

# Running a Banner Report


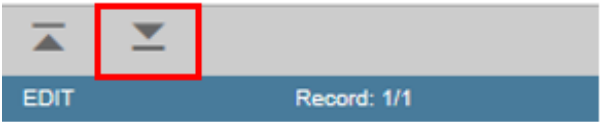
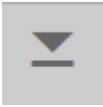
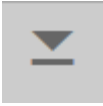
## Running a Banner Report

Banner includes both *pages* and *reports*. Reports are printable. Below are general directions on how to run Banner reports.

You can always tell that a given Banner screen is a report when its name contains an 'R' in the 3rd place -- for example, SWRUNOF.


- Step 1: Specify the report's parameter values and run the report
- [Step 2: View and/or Print the report in Banner Report Viewer](#)

### Step 1: Specify the Report's Parameter Values and Run the Report

<p>1. Type the name of the report into the Welcome screen, press <i>Enter</i> on your keyboard.</p>																			
<p>2. Click the <b>Go</b> button and then <b>Next Section</b> icon.</p> <ul style="list-style-type: none"><li>• OR, you can just click into the 3<sup>rd</sup> section, "Parameter Values," right column.</li></ul>	 																		
<p>3. Type in the values you want on the <u>right</u> side.</p> <ul style="list-style-type: none"><li>• What you type in this section depends upon the specific report you are running.</li></ul>	<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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<p>4. Click <b>Next Section</b> again.</p>																			

5. Click the **Save** button.

- There are [other options](#) for saving as well.

A dark gray rectangular button with the word "SAVE" in white, uppercase, sans-serif font.

## Step 2: View and/or Print the Report in Banner Report Viewer

- [Details and Directions](#)