

The background features three sets of concentric red circles of varying sizes. Two thin red lines intersect at the center, forming an 'X' shape that divides the page into four quadrants. The circles are positioned in the top-right, middle-right, and bottom-right areas.

WKU InfoView

A Web Reporting Tool at WKU

WKU ITS Application Support
Revised May 2024
app-support@wku.edu

WKU InfoView
<http://infoview.wku.edu>

Prompts: a variable that must be given a specific value during the execution of a program to return needed information. Most reports will ask for prompts but there are a few exceptions so for those all you need to do is Schedule the report. Prompts must be entered in the correct format and valid values. (If the Prompt ask for department you must use the department value using anything else will not return the information you are seeking.) Some reports will require additional security to process -- those areas are Human Resources and Finance.

Most Common Prompts:

Term – This is a six-digit code used to identify the term you are seeking information about. It is always the four digit year plus the following codes to identify the term – 05 Winter, 10 Spring, 20 Summer and 30 Fall. So, if you want information for Spring 2015 use the term code 201510.

College -- Every college has a two-character code to use to report information for that college. Examples: Gordon Ford College of Business-BU, Arts and Letters-AR, University College-IS.

Department – A four-character alphanumeric field that identifies the Department. Codes will be at least two positions examples: CS – Computer Science, MATH – Mathematics, ENG – English.

Major -- A four-character alphanumeric field assigned to each major. This field is case sensitive so you must use a 'P' when looking for those seeking admissions to a major.

Minor -- A three-character field that is assigned to classify each Minor. Currently numeric information only is used to identify the minor.

Concentration -- A four-character alpha field that is used to define each concentration.

Reports use the following links to process and view reports:

View Latest Instance – Link that allows you to view the information from the last report processed.

History – Link allows you to view all the instances of the report that have been processed in the past that has not been deleted.

Schedule – Link that allows you to submit a report to request the information that is needed. Will also show the start and end time of the report processing.

View – Link that allows you to enter all Prompts on one form and will require you to use your Banner UserID and Password to run the secured report.

Human Resources / Finance / BSR Prompts

Fiscal Year – It is a 2-character numerical field which is always the last two digits of the budget year.

Posting Period -- May be current (the month you are in) or the following example –July use - 01, August use – 02, Sept. use – 03, etc.

Index code – a six-digit numeric field that will identify the Org or Grant area of your responsibility.

Position Number – P_POSN -- Used by Human Resources to identify the position the individual has at WKU

Requisition Number – P_REQ – When a job opening is posted this is the number assigned to identify the position.

Security Code or PIN-- A code that is assigned by Human Resources or Advance so individuals may process a report with their confidential information.

Period Begin Date – dd-mon-yyyy – Decide the beginning date, then you must use the correct format – for the dd use 01-31, for MON use the three-character abbreviation for the month examples – March –MAR, June – JUN for the year use the four-digit year example 2015 **Period**

End Date – dd-mon-yyyy – Decide the ending date you want then use the correct format – for the dd use 01-31, for MON use the three-character abbreviation for the month examples – March –MAR, June – JUN for the year use the four-digit year example 2015

Fund -- The primary identification code of any chart of accounts that identifies the account / area. It is a six-digit numeric field that will list line-item charges and receipts. (Usually use 110000 when running reports.)

Orgn or Organization – It is the six-digit code that is assigned to your Department/Organization.

WKU ID – It is the 9 digit 800 # assigned by Banner when an Individual or Vendor is added to Banner.

Payroll Year -- Is based on calendar year (Jan-Dec) a four-position field. Enter the year you need the information for.

Payroll ID – Two position field that is used to identify the type of payroll information that a person is wanting.

Payroll Number – This will be a two-digit number from 1 to 26 assigned by Payroll when they are processed.

Timesheet Organization Code – The six-digit numeric code that identifies the Department or Area your Org code.

Approver User ID – U_xxxxxxxx – Always use your Banner Account ID when asked for this information and then you're Banner Password

HR / Advance use the report title to process information: Some reports may require additional information before they are processed.

Prompts	
* PARM_BDATE no value	Enter period begin date (DD-MON-YYYY) <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
* PARM_EDATE no value	
* PARM_FUND no value	Enter period end date (DD-MON-YYYY) <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
* PARM_ORGN no value	
	Enter desired fund <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
	Enter desired orgn <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null

Run Cancel

Prompts	
* PARM_PAYYEAR no value	Enter payroll year (YYYY) <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
* PARM_PAYID ST	
* PARM_PAYNO no value	Payroll Id <input type="text" value="ST"/> <input type="checkbox"/> Set to null
* PARM_TSORGN no value	
* PARM_APPRVR no value	Enter payroll number <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
	Enter desired time sheet organization code <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null
	Enter the approver's Banner user id (U_XXXXXXX) <input type="text" value="Enter a value"/> <input type="checkbox"/> Set to null

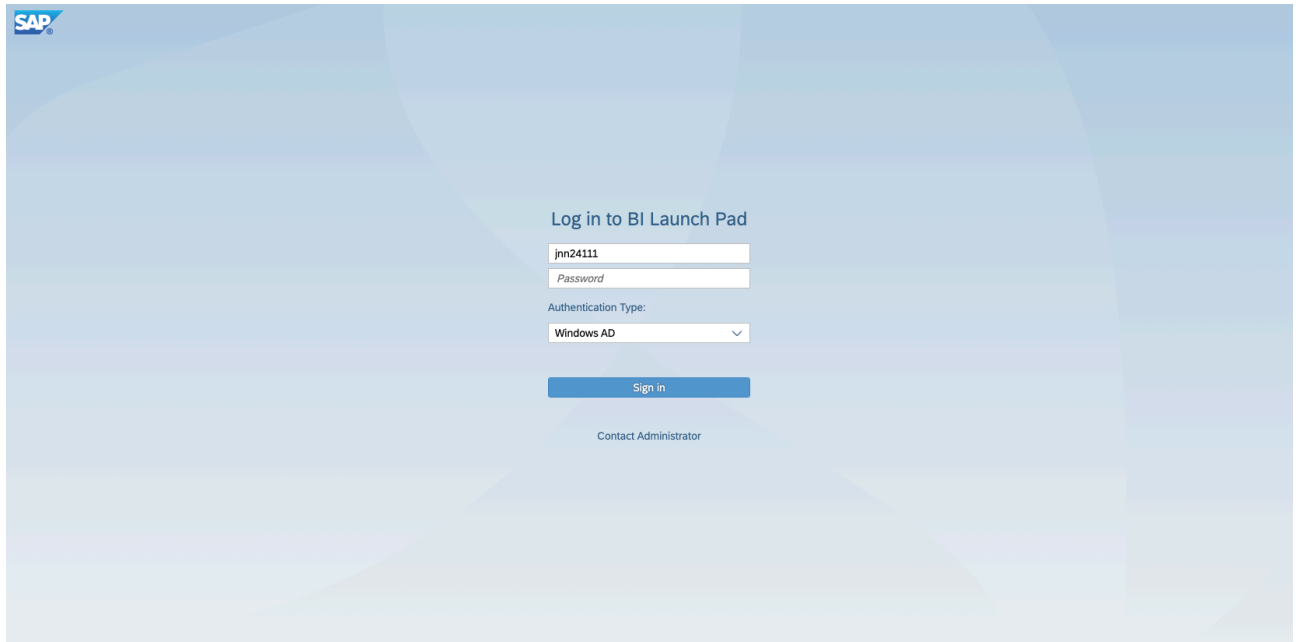
Run Cancel

WKU InfoView

WKU InfoView is an online web application that is used to obtain information from Banner / Advance, the Data warehouse and other Applications as developed.

