

Using the Data Extract Feature in INB (Banner 7)

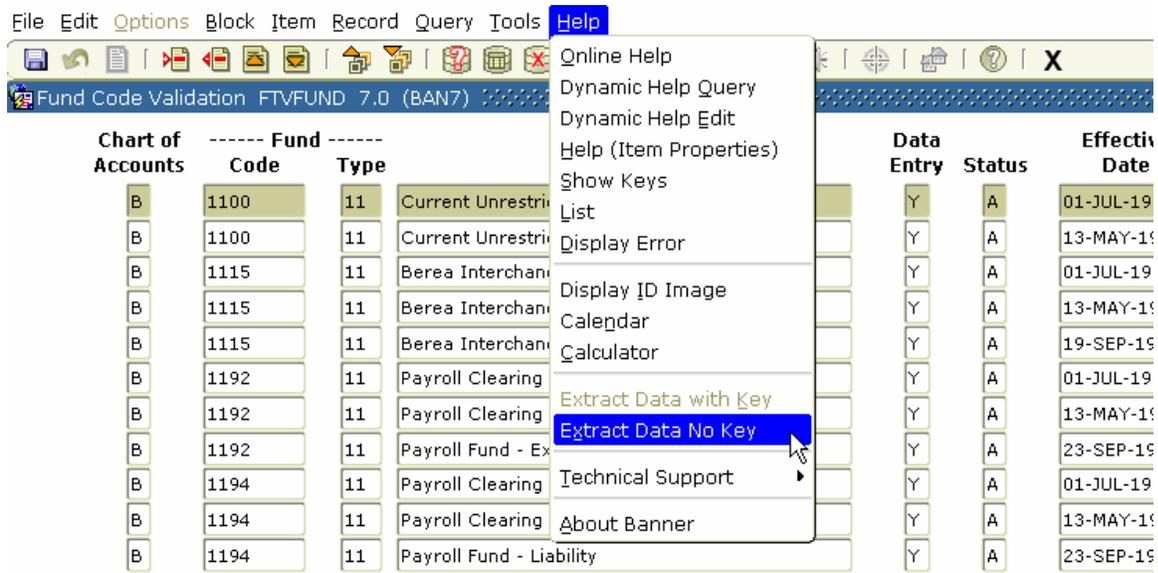
In order to use the data extract feature in INB, you will need to perform the following steps:

1. In an Internet Explorer browser, go under **Tools** to **Internet Options**.
2. Click on the **Security** tab.
3. Click once on **Trusted Sites** and then click the **Sites...** button.
4. If **Require server verification (https) for all sites in this zone** is checked, uncheck it.
5. Under the **Add this Web site to the zone** box, type in <http://inb-web.berea.edu> and click **Add**.
6. That site address should now appear down in the **Web sites** box.
7. Click **OK** and then click **OK** again.

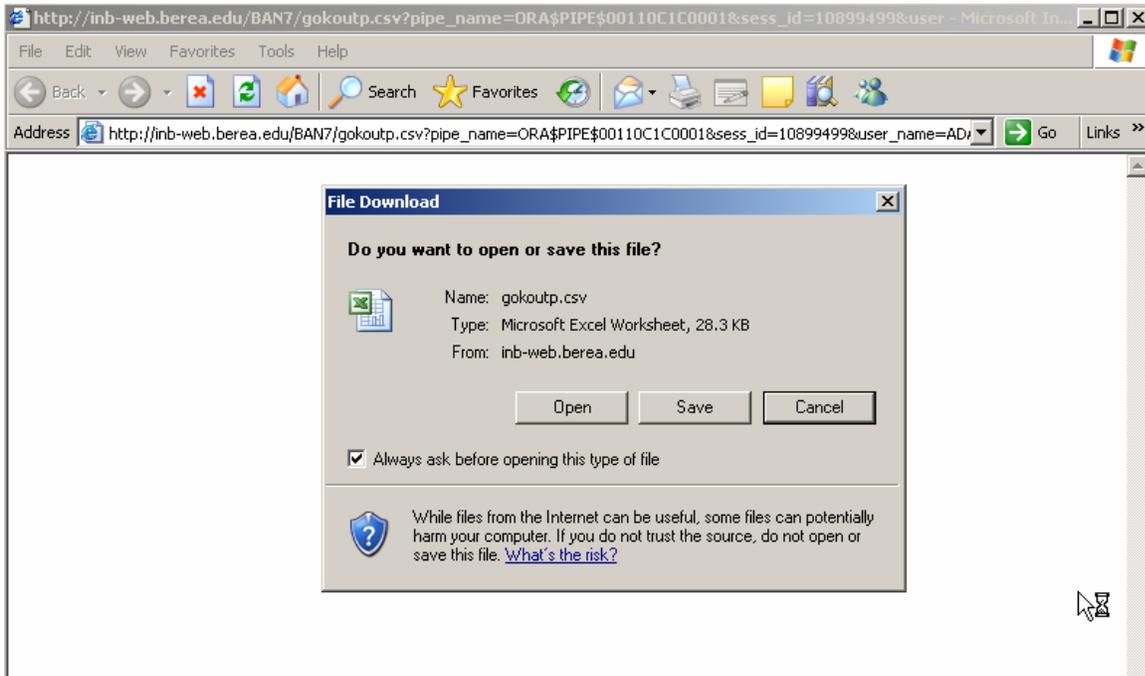
If you have pop-up blockers enabled for this site, this data extract feature will not work. Therefore, disable any for this site. This is also true for any Google Toolbar pop-up blockers. If you have the Google toolbar installed, you will need to disable its pop-up blocker feature for this site to use data extract.

