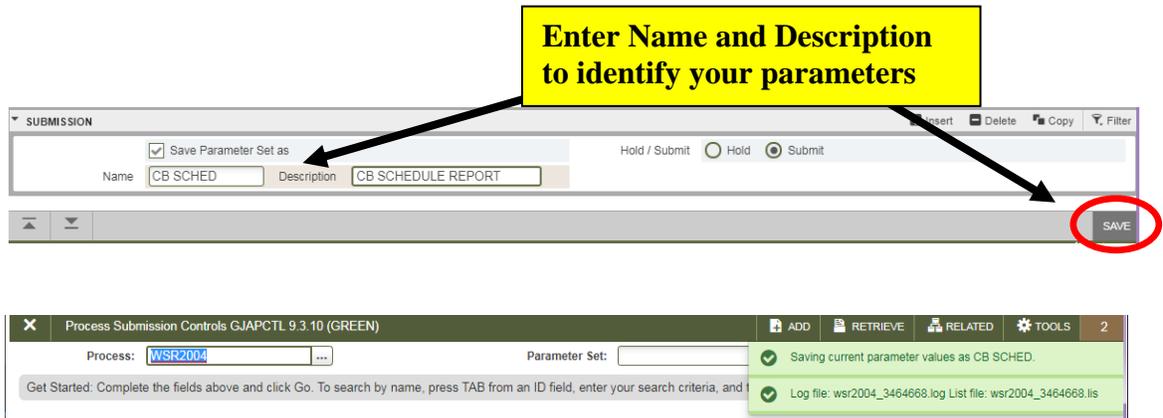
- If you check the box “Save Parameter Set As”, iBanner will save your parameters so that you don’t have to figure them out again next time you run this report. Press the Banner **SAVE** (F10) button to submit your job.



You will receive an email notification when the print job has completed.



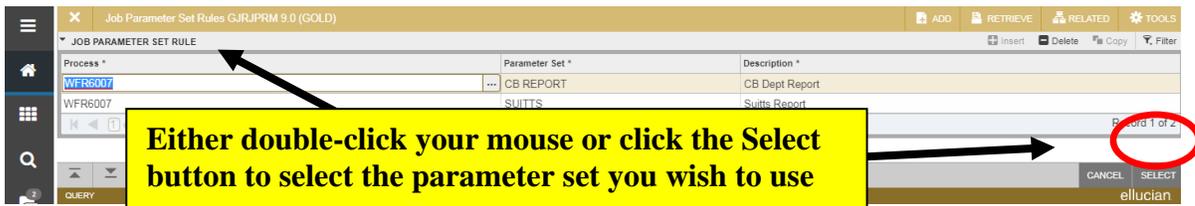
- If you don’t always run the report with the same parameters, it is possible to create multiple parameter sets. In the submission block of the form, enter a name and description before you click the Banner **SAVE** button.



The next time you run the report, you can select a parameter set. Click the ellipses (...) from the key block of the form to view available parameter sets.



You will see any parameter sets that you have defined. Either double-click your mouse, or press the Banner **SELECT** button to select the parameter set you wish to use:

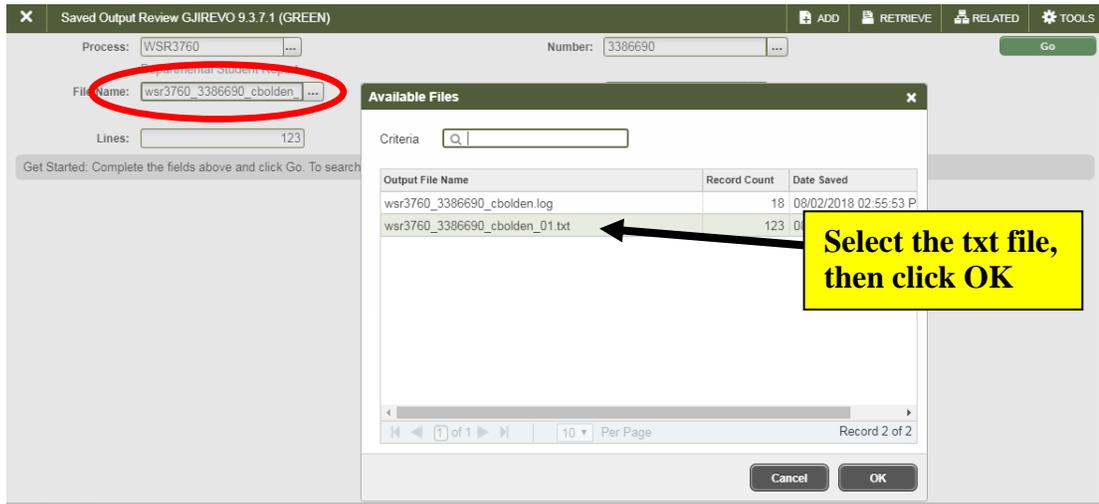


The report parameters will now populate with saved parameters.