Enter the following URL in the web browser: <http://infoview.wku.edu> Press enter.

The Log on to InfoView box will appear. Enter your NetID in the Username box -- (example – bbb00000) and NetID password in the Password box. Make sure that the Authentication box has Windows AD listed. Select the Log On button.



SAP

Log in to BI Launch Pad

Username: jnn24111

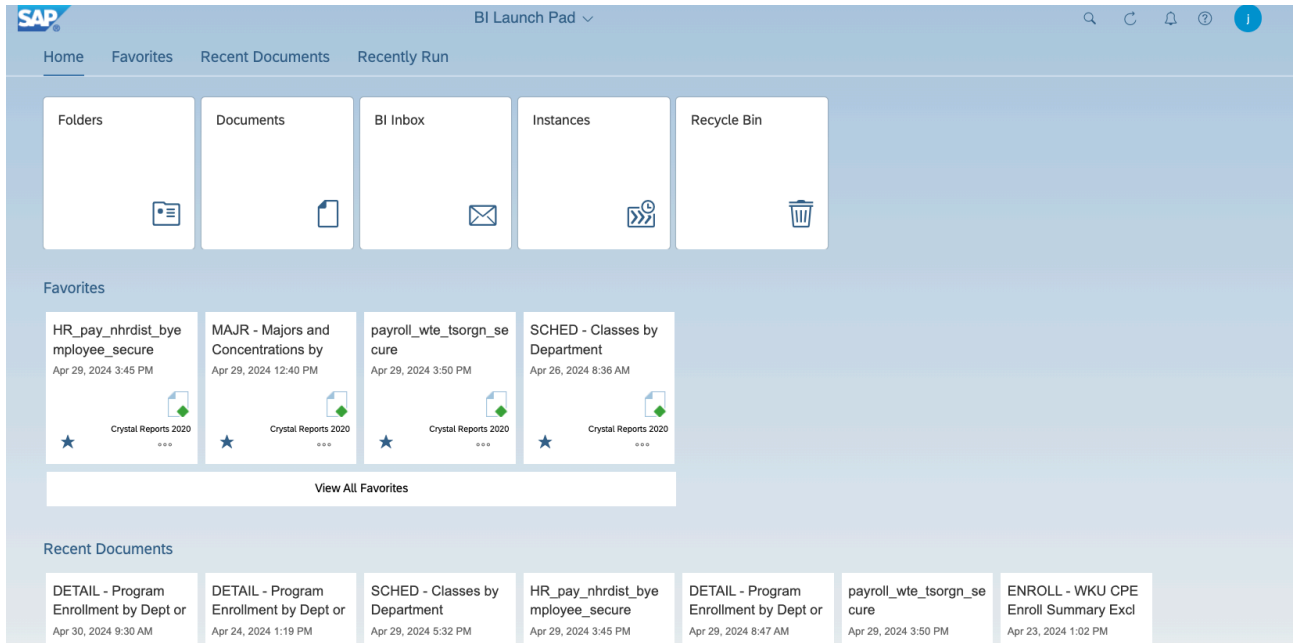
Password:

Authentication Type: Windows AD

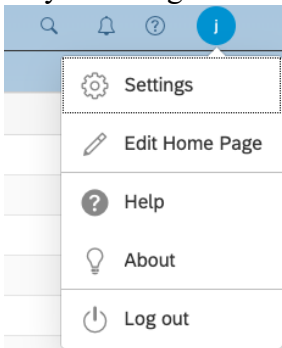
Sign in

Contact Administrator

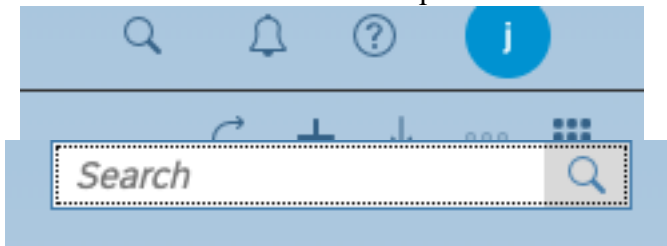
When logged in, the InfoView Folders page should display – with the Home Page appearing. All Faculty/Staff employees will have access to the WKU Campus Community folder once they have been activated in HR. You must be granted access to any secure folders by contacting WKU ITS Application Support.



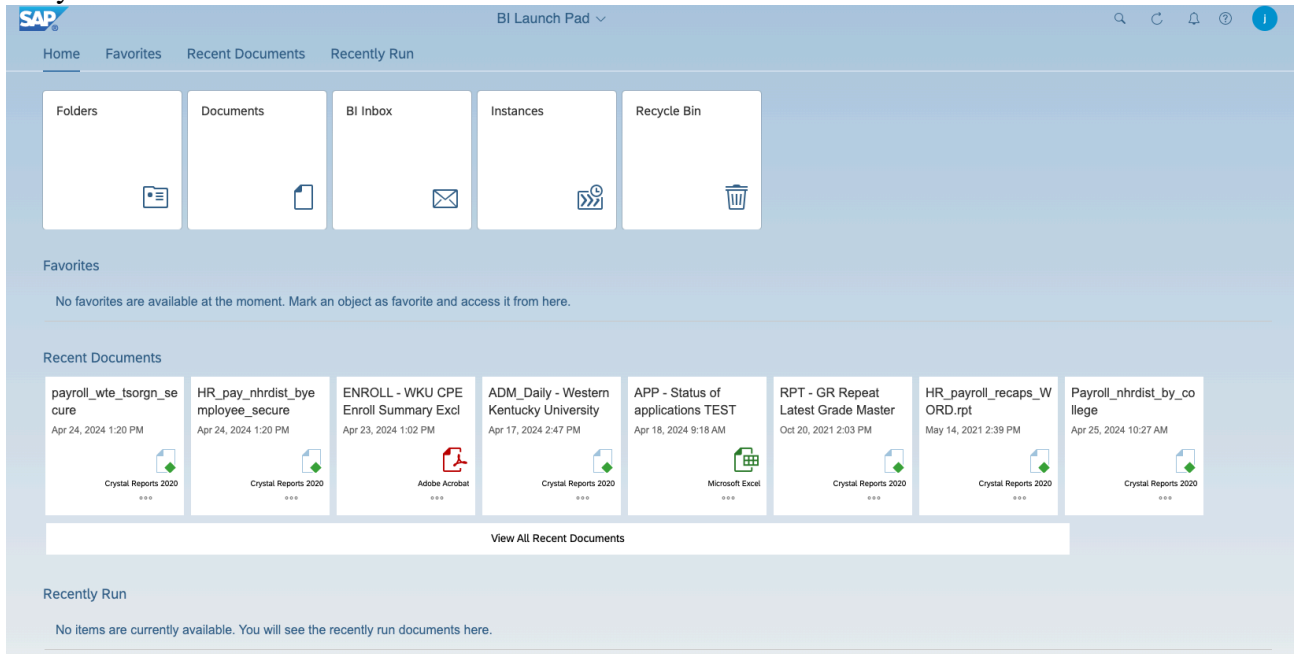
The Home Page is the defaulted page that appears when you access InfoView, the layout may be changed. See the section for Changing User Preferences in the manual.



