## 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:/ / inbweb.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).

|  |  |  |  | Online Help <br> Dynamic Help Query <br> Dynamic Help Edit <br> Help (Item Properties) <br> Show Keys <br> List <br> Display Error |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 管Fund Code Validation FTVFUND 7.0 (BAN7) \%\%\% |  |  |  |  |  |  |  |  |
| Chart of Accounts |  | ------ |  |  |  | Data <br> Entry | Status | Effectis Date |
| B | 1100 | 11 | Current Unrestri |  |  | Y | A | 01-JUL-19 |
| B | 1100 | 11 | Current Unrestri |  |  | $Y$ | A | 13-MAY-1! |
| B | 1115 | 11 | Berea Interchan, |  |  | Y | A | 01-JUL-19 |
| B | 1115 | 11 | Berea Interchan |  |  | Y | A | 13-MAY-1! |
| B | 1115 | 11 | Berea Interchan | Calculator |  | Y | A | 19-SEP-15 |
| B | 1192 | 11 | Payroll Clearing |  |  | Y | A | 01-JUL-19 |
| B | 1192 | 11 | Payroll Clearing | Extract Data with Key |  | Y | A | 13-MAY-1? |
| B | 1192 | 11 | Payroll Fund - Ex |  |  | Y | A | 23-SEP-15 |
| B | 1194 | 11 | Payroll Clearing | Technical Support |  | Y | A | 01-JUL-19 |
| B | 1194 | 11 | Payroll Clearing | About Banner |  | $Y$ | A | 13-MAY-1! |
| B | 1194 | 11 | Payroll Fund - Liabid | bility |  | Y | A | 23-SEP-15 |

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:


There may be a delay exiting caused by the removal of data extracted during this session.

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

