

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.

×	Process Sub	mission Controls GJA	PCTL 9.3.10 (GR	EEN)	ADD 🕂			
	Process:	WSR3760		Parameter Set:			. 🕻 🔳	Go
G	et Started: Comple	Complete the fields above and click Go. To se CO button or pross ALT PACEDOWN						
				do button, of press ALT FAGEDOWN				

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

Code	Description	Printer Comma
ADV_G1	Advancement AOB RM 3.4U	
ADV_G2	Advancement AOB RM 4.2H	
AHSS	AHSS	
AHSS_ANTHRO	AHSS Anthropology Printer	
AHSS_ANTHRO2	AHSS Anthropology Printer	
AHSS_LANGL	AHSS Languages and Literat	tures
AIS	UTS-Admin Info Systems	lp -dp-ais -
AIS_BILL	UTS - AIS - Tuition Bills	lp -dp-ais -
AIS_BOT	UTS- AIS - Bottom Tray	lp -dp-ais -
	LITO ALC THE THE	ta da ata
M 4 1 of 6 > M	50 V Per Page	Record 9 of 291

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.

=	Process: WS PRINTER CO	ess Submission Controls GJAPCTL 9.3.10 (GREEN) R2004 Student Status Report - All Parameter Set: NTROL	Parameters – please note the "Help Text" which will provide	
	Spec	Printer Submit Time cial Print MIME Type None Lines PDF Font	/	assistance as you enter the parameters for your report
Q	* PARAMETER	VALUES		🖬 Insert 🗖 Delete 🍢 Copy 🔍 Filter
	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	
	◀ 1 0	of 1 🕨 📔 🛛 10 🔻 Per Page		Record 4 of 5
	LENGTH: 2	2 TYPE: Character O/R: Required M/S: Single		
	Enter Colle	ege code - % for all colleges		
\bigcirc	SUBMISSION	I		🗄 Insert 📮 Delete 🌆 Copy 🔍 Filter
9		Save Parameter Set as	Hold / Submi	t 🔘 Hold 💿 Submit
		Name		
		NEXT SECTION button	or	
	X			SAVE
	EDIT F	Record: 4/5 GJBF PRESS ALT-PAGEDOWN		ellucian

- 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.

PARAMETER	🖬 Insert 🖬 Delete 🌆 Copy 🕅	Filter	
Number *	Parameters	Values	
01	Term Code	201870	
02	Dept Code(s)	SOCI	
02	Dept Code(s)	PHIL	
03	Major Code(s)		
04	Minor Code(s)		
05	Concentration Code(s)	For Multiple Parameters, you	
K ◀ ① •	1 🕨 🕅 10 🔻 Per Page	man antan multipla valuar	of 6
LENGTH: 4	TYPE: Character O/R: Optional V/S: Multiple	may enter multiple values	
Enter 4-cha	r Department code - ex. ACTG, FIN, MKTG, RECM, etc.		

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

PARAMETE	R VALUES	🖬 Insert 🗖 Delete 🌆 Copy 🔍	Filter
Number *	Parameters	Values	
01	Term code	201870	
02	College code	ED	
03	Department code		
04	E-Mail Address		
LENGTH: Departme	of 1 PH [10 + Per Page 4 TYPE-Ck + OR Optional M/S: Single at code. Leave blank for all.	For some parameters, you may leave blank to print a report with ALL VALUES	4



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			
◀ 1	of 1 🕨 🕅 10 🔻 Per Page			Recor	d 4 of
E-mail ad	de Fin L. Gnaracter ORC Required MIS. Single dress of user. Required. A PDF of the Schedule is mailed to user.	If prompted, e	enter your	emai	il

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

PARAMETER	VALUES	🖬 Insert 📑 Delete 🌆 Copy 🏹 Filter
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
	of 1 🕨 🕅 10 🔻 Per Page	Record 1 of 5
▼ SUBMISSION	Barrest Next Section (ALT-) Name Image: Save Parage Name Image: Save Parage Name Image: Save Parage	AGEDOWN) Joint Delete Copy V. Filter
X		SAVE



8. 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.

Please do not reply to this email.
Your requested data file(s) is(are) now available within iBanner. You will need the following information:
Process: WFR6045 Number: 3372330
For detailed instructions to download this file to a network file share or your PC, please click on the link below.
https://ibanner.du.edu/ibanner_save_process_file.pdf

9. 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:

=	× Job F	arameter Set Rules GJRJPRM 9.0 (GOLD)			🔒 ADD	RETRIEVE	🛱 RELATED	🗱 TOOLS
	JOB PARAME	TER SET RULE				🖬 Insert 🛛	Delete 📲 Co	py 🔍 Filter
~	Process *		Parameter Set *	Description *				
	WFR6007		CB REPORT	CB Dept Report				
	WFR6007		SUITTS	Suitts Report				
	K 🛋 1			- 4h - Calast			P	ord 1 of 2
~		Either double-click your r	nouse or clici	the Select			▶ (
4	▲ ⊻	button to select the param	eter set vou v	wish to use			CANCE	L SELECT
2	QUERY	button to select the purun	ieter set you					ellucian

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**:

Saved Output Review GJIREVO 9.3.7.1 (GREEN)			🔒 ADD 💾 RETRIEV	/E 🛔 RELATED	🛠 TOOLS
Process: WSR3760	Number: 3386690)		Go
File Name: wsr3760_3386690_cbolden	Available Files		×		
Lines: 123	Criteria 🔍				
Get Started: Complete the fields above and click Go. To search	Output File Name	Record Count	Date Saved		
	wsr3760_3386690_cbolden.log	18	08/02/2018 02:55:53 P		
	wsr3760_3386690_cbolden_01.txt ▲ <	123	GI Select t then cli	he txt fi ck OK	le,
		Car	ncel OK		

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

Saved Output Review GJIREVO 9.3.7.1 (GREEN)	🔒 ADD		뤕 RELATED	🌣 TOOLS
Process: WSR3760 Departmental Student Report Number: 3386690 File Name: wsr3760_3386690_cbolden_01 bt. Beginning Date Sav	ed:	tem Propertie		^
Id Last Name First Name Program 1 Program 2 Degree Code 1 Degree Code 2 Col 87: 87:	1 Coc [Display ID Image Exit Quickflow		
Q BTT Tools Menu / Options – BTT Show Document (Save and Print File)		About Banner OPTIONS	Save and Drint	Eile)
87: 87: 87: 87: 87: 87: 87: 87:	a I ate	Delete Output D. NNER DOCUME Retrieve Docume	ENT MANAGEME	NT Alt+R
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	RETRIEV selected to er. Do you	/E ARELATED	★ TOOLS 5_2066266_cbok	1 Jen.log)
adjusting your browser settings. Click "Yes"			103	

When prompted, click Yes



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**.

=	×	Saved Output Review GJIR	EVO 9.3.7.1 (GREEN)			🕂 ADD	🖹 RETRIEVE	RELATED	🏶 TOOLS
	Proce	ss: WSR3760 Departmental	Number 2000000 - Elle Nemer 2700 - 2000	690_cbolden_01.txt	Beginning Date Sav	ed:	Lines: 123	Sta	rt Over
^	▼ SAV	ED OUTPUT REVIEW	EXIT to LANDING PAGE				🗄 Insert 🗖 🛙	Delete 📲 Copy	👻 Filter 🔺
	Id	Last Name Fir		e Code 1 Deg	ree Code 2 Col	l Code 1	L Coll Cod	le 2 Leve	l 1 Lev
=	873								
	872								E
	872.					· · · · = · · =		FCF	