You will have a Search function page at the top right which will display the results for which you do a search. You may refine the search results for the following: Refresh Time, Type, location, data source, author and will display the Report title and description under Search Results. This function is present in each of the categories.



Home: This function contains access to the Folders, Documents, BI Inbox, Instances, and Recycle Bin.



The Home Landing Page allows you to view your Favorites, Recent Documents that you have opened, and the Recently Run reports. We will use the Folders to navigate and run the reports.

Navigating InfoView

Folders: Click on the Folders and this will display Public Folders with WKU Campus Community folder and the Student Folder if you have been assigned to a folder that may be unique to your department.

- After you click Folders, you will click on Public Folders.

The top screenshot shows the SAP InfoView interface with the 'Folders' view selected. The sidebar on the left lists 'Personal Folders', 'My Subscribed Alerts', and 'Public Folders'. The main area is empty with the text 'No data'.

The bottom screenshot shows the SAP InfoView interface with the 'Public Folders' view selected. The sidebar on the left lists various folders under 'Public Folders', including 'Administrative Systems and App', 'Admissions', 'APOS Administrator Testing', 'APOS Insight Reports', 'Auditing', 'BI on BI', 'Data Federation', 'LCM', 'Monitoring Report Sample', 'Platform Search Scheduling', 'Probes', 'Report Conversion Tool', 'Report Samples', 'System Configuration Wizard', 'Visual Difference', 'Web Intelligence Samples', 'WKU Campus Community', and 'Workflow Assistant'. The main area displays a table with columns: Title, Type, Description, Instances, and Last Run. The first row shows 'X Programmers' as a Folder.

**** It is important to remember that to click on a Folder, you will do a short Single click the folder. A long click could cause you to open a folder within that folder or run a report accidentally.**

**** You may drag the horizontal lines between the columns to resize the column to see additional information in the column.**

**** You will use the > to expand any Folder.**

Scheduling Reports

Start by finding the folder that contains the report that you want to schedule. For this example, we will use the Program Enrollment folder. In the right panel you will see a list of any sub-folders and/or reports in that folder.

The screenshot shows the SAP Fiori 'Folders' application interface. The left sidebar displays a tree view of folders under 'Public Folders / WKU Campus Community'. The 'Program Enrollment' folder is selected. The main panel shows a table of reports within this folder.

Title	Type	Description	Instances	Last Run
DETAIL - Program Enrollment ...	Crystal Reports 2020	List of students by department(s)...	0	
MAJR - Majors and Concentrations ...	Crystal Reports 2020		145	Apr 29, 2024 7:43 AM

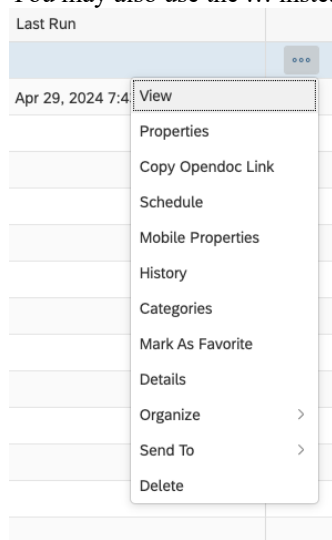
Now select the report by doing a single right click on the report title and the Menu box will open.

This screenshot shows the same SAP Fiori 'Folders' application, but with a right-click context menu open over the 'DETAIL - Program Enrollment ...' report title. The menu provides various actions for the selected report.

Title	Type	Description	Instances	Last Run
DETAIL - Program Enrollment ...	Crystal Reports 2020	List of students by department(s)...	0	
MAJR - Majors and Concentrations ...	Crystal Reports 2020		145	Apr 29, 2024 7:43 AM

- View
- Properties
- Copy Opendoc Link
- Schedule
- Mobile Properties
- History
- Categories
- Mark As Favorite
- Details
- Organize
- Send To
- Delete

You may also use the ... instead of doing the Right Click to Schedule.



Values in the Menu box:

View	View -- Opens the Prompt form
Properties	Properties -- Information about when the report was created or last modified
Copy Opendoc Link	Copy Opendoc Link- Copies the link to the Clipboard
Schedule	Schedule – Opens form to enter Prompts and Schedule the report for processing
Mobile Properties	Mobile Properties – Opens the Document Properties for Dynamic Properties on Mobile
History	History – List of all instances that the report was ran
Categories	
Mark As Favorite	Mark As Favorite – Marks the Document in your Favorites
Details	
Organize	
Send To	
Delete	

Details – Shows the details of the Report

Delete- currently not in use


The General window gives details for the title of the report, where the report is located, destinations of where you want to add for it to go, the recurrence you want the report to be ran, etc.:

The Report Features window is the location where you will input the prompts, select the format you wish to have the report ran, as well as some general information used for running the report:

11

You can individually click through the prompts or use the Edit Values to input all prompts at once.

Edit Values...

Anything with a Selection menu will have  that you will need to click on to have the menu open and make the appropriate selection.

Select Address type:


  1

Description
Local
Permanent

Cancel


You will enter the Values and click the + symbol to add some prompts that you will need to enter.

✓ ***Enter selection based on type: (if Department, use Dept codes, i.e. ACCT; if College, use College codes, i.e. AR)**




Selected Values

✓ ***Enter selection based on type: (if Department, use Dept codes, i.e. ACCT; if College, use College codes, i.e. AR)**



Selected Values



SAP

Schedule

Search

Notifications


Help

User

Schedule

General Report Features

Prompts

 DETAIL - Program Enrollment by Dept or College (dw)

Edit Values...

