



TENNESSEE STATE UNIVERSITY



BANNER TIPS AND TRICKS

Productivity Tip

Have you ever wanted to extract data from Banner and did not know how?

To perform a data extract in Banner

1. Access the required Banner form.
2. If applicable, display the desired records on the form.
3. Select one of the following options from the Help pull-down menu:
 - ***Extract Data with Key*** (to extract key data and data in the current block)
 - ***Extract Data No Key*** (to extract data in the current block only)

Extracted data is displayed in a browser window, or you are prompted to save the output file, depending on which option is specified on the General User Preferences Maintenance Form (GUAUPRF). On the GUAOBS form, each form from which data will be extracted must have the field “**Data Extract Option**” set to either **Key and Data Block** or **Data Block Only** before data can be extracted.

Tip: To save the data from your browser window to a file, use Internet Explorer’s File>Save As option to save the extracted data to a local directory as a .txt file. Then rename the file as a .csv file.

OR

For Netscape, use the browser’s File>Save As option to save the extracted data to a local directory as a .csv file.