A sample data extract:

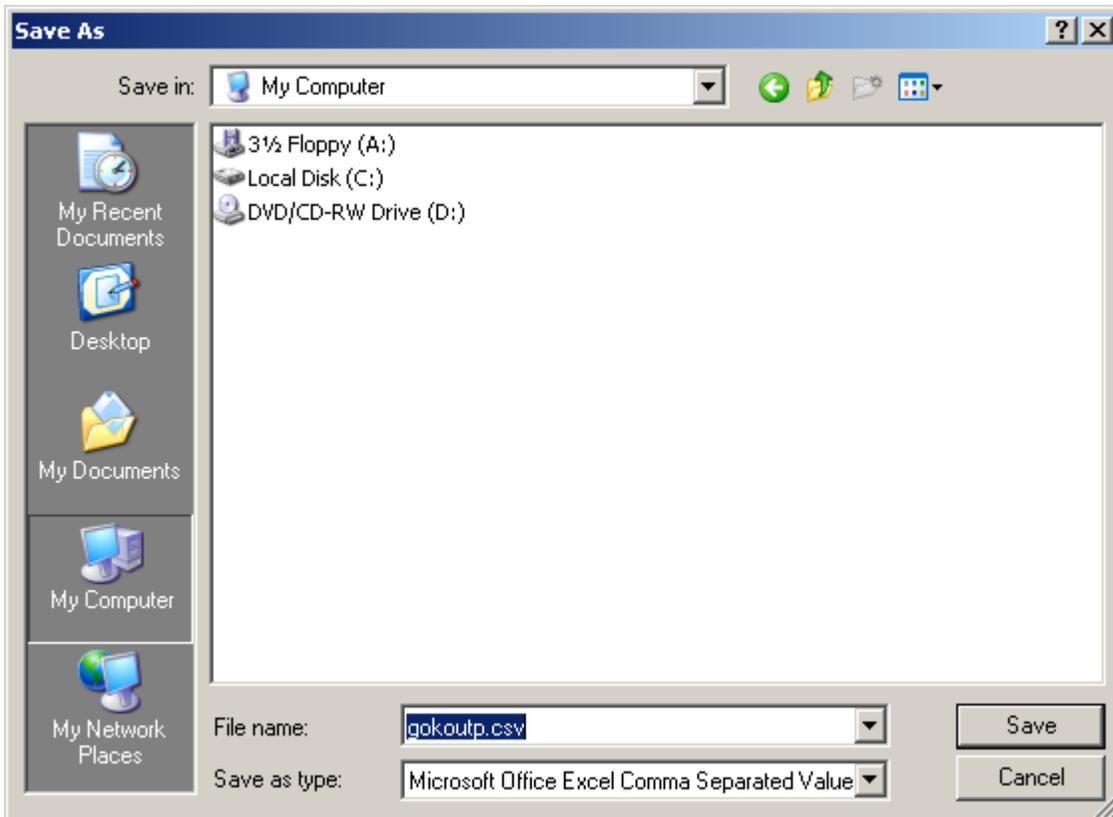
1. When the extract data feature is enabled for a form, it will be accessible under the **Help** menu. To perform the function, go under **Help** in the menu to **Extract Data No Key** (if Extract Data with Key is enabled, you can choose it if you would like the key block information extracted as well).



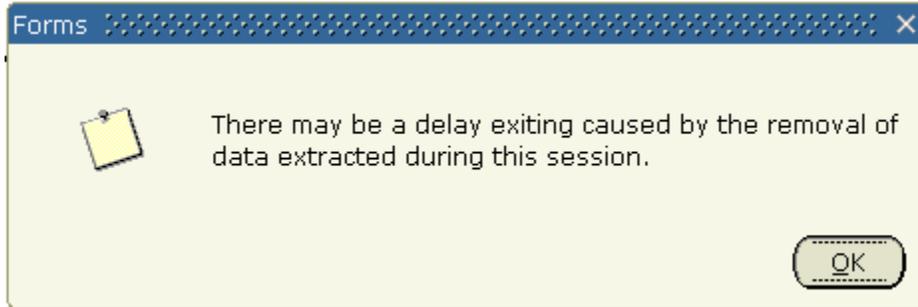
2. The following window will appear:



3. If you click **Open**, the file will open in a temporary browser and you can then go under **File to Save As** and save it as a comma delimited (.csv) file from there. If you click **Save** instead, you will be prompted to save the file as below:



4. Choose the location on your computer in which you would like to save the file, name the file and Save.
5. The file should now be saved on your computer in the location you named above.
6. Upon Exit from the Banner session (even if it's hours later from when you performed a data extract), you may receive the following message:



This is a common message and is not cause for concern. Simply click **OK** and your logout will proceed.