Name	Value
Term *	202410
Address type *	Local
SelectType *	College(s)
Selection *	AR
SelectSortOrder *	Classification

Formats

Crystal Reports

Filters

Record selection:

[illegible]

Report displayed will look like:

Options for the Report

Print setup form appears – Print your document as you print any document

Print to PDF

Page Range:

☒ All Pages

☐ Select Pages

From:

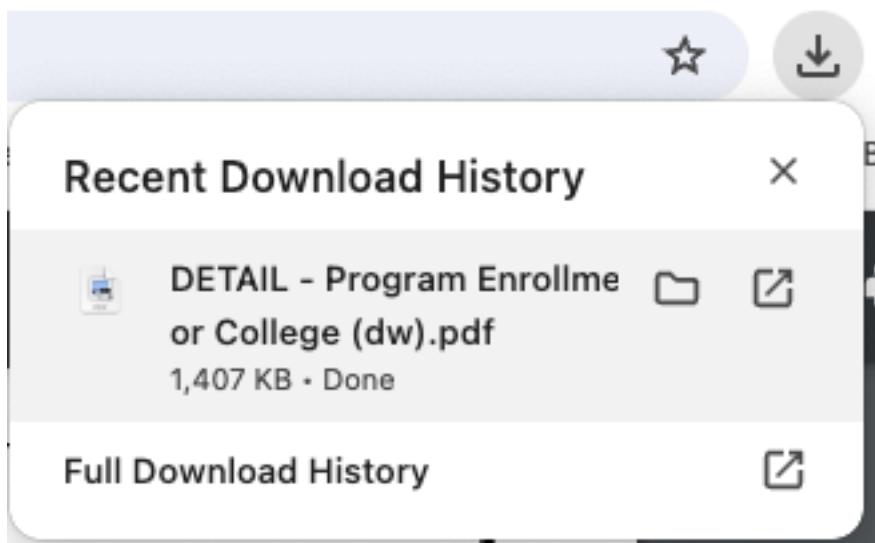
To:


Print to PDF:

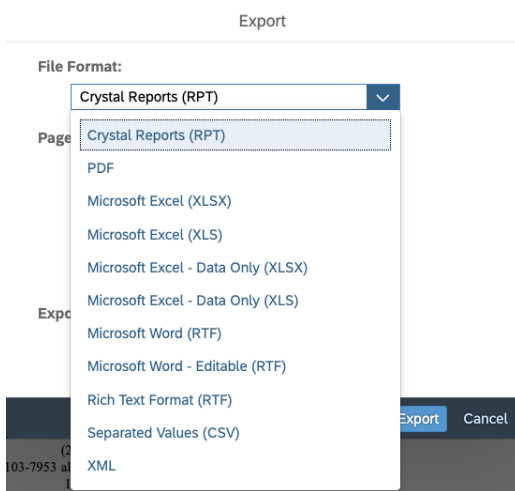
The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened.


Export Cancel

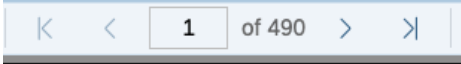
Your report will be exported to the file format it was ran. Check your Recent Download History or the menu bar at the top of the browser.




If you select the , you can export the report and change the File Format. **Please note, the report may only function properly in the format in which it was original created in.**



You may select the  to favorite the report. This will add this report to your Favorites. Please note, this can also be down in the folder by the report in the Favorite column.

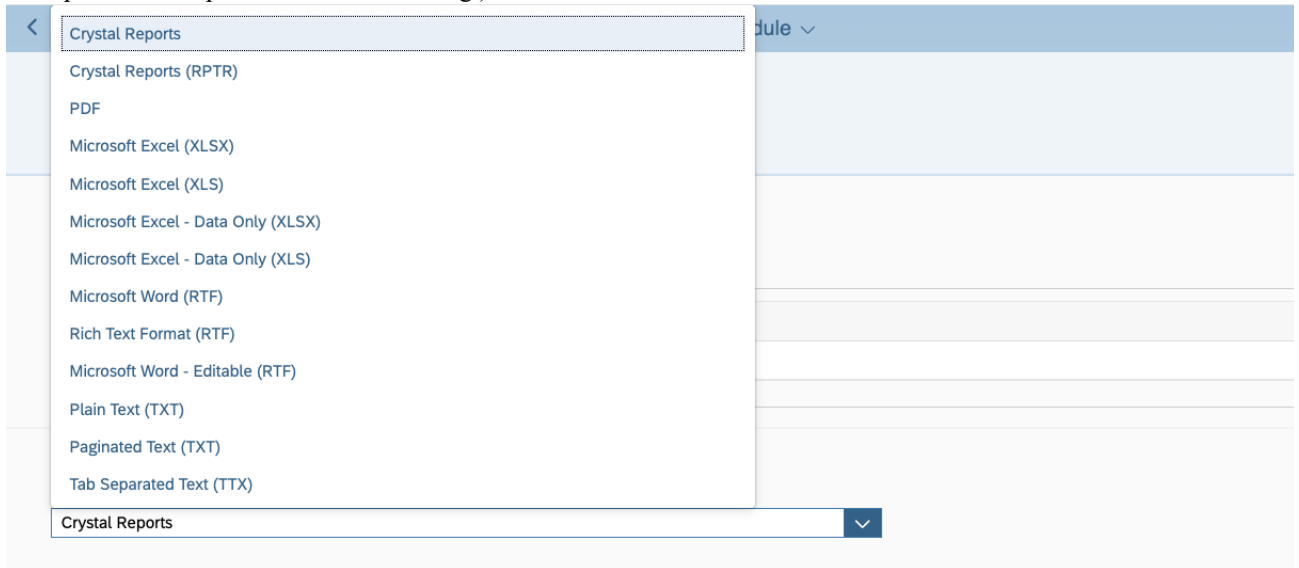
You may use the page navigation to move between the pages, or easily to go to a page. The scroll functions also move between the pages. 

You may change the percentage in which the report is viewed by changing the percentage, clicking the Fit to Width or Fit to Page, or Full Screen (esc to exit Full Screen). 

Changing the Format of a report

Most reports are created in a Crystal Reports format unless the requestor requested the report to be created in another format. It is simple to change the format of a report prior to scheduling the report.

You would right click on the report, click Schedule. From the Schedule menu select the Report Features, then select the drop-down menu in Formats, then select the format you wish to use from the list and then if everything has been set in the Schedule list select the Schedule button. (Remember to make sure your Prompts were completed before Scheduling.)



ReSchedule, Run Now, Sending and Deleting a Report

Run Now –You must have run a report by selecting the report, right click to Schedule or use the ... to Schedule, then input your prompts again. This will send the report to re-run with the prompts that you have listed in the Parameters box. To view those instances, right click or use the ... and click the History to view the prior instances ran.

