

Banner Report Help

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Banner includes both *forms* and *reports*. Reports are printable. Below is some general help 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, SWRRUNOF.

- [Run Reports](#)
 - *General directions on how to run a Banner report*
- [View and/or Print Reports in Report Viewer](#)
 - *How to log in, options for viewing and printing reports, and troubleshooting help*
- [Download Reports](#)
 - *Move your report data into Excel or Word for easier sorting and manipulation*
- [Save Reports -- 3 Ways](#)
 - *Save what you typed for each time you run the report, and two other ways to save*
- [Controlling When Your Report Prints](#)
 - *For departments who use Banner 'Alt Queue' codes*
- [Deleting Saved Report Parameters](#)
 - *If you saved your report parameters with a name, here's how to delete your saved parameters*