
Running Oracle Reports

Banner 9

User Guide

Version 1.0

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1 Introduction

This user guide provides details on how to run Oracle reports in Banner 9.

1.1 User Prerequisites

In order to fully understand this user guide, knowledge of Banner is required.

1.2 Writing Conventions

This *User Guide* contains the following writing conventions:

- Radio-buttons, checkboxes, keys, field names, and Banner page code names are written in **bold**. The following are examples of the use of this writing convention:
 - Select the **Active** checkbox.
 - Press **F9**.
 - Enter a value in the **Internal Code** field.
 - The **SPAIDEN** page.

2 Running Oracle Reports

Oracle reports are run from the **GZAREPS** page.

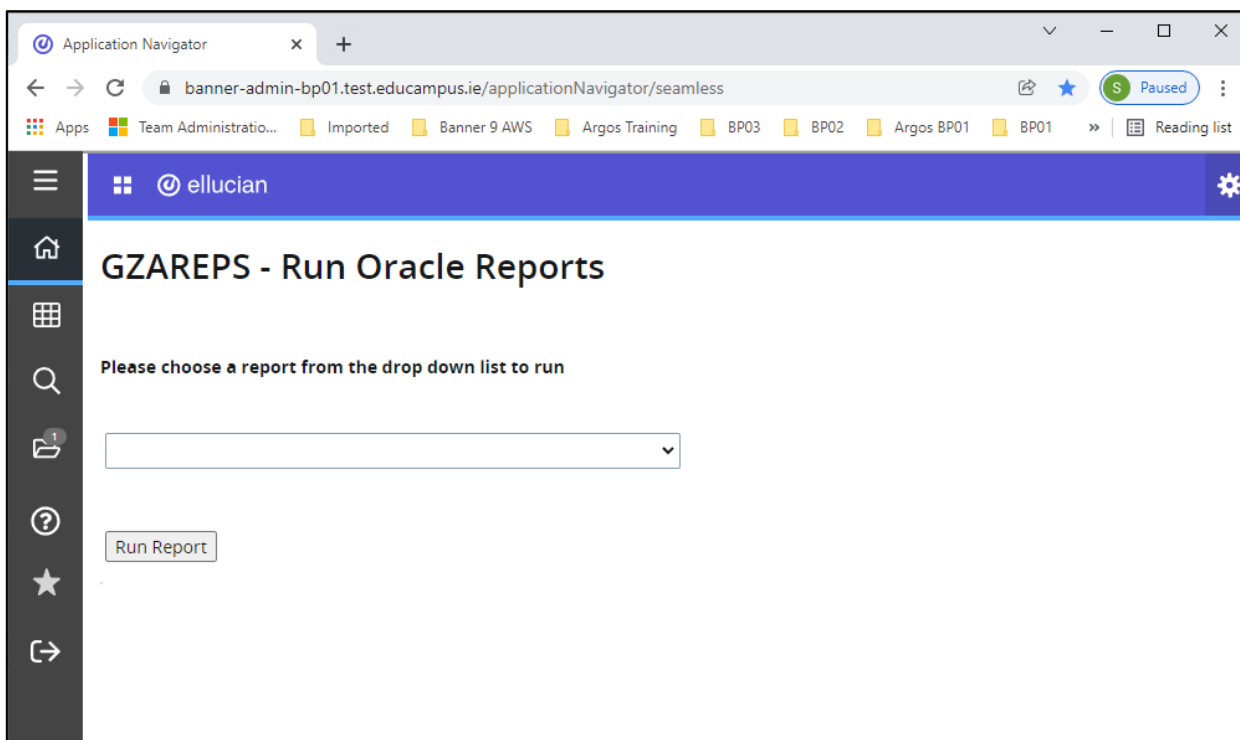
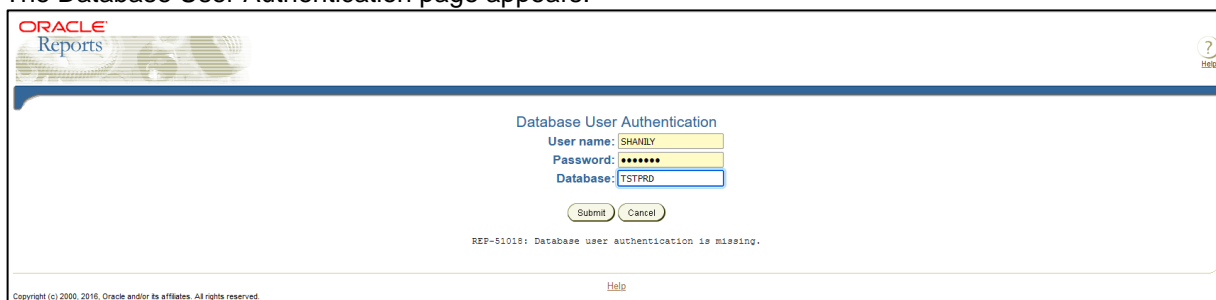


Figure 1. GZAREPS page.

Complete the following steps to run an Oracle report:

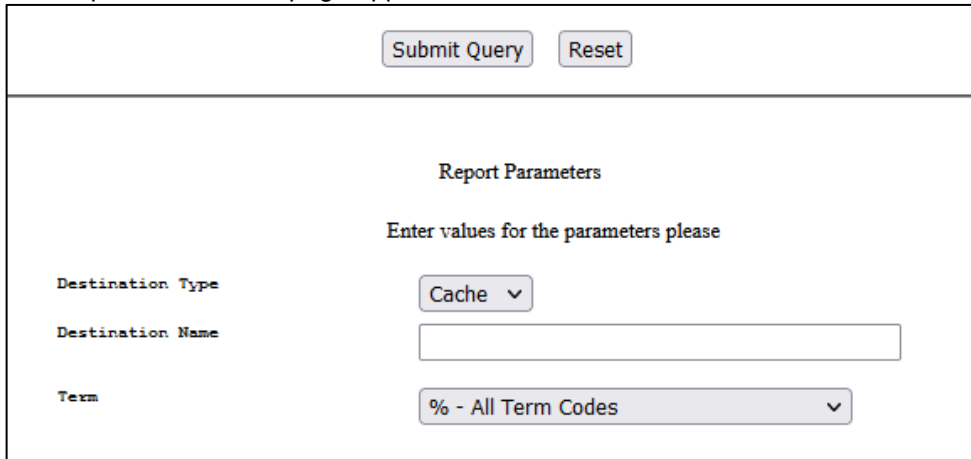
1. Enter **GZAREPS** on the Welcome page and select the page or press Enter. The **GZAREPS** page appears.
2. Select the report from the drop-down list and click the Run Report button. The Database User Authentication page appears.



Note: The Database User Authentication page appears once per Banner session.

3. Enter your Oracle username, password and the database name. The username and password are created in Banner Access Management.

- Click the Submit button.
The Report Parameters page appears.



Submit Query Reset

Report Parameters

Enter values for the parameters please

Destination Type Cache ▾

Destination Name

Term % - All Term Codes ▾

- Select your parameters and click the Submit Query button.
Your report in PDF format appears.