10. If your report is creating a text file for you to import into MS Excel, from iBanner:
 - a. Related Menu / Review Output (**GJIREVO**)



b. Click the ellipses (...) by File Name, select the text file, click **OK**:



c. Tools Menu / Options, Show Document (Save and Print File):

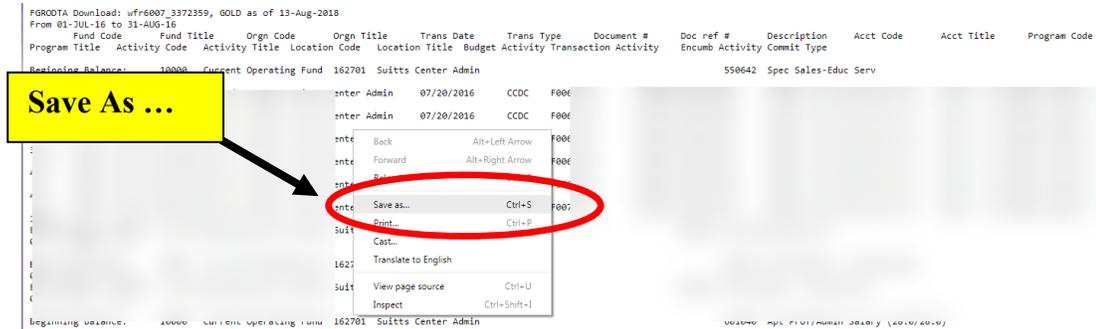


NOTE: If you don't get a prompt it is likely that your browser is blocking the popup window – you will need to modify your browser settings. [View this document](#) for help adjusting your browser settings.

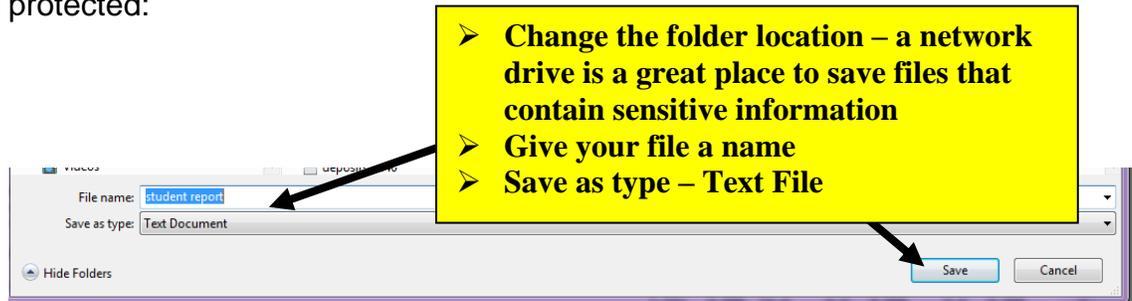


When prompted, click Yes

- d. From your browser window – File, Save As:
(If you don't have a menu bar, try right-clicking your mouse)



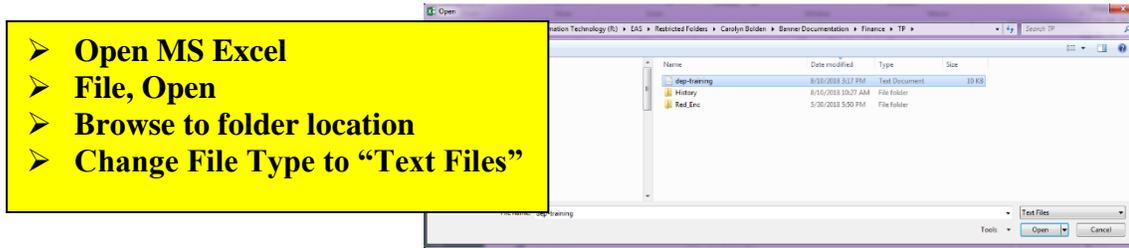
- e. Change the folder location to your network drive. As these files contain sensitive information, it is important that the information is password protected:



Name your file, and change the type to “Text File”, click **SAVE**

- f. Open your file in MS Excel
- i. Open MS Excel
 - ii. File, Open
 - iii. Locate the folder where you saved the text file

iv. Change the “Files of Type” to text Files



v. Your report is now in MS Excel – you may need to double-click on some of the column widths to re-size them.

11. Back to your iBanner report – close the browser window where you viewed the information, then in iBanner, press the **EXIT** button  twice to return to the **LANDING PAGE**.

