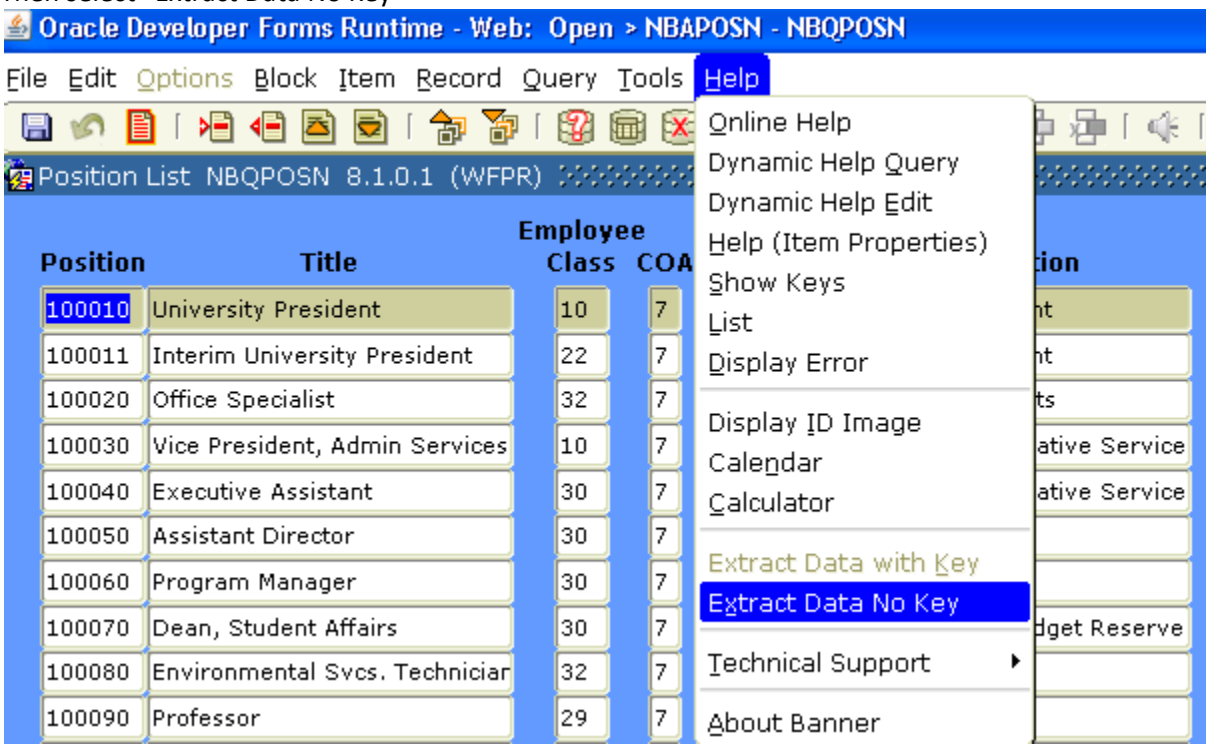
How Do I download data from Banner Forms into Microsoft Excel?

This is a very neat feature to quickly get the data from a Banner Form into Microsoft Excel for further manipulation or send to other users. This is well suited for forms that have data in multiple rows and columns, i.e. inquiry forms.

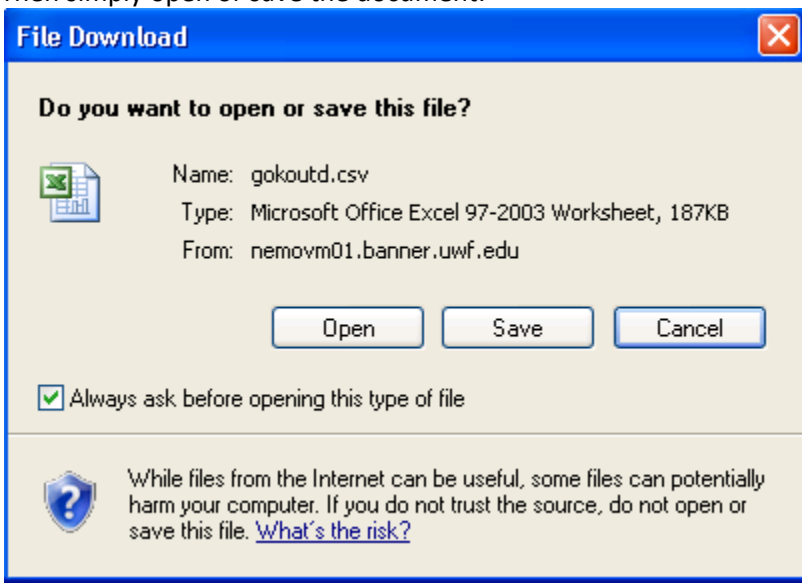
First I will explain how it works and then I will give an example.

To download the data from any form into Microsoft Excel:

1. Display the data on the form as you normally would.
2. From the menu bar select Help
3. Then select "Extract Data No Key"



4. Then simply open or save the document:



That is all there is to it! Now you have data in Microsoft Excel.

Note: On some forms this option may not be available: that is the option is "grayed out". If that is the case, you can activate the feature for that form by going to GUAOBJS form and activating the feature for the form. If you don't have access to GUAOBJS, you may ask a member of your IT team to do this for you.

Example: You need a list of positions from NBAPOSN in Excel

1. Go to NBAPOSN
2. Select the drop-down option from the position number field
3. This will bring up NBQPOSN form with all the positions listed
4. Select Help then select "Extract Data No Key"
5. Now you are ready to "open" or "Save" your excel document.

Alternatively you can execute a query on the form and buy using % sign; you can download only certain positions:

For example, if you want a list of positions that have the word "Director" somewhere in the title; once you get to NBQPOSN, clear the form and then enter %Director% in the Title field and then execute query.

This will give you only positions that have the word Director somewhere in the title and then you can download them the same way.

By using the wild card character percent sign (%), in multiple fields you can really narrow the list to only the positions you want to download.

If you have any questions, you may contact me at apenton@uwf.edu. Enjoy!