Instance Title: DETAIL - Program Enrollment by Dept or College (dw)								
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>								
<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Locale	Parameters	
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (d	Success	Apr 29, 2024 8:47 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...

From the History (Instance), you can right click on a report that you have ran and click reschedule, run now, or send to. **You may Delete the instance should you need to remove that instance record that you ran.**

[illegible]

The Run Now option will re-run the report based on the prompts (parameters) that you used when you first ran the report.

Instance Title: DETAIL - Program Enrollment by Dept or College (dw)								
<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Locale	Parameters	
<input checked="" type="checkbox"/>	DETAIL - Program Enrollment by Dept or College (d	Success	Apr 30, 2024 9:27 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input checked="" type="checkbox"/>	DETAIL - Program Enrollment by Dept or College (d	Success	Apr 29, 2024 8:47 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

The re-schedule option will take you to the Schedule box where you can change the prompts and format if necessary. **Please note, your prompts from the previous report instance are still active in the prompts.**

The screenshot shows the 'Schedule' configuration page in SAP. The page has a header with the SAP logo and a 'Schedule' dropdown. Below the header, there are tabs for 'General' and 'Report Features'. The 'Prompts' section contains a table with the following data:

Name	Value
Term *	202410
Address type *	Local
SelectType *	College(s)
Selection *	AR
SelectSortOrder *	Classification

Below the prompts, there is a 'Formats' section with a dropdown menu set to 'Crystal Reports'. At the bottom, there are 'Filters' and 'Record selection' fields. The page ends with a dark blue bar containing 'Schedule' and 'Close' buttons.

This process allows you to change any of the Prompts, Formats or any other processes listed that are enabled for the user. Once you are finished with the changes select the Schedule button. It will take you to the History page and allow you to select the report you scheduled.

The screenshot shows the 'History' page in SAP. The page has a header with the SAP logo and a 'History' dropdown. Below the header, there is a section for 'Instance Title: DETAIL - Program Enrollment by Dept or College (dw)'. Below this, there is a table with the following data:


<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Locale	Parameters	
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:30 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:27 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 29, 2024 8:47 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...

History –Will list of all Instances currently for that report by any user that has ran the report and the parameters (prompts) they have used, as well as the date and time they ran the report.

Using the Home Screen:

Favorite Reports

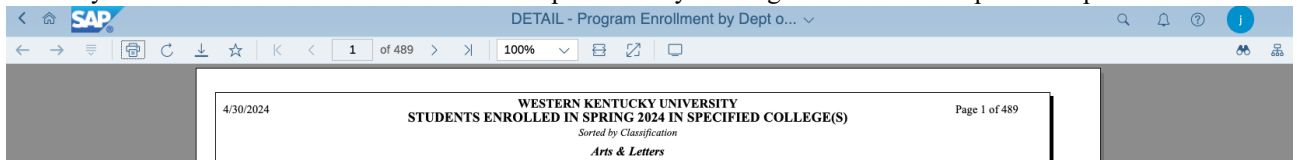
You may create shortcuts to reports that you use frequently by using the Favorite option.

To create a shortcut in Favorites, find the report in your list of available reports and click the  column to favorite.



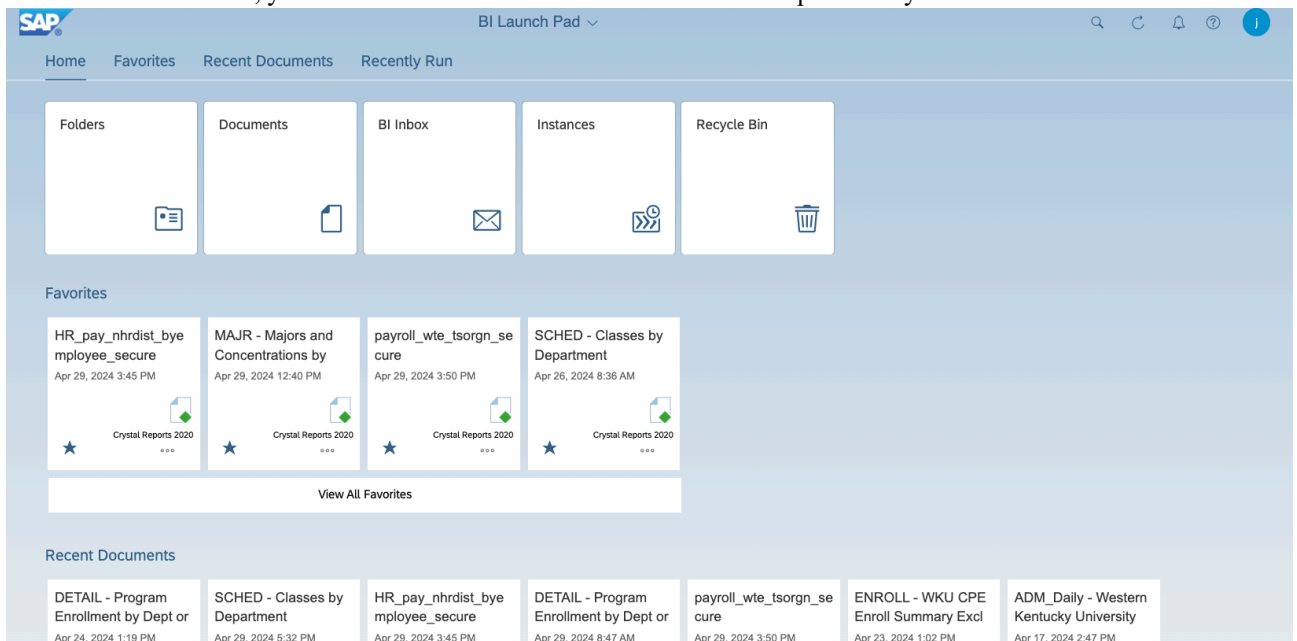
	Title	★	Type	Description	Instances	Last Run	
<input type="checkbox"/>	DETAIL - Program Enrollment ...	<input type="checkbox"/>	Crystal Reports 2020	List of students by departm...	3	Apr 30, 2024 9:30 AM	...
<input type="checkbox"/>	MAJR - Majors and Concentra...	<input checked="" type="checkbox"/>	Crystal Reports 2020		2	Apr 29, 2024 1:36 PM	...

You may also use the Favorite function from the report itself by clicking the  at the top of the report.



WESTERN KENTUCKY UNIVERSITY STUDENTS ENROLLED IN SPRING 2024 IN SPECIFIED COLLEGE(S) <i>Sorted by Classification</i> Arts & Letters		
4/30/2024		Page 1 of 489

From the Home Screen, you will see a Favorites section that will list all reports that you have favored.



