

- 1. Log on to Banner
- 2. Select the report from DU (Module) Reports Menu, or enter report name in the Go To Box
- 3. Key Block
  - a. If you have saved a Parameter Set, you may enter or select it
- 4. Navigate to the Next Block
- 5. Printer Control Block
  - a. Enter or select network printer
  - b. If you want to print the report at a different time, you may enter the date/time in the *Submit Time* field
- 6. Navigate to the Next Block
- 7. Parameter Values Block
  - a. Enter Parameters note the help text
  - b. You may need to insert records to add additional parameter values
- 8. Navigate to the Next Block
- 9. Submission Block
  - a. Click in the Save Parameter Set as box to save your parameter values
  - b. You may save multiple different parameter sets if you give your parameter set a name
  - c. Save to submit the print job.
- 10. You will receive an email when the report is ready



- 11. If you requested an Excel download:
  - a. In iBanner:
    - So to the Options Menu (Menu Bar or right-click)
    - Review Output (GJIREVO)
    - Select the text file filename.txt
    - > Navigate to the Next Block to view the file
    - Options Menu (Menu Bar or right-click)
    - Show Document (Save and Print File)
  - b. From your browser:
    - ➢ File, Save As
    - Change the folder location a network drive is the best place to save a file with sensitive information
    - Give the file a name
    - Save as a text file filename.txt
  - c. From MS Excel
    - ➢ File, Open
    - Text Import Wizard, click Finish
    - > You may need to resize some of your column widths to view the data
  - d. Don't forget to close each application when you are finished