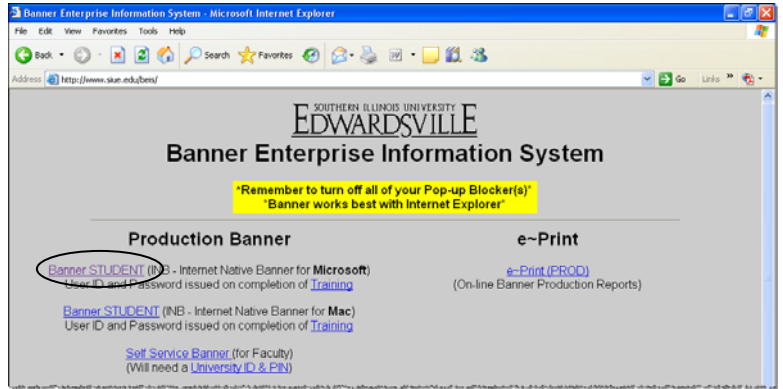


Setups to Extract Banner Data

Open Banner

- Open Internet Explorer.
- Click on Banner Student.
 - Two new windows will open:
 - Banner Application window – runs in the background.
 - Oracle Developer Forms window – Banner forms.
- Do **not** logon to Banner at this time.

BEIS Home Page



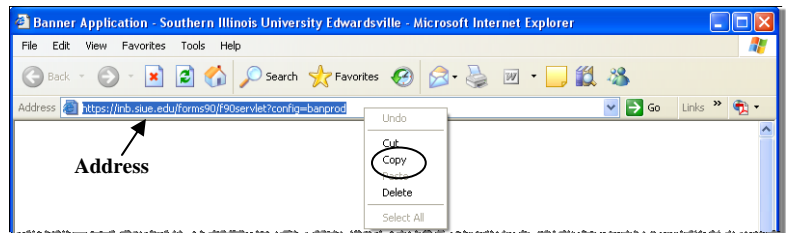
Internet Explorer Setups

- From the task bar (bottom of screen), select **Banner Application** window.
- Highlight the Address.
- Click the right mouse button.
- Select **Copy**.

Task Bar

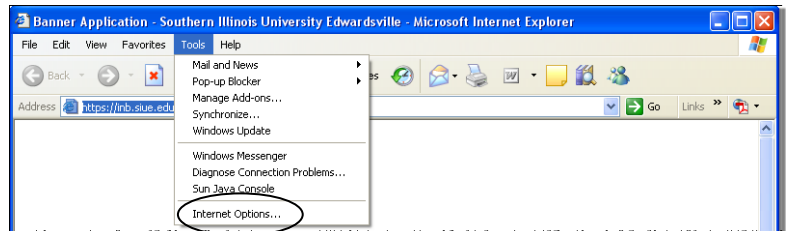


Banner Application Window



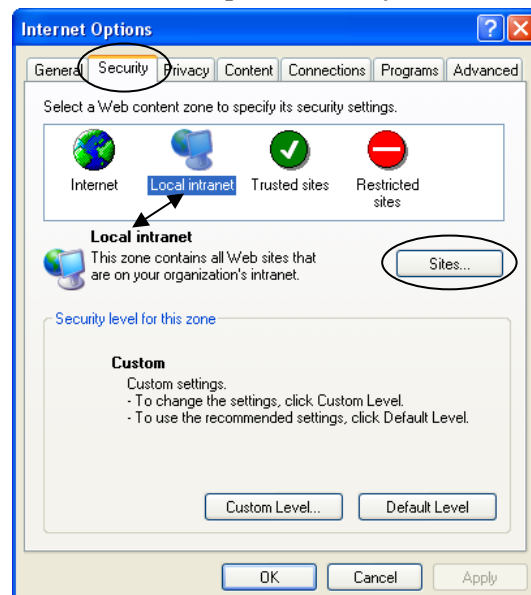
- Select **Tools** (Menu bar), **Internet Options...**

IE Tools Menu



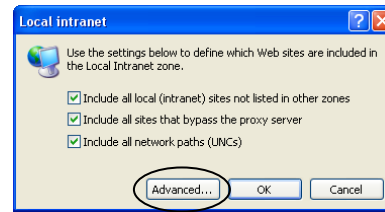
- Click on **Security** tab.
- Click on **Local intranet** icon.
- Click

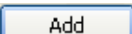
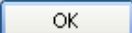
Internet Options Security Tab



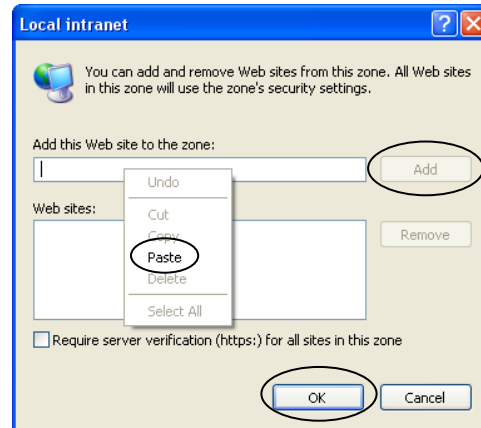
- Click .

Local Intranet Settings



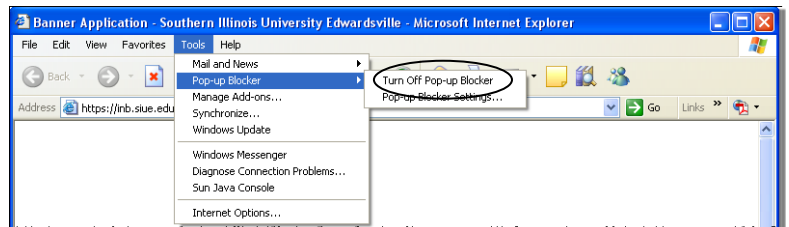
- With cursor in **Add this Web site to the zone:** field, click the right mouse button.
- Select **Paste**.
- Click .
 - Web site will be listed in **Web sites:** field.
- Click  three times.

Local Intranet Web Sites



- Select **Tools (Menu bar), Pop-up Blocker**.
- Select **Turn Off Pop-up Blocker**.
- If Yahoo or Google toolbars have been installed, these should be uninstalled for best results.

Banner Applications Window



Logon Banner

- From the task bar (bottom of screen), select **Oracle Developer** window.
- Logon to Banner.
- Verify that **Include Header Row in Data Extract** has been checked in **Preferences**. (Refer to Quick References documentation.)

Task Bar



Extract Does Not Work

- If after turning off pop-up blockers and adding the web site to the Intranet zone and cannot extract to Excel, call ext. 3739 (Customer Support Center) for further assistance.