BI Launch Pad

Home Favorites Recent Documents Recently Run

Folders Documents BI Inbox Instances Recycle Bin

Favorites

- HR_pay_nhrdist_bye employee_secure
Apr 29, 2024 3:45 PM
Crystal Reports 2020
- MAJR - Majors and Concentrations by
Apr 29, 2024 12:40 PM
Crystal Reports 2020
- payroll_wte_tsorgn_se cure
Apr 29, 2024 3:50 PM
Crystal Reports 2020
- SCHED - Classes by Department
Apr 26, 2024 8:36 AM
Crystal Reports 2020

[View All Favorites](#)


Recent Documents

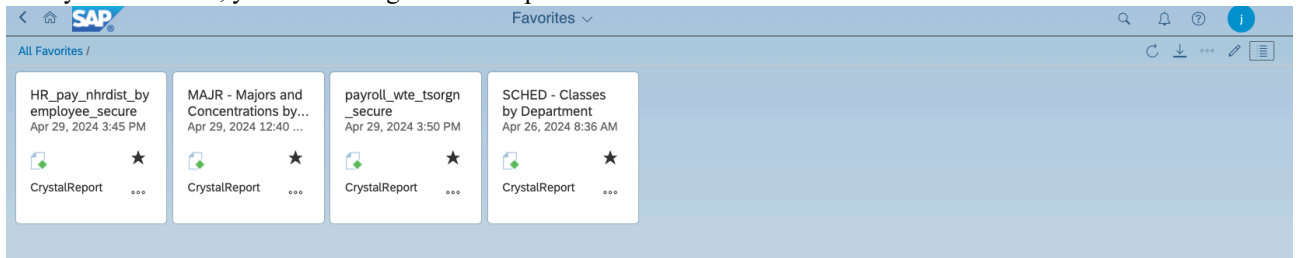
- DETAIL - Program Enrollment by Dept or
Apr 24, 2024 1:19 PM
- SCHED - Classes by Department
Apr 29, 2024 5:32 PM
- HR_pay_nhrdist_bye employee_secure
Apr 29, 2024 3:45 PM
- DETAIL - Program Enrollment by Dept or
Apr 29, 2024 8:47 AM
- payroll_wte_tsorgn_se cure
Apr 29, 2024 3:50 PM
- ENROLL - WKU CPE Enroll Summary Excl
Apr 23, 2024 1:02 PM
- ADM_Daily - Western Kentucky University
Apr 17, 2024 2:47 PM

If you have multiple Favorite reports, you will click the View All Favorites to see the list.

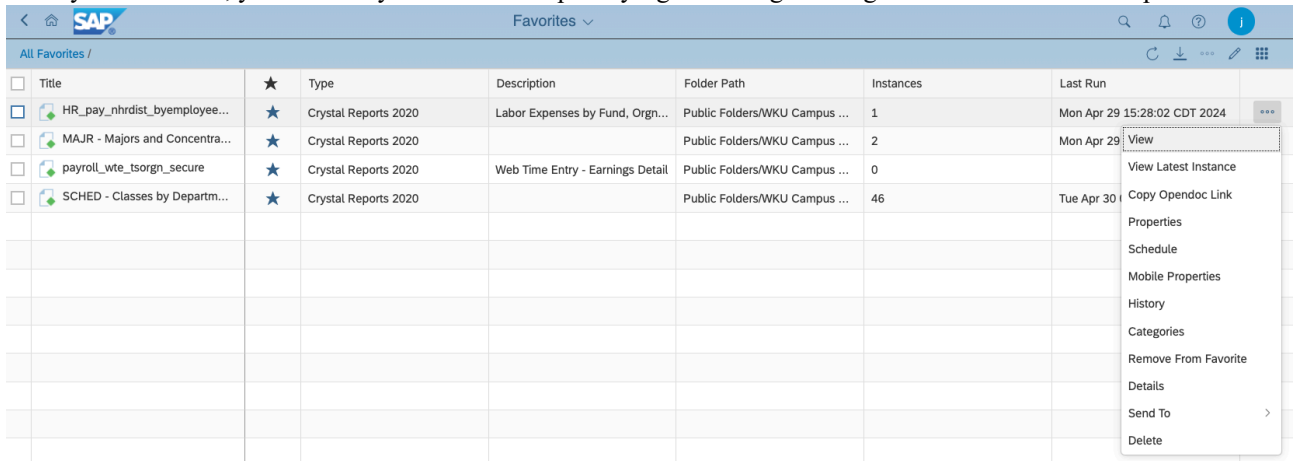


	Title	★	Type	Description	Folder Path	Instances	Last Run	
<input type="checkbox"/>	HR_pay_nhrdist_byemployee...	<input checked="" type="checkbox"/>	Crystal Reports 2020	Labor Expenses by Fund, Orgn...	Public Folders/WKU Campus ...	1	Mon Apr 29 15:28:02 CDT 2024	...
<input type="checkbox"/>	MAJR - Majors and Concentra...	<input checked="" type="checkbox"/>	Crystal Reports 2020		Public Folders/WKU Campus ...	2	Mon Apr 29 13:36:02 CDT 2024	...
<input type="checkbox"/>	payroll_wte_tsorgn_secure	<input checked="" type="checkbox"/>	Crystal Reports 2020	Web Time Entry - Earnings Detail	Public Folders/WKU Campus ...	0		...
<input type="checkbox"/>	SCHED - Classes by Departm...	<input checked="" type="checkbox"/>	Crystal Reports 2020		Public Folders/WKU Campus ...	46	Tue Apr 30 09:33:04 CDT 2024	...

Or if you hit the , you will see a grid of the reports.

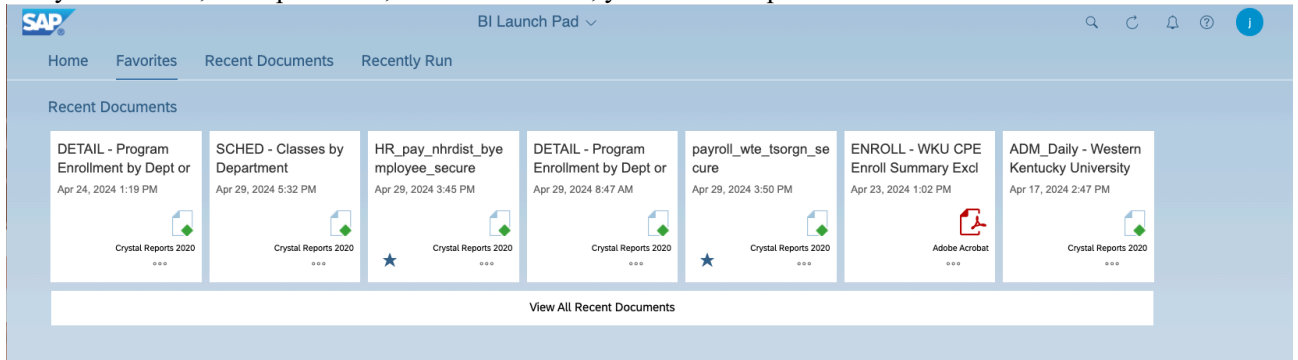


From your Favorites, you can easily schedule the report by right clicking or using the ... to schedule the report.



