

Save Reports - 3 Ways

Three Ways to Run and Save a Banner Report

There are 3 ways to run and save a Banner report.

For all Banner reports, the first four steps are the same:

1. Type the name of the report into the "Go To" field, press <i>Enter</i> on your keyboard.																			
2. Click the Go button and then the Next Section icon. (OR, you can just click into the 3 rd section, "Parameter Values.")																			
3. Type in the values you want on the <u>right</u> side.	<table border="1"><thead><tr><th colspan="3">PARAMETER VALUES</th></tr><tr><th>Number *</th><th>Parameters</th><th>Values</th></tr></thead><tbody><tr><td>01</td><td>Use Population Selection?</td><td>N</td></tr><tr><td>02</td><td>Student ID</td><td>G00000000</td></tr><tr><td>03</td><td>Address Selection Date</td><td>07/25/2017</td></tr><tr><td>04</td><td>Address Priority and Type</td><td>1MA</td></tr></tbody></table>	PARAMETER VALUES			Number *	Parameters	Values	01	Use Population Selection?	N	02	Student ID	G00000000	03	Address Selection Date	07/25/2017	04	Address Priority and Type	1MA
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03	Address Selection Date	07/25/2017																	
04	Address Priority and Type	1MA																	
4. Click Next Section again.																			

5. For the LAST PART, you have three options:

Option 1:

- Click the **Save** icon.

That's it! Your report will run, and you can view it in Banner Report Viewer. The values you typed will not be saved for the next time you want to run this report.

Option 2:

- **Check** the "Save Parameter Set As" checkbox.

PARAMETER VALUES		
Number *	Parameters	Values
01	Use Population Selection?	N
02	Student ID	G0000000
03	Address Selection Date	07/25/2017
04	Address Priority and Type	1MA
05	Population Selection ID	
06	Population Application Code	
07	Population Creator ID	
08	Print Control Report	Y

LENGTH: 9 TYPE: Character O/r... m/s: Multiple
Student ID (e.g. G03456789).

Save Parameter Set as

Name Description

If you 'Check' this box, the information you typed will be saved for the next time you run the report

- Click the **Save** icon.

The next time you run this report, everything you typed will be all filled in, just as you typed it this time.

Option 3:

Save **Multiple Parameter Sets**. This is for when you need to save *several* versions of the report.

- **Check** the "Save Parameter Set As" checkbox."
- In the **Name** field, type in a name for your report.
- In the **Description** field, type in some details about your report (to help you remember).
- Click the **Save** icon.

SUBMISSION

Save Parameter Set as

Name Description

This will save what you have typed so that the next time you want to run this report, you can access what you've previously typed and named by clicking on the little down-arrow next to the "Parameter Set" field in the top right corner:

Parameter Set: ...

Whenever you want to "pull up" these saved parameter sets in the future, click on the 3 dots and you will see a list of all the Parameter Sets you have saved for this report. Double-click on the one you want, click the Go button and then *Next Section*, and everything you typed and saved will fill in automatically!

Handy Shortcut for "Option 2" Above

The FASTEST and easiest way to run a Banner report is this:

1. Type the name of the page into the Welcome screen, press *Enter* on your keyboard.
2. Click the *Go* button and then click anywhere in the right column of the 3rd (largest) section on the page, "Parameter Values."
3. Type in the parameter values you want.
4. 'Check' the checkbox in the bottom left corner ("Save Parameter Set As").
 - Note: Your parameters will be saved for the next time you run this report.
5. Click the *Save* button on the bottom right hand corner.

See Also

[Delete Saved Parameter Sets](#)

[Banner Report Help](#)