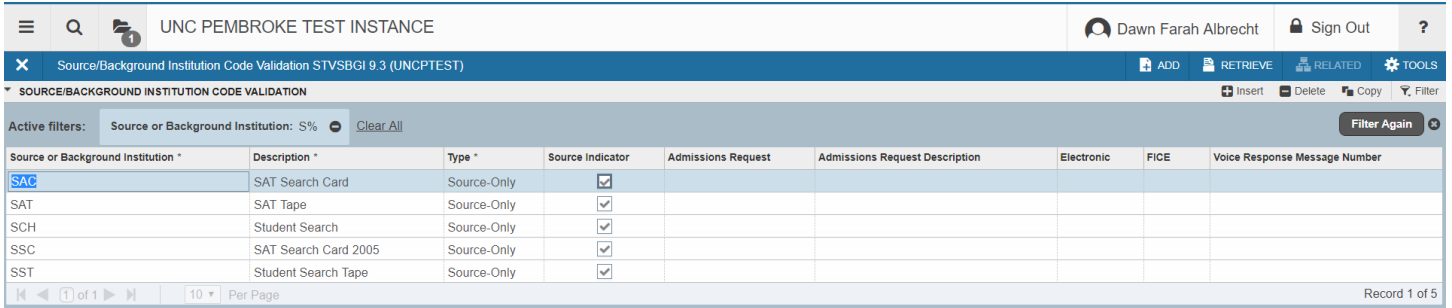


Export to Excel in Banner 9

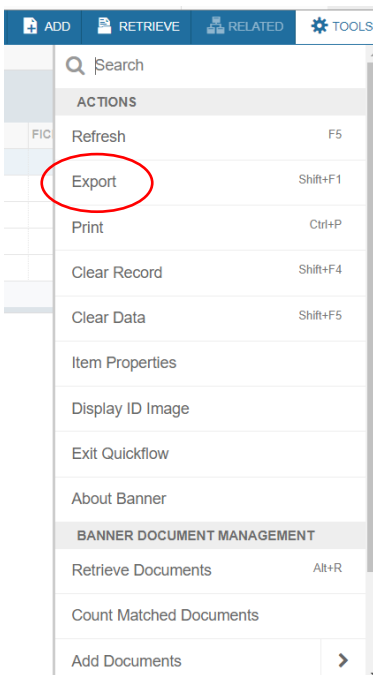
First, navigate to your desired screen and retrieve your results:



The screenshot shows the Banner 9 interface for 'UNC PEMBROKE TEST INSTANCE'. The active filters are 'Source or Background Institution: S%'. The table below lists the results:

Source or Background Institution *	Description *	Type *	Source Indicator	Admissions Request	Admissions Request Description	Electronic	FICE	Voice Response Message Number
SAC	SAT Search Card	Source-Only	<input checked="" type="checkbox"/>					
SAT	SAT Tape	Source-Only	<input checked="" type="checkbox"/>					
SCH	Student Search	Source-Only	<input checked="" type="checkbox"/>					
SSC	SAT Search Card 2005	Source-Only	<input checked="" type="checkbox"/>					
SST	Student Search Tape	Source-Only	<input checked="" type="checkbox"/>					

Next, select the TOOLS menu and EXPORT:



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