Recent Documents:

From the Home Screen, you can view your Recent Documents. This is a place that shows all report documents that you have ran, the report itself, and in the format, you ran that report.



You will click on the View All Recent Documents to see the full list that you have ran.

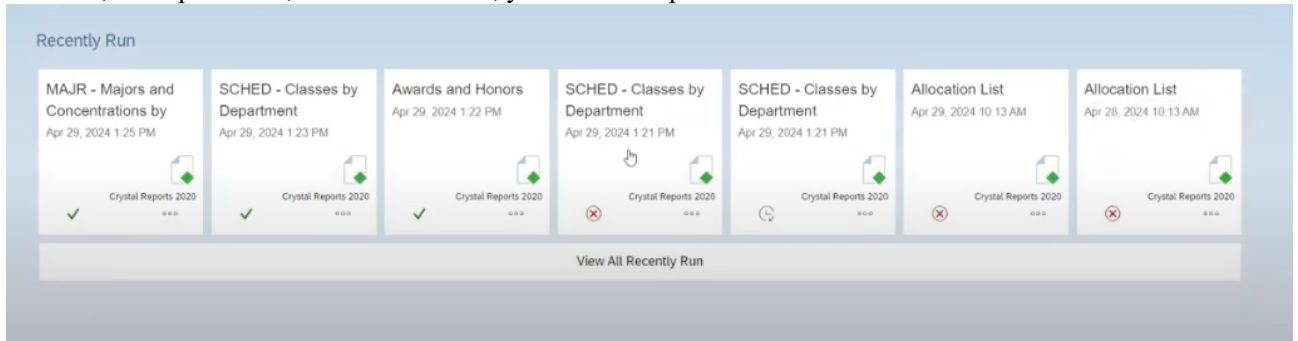
Recent Documents							
All Recent Documents							
<input type="checkbox"/> Title	<input checked="" type="checkbox"/> ★	Type	Description	Folder Path	Instances	Last Run	...
<input type="checkbox"/> DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...		0		...
<input type="checkbox"/> DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...	Public Folders/WKU Campus ...	3	Apr 30, 2024 9:30 AM	...
<input type="checkbox"/> SCHED - Classes by Departm...		Crystal Reports 2020			0		...
<input type="checkbox"/> HR_pay_nhrdist_byemployee...	<input checked="" type="checkbox"/> ★	Crystal Reports 2020	Labor Expenses by Fund, Orgn...	Public Folders/WKU Campus ...	1	Apr 29, 2024 3:28 PM	...
<input type="checkbox"/> DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...		0		...
<input type="checkbox"/> payroll_wte_tsorgn_secure	<input checked="" type="checkbox"/> ★	Crystal Reports 2020	Web Time Entry - Earnings Detail	Public Folders/WKU Campus ...	0		...
<input type="checkbox"/> ENROLL - WKU CPE Enroll Su...		Adobe Acrobat			0		...
<input type="checkbox"/> ADM_Daily - Western Kentuck...		Crystal Reports 2020		Public Folders/Administrative ...	2	Apr 17, 2024 2:50 PM	...
<input type="checkbox"/> APP - Status of applications T...		Microsoft Excel	CURRENTLY IN TESTING - Ho...		0		...

[illegible]

Recent Documents							
Title	Type	Description	Folder Path	Instances	Last Run		
DETAIL - Program Enrollment ...	Crystal Reports 2020	List of students by department...		0		...	
DETAIL - Program Enrollment ...	Crystal Reports 2020	List of students by department...	Public Folders/WKU Campus ...	3	Apr 30, 2024 9:30 AM	...	
SCHED - Classes by Departm...	Crystal Reports 2020			0		...	
HR_pay_nhrdist_byemployee...	Crystal Reports 2020	Labor Expenses by Fund, Orgn...	Public Folders/WKU Campus ...	1	Apr 29, 2024 3:28 PM	...	
DETAIL - Program Enrollment ...	Crystal Reports 2020	List of students by department...		0		...	
payroll_wte_tsorgn_secure	Crystal Reports 2020	Web Time Entry - Earnings Detail	Public Folders/WKU Campus ...	0		...	
ENROLL - WKU CPE Enroll Su...	Adobe Acrobat			0		...	
ADM_Daily - Western Kentuck...	Crystal Reports 2020		Public Folders/Administrative ...	2	Apr 17, 2024 2:50 PM	...	
APP - Status of applications T...	Microsoft Excel	CURRENTLY IN TESTING - Ho...		0		...	

Recently Run:

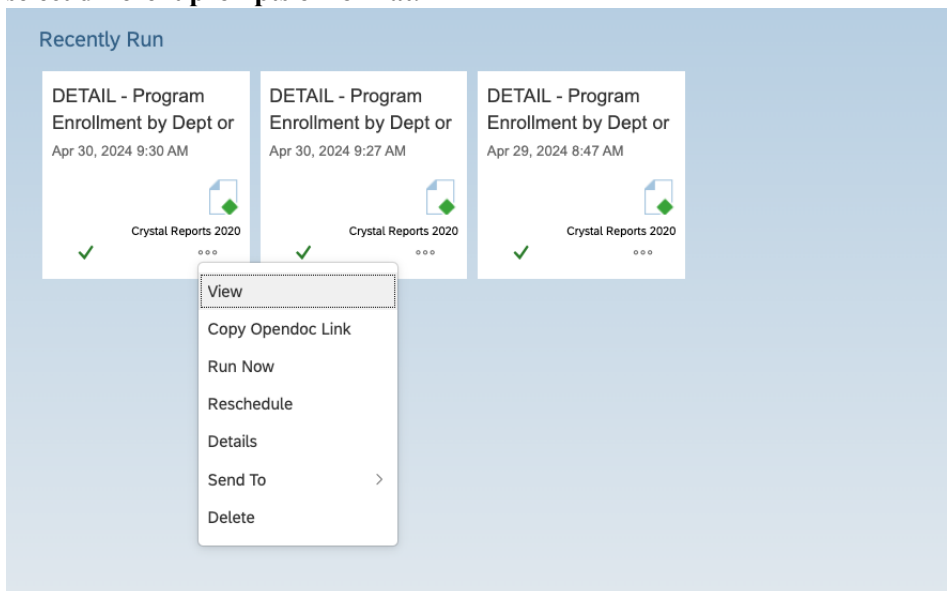
From the Home Screen, you can view your Recently Run reports. This is a place that shows all reports that you have ran, the report itself, and in the format, you ran that report.



