Export to Excel in Banner 9

First, navigate to your desired screen and retrieve your results:

	UNC PEMBROKE TEST INSTANCE							O Dawn Farah Albrecht		?
X Source/Background Institution	Code Validation STVSBGI 9.3 (UNC	PTEST)					🔒 ADD	RETRIEVE	RELATED	🗱 TOOLS
SOURCE/BACKGROUND INSTITUTION C	ODE VALIDATION							🖶 Insert	🗖 Delete 🛛 📲 Cop	oy 🏹 Filter
Active filters: Source or Backgroun	nd Institution: S% O Clear All								Filte	r Again 😢
Source or Background Institution *	Description *	Type *	Source Indicator	Admissions Request	Admissions Request Description	Electronic	FICE	Voice Respon	nse Message Numb	ər
SAC	SAT Search Card	Source-Only	\checkmark							
SAT	SAT Tape	Source-Only	~							
SCH	Student Search	Source-Only	~							
SSC	SAT Search Card 2005	Source-Only	~							
SST	Student Search Tape	Source-Only	~							
I I	Per Page								R	ecord 1 of 5

Next, select the TOOLS menu and EXPORT:

🕂 A	DD		A RELATED	×	F TOOLS		
	Q Search						
	1	ACTIONS					
FIC	R	efresh			F5		
(E	xport		Shift	+F1		
	Ρ	rint		Ctrl+P			
	С	lear Record		Shift	+F4		
	С	lear Data		Shift	+F5		
	Item Properties						
	Display ID Image						
	Exit Quickflow						
	About Banner						
	BANNER DOCUMENT MANAGEMENT						
	R	etrieve Docume	A	lt+R			
	Count Matched Documents						
	A	dd Documents			>		

This will produce the results to open at the bottom left corner of the CHROME browser:

