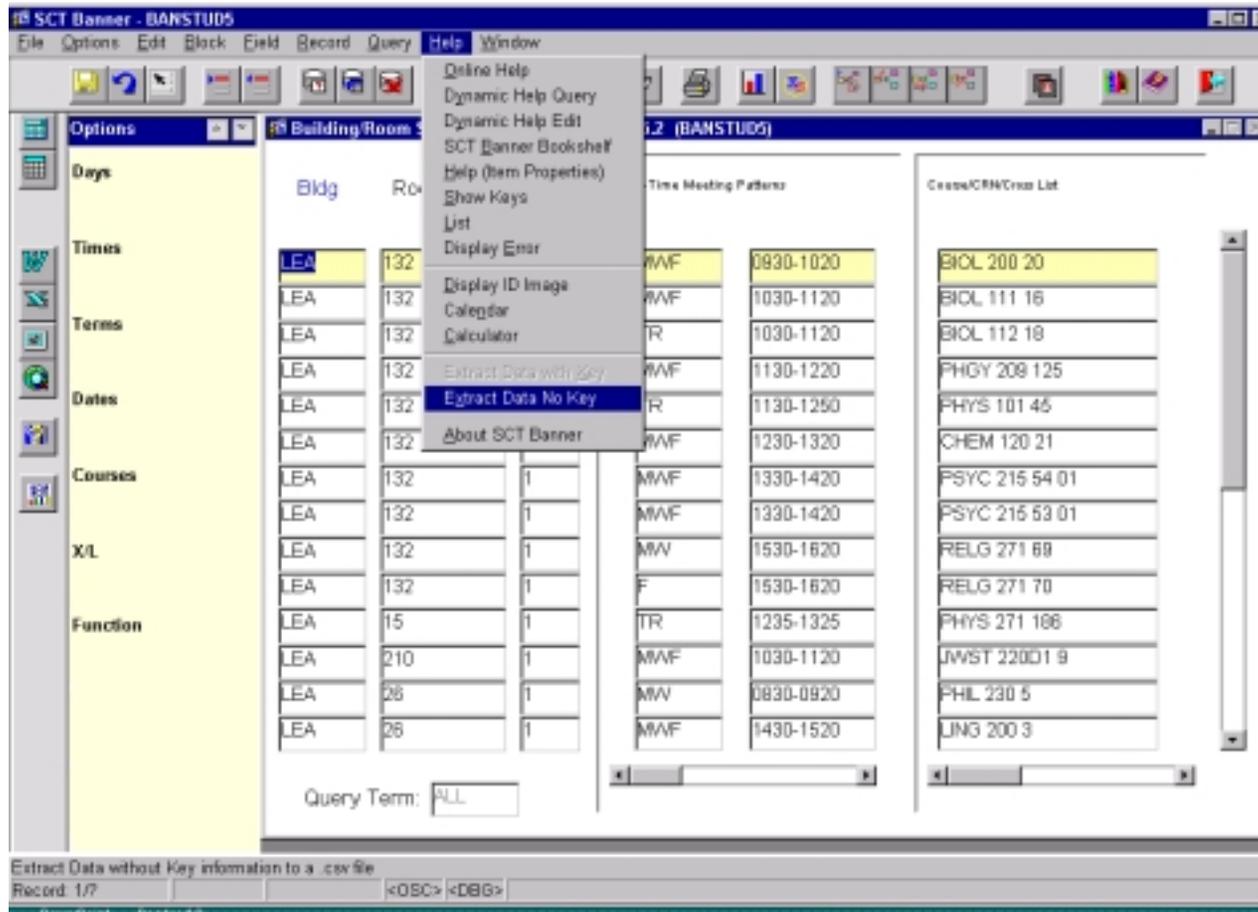


How to extract a file from Banner to Excel

- 1) Make sure you have a TEMP directory set up in your C: drive because the files are automatically sent to C:\TEMP\. If you don't already have one, create one.
- 2) Once you have queried Banner and have created the list you wish to extract, click on **Help** from the menu at the top of your screen, then click on **Extract Data No Key**.



- 3) A *Forms* window will then pop-up (if the list is large then this may take a little longer). You can watch the records being transferred in the bottom left-hand corner of your screen. The Extract Complete message box appears:



The date will vary with every list, but the first part (e.g. **SSAMATX_SSRMEET**) will always be the same.

- 4) Go to Excel and open the file (e.g. **SSAMATX_SSRMEET**) from your **C:\TEMP** drive. Rename the file and save it.

Once you are working with the file in Excel, it is simple to sort by the various fields (e.g. by date, room, bldg etc.) You can also delete columns or rows that you are not interested in.