You will click on the View All Recent Documents to see the full list that you have ran.

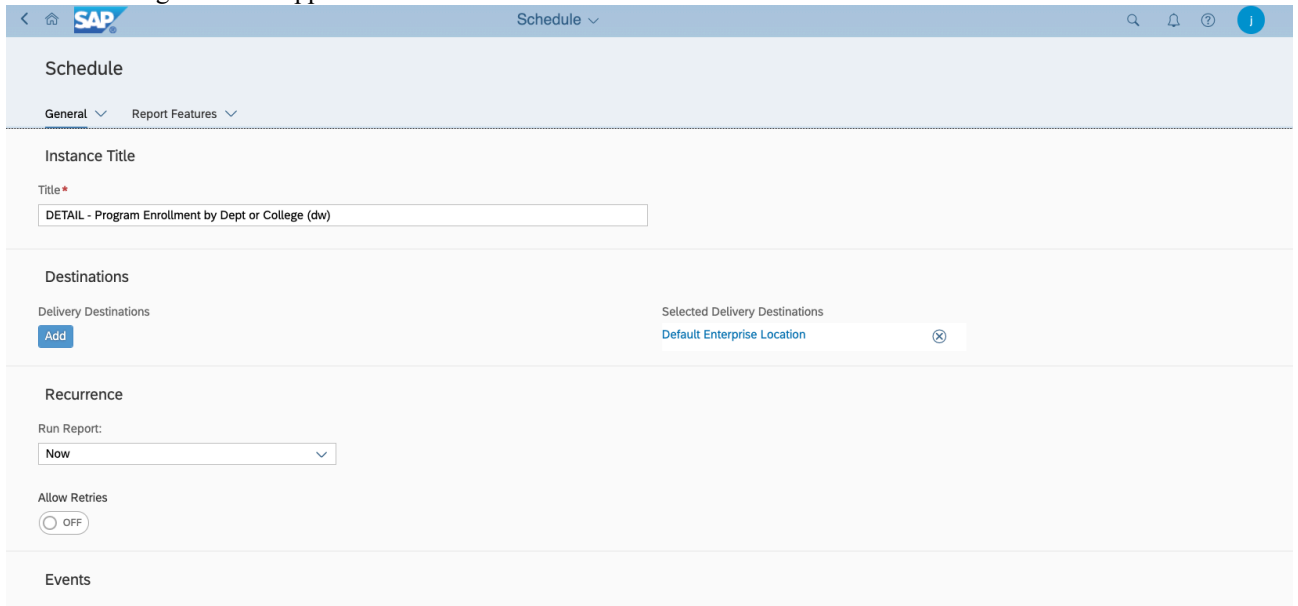
All Recent Documents							
<input type="checkbox"/>	Title	★	Type	Description	Folder Path	Instances	Last Run
<input type="checkbox"/>	DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...		0	
<input type="checkbox"/>	DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...	Public Folders/WKU Campus ...	3	Apr 30, 2024 9:30 AM
<input type="checkbox"/>	SCHED - Classes by Departm...		Crystal Reports 2020			0	
<input type="checkbox"/>	HR_pay_nhrdist_byemployee...	★	Crystal Reports 2020	Labor Expenses by Fund, Orgn...	Public Folders/WKU Campus ...	1	Apr 29, 2024 3:28 PM
<input type="checkbox"/>	DETAIL - Program Enrollment ...		Crystal Reports 2020	List of students by department...		0	
<input type="checkbox"/>	payroll_wte_tsorgn_secure	★	Crystal Reports 2020	Web Time Entry - Earnings Detail	Public Folders/WKU Campus ...	0	
<input type="checkbox"/>	ENROLL - WKU CPE Enroll Su...		Adobe Acrobat			0	
<input type="checkbox"/>	ADM_Daily - Western Kentuck...		Crystal Reports 2020		Public Folders/Administrative ...	2	Apr 17, 2024 2:50 PM
<input type="checkbox"/>	APP - Status of applications T...		Microsoft Excel	CURRENTLY IN TESTING - Ho...		0	

You can right click or use the ... to reschedule that report again or select run now. **Please note, all prompts and formats will stay from the first time you ran that report. You will need to change that should you need to select different prompts or format.**



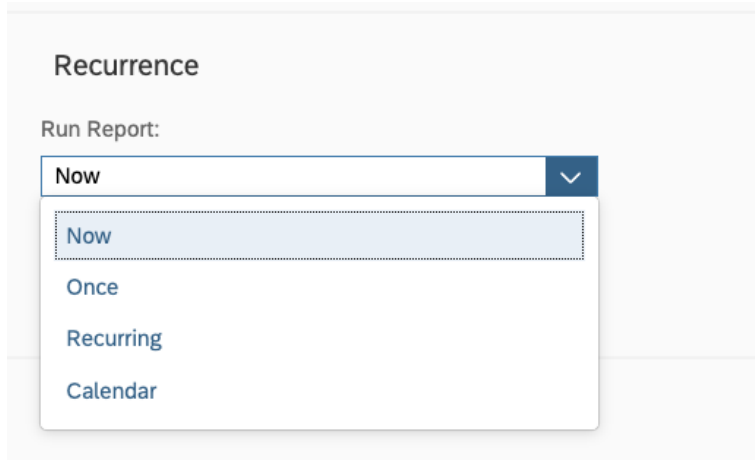
Create a Recurring instance:

Select the report that you want to set as a recurring report. Right click or use the ... to Schedule from the list of options. The scheduling form will appear.



The screenshot shows the SAP 'Schedule' form. At the top, there's a navigation bar with the SAP logo and a 'Schedule' dropdown. Below this, the 'Schedule' section has two tabs: 'General' (selected) and 'Report Features'. The 'General' tab contains several sections: 'Instance Title' with a text input field containing 'DETAIL - Program Enrollment by Dept or College (dw)'; 'Destinations' with a 'Delivery Destinations' section containing an 'Add' button and a 'Selected Delivery Destinations' section containing 'Default Enterprise Location'; 'Recurrence' with a 'Run Report:' dropdown set to 'Now' and an 'Allow Retries' toggle set to 'OFF'; and an 'Events' section at the bottom.

In General, you will select the Recurrence option that fits your need.



This is a close-up of the 'Recurrence' section of the SAP form. It shows the 'Run Report:' dropdown menu open, displaying four options: 'Now' (highlighted), 'Once', 'Recurring', and 'Calendar'.

The default option is Now, which runs the report and directs to the History page where you can open the report.

You can run that report Now, Once, or Recurring. The Calendar option is not functional.

The Once option allows you to select the Start and End Date and Time with allowing retries on/off.

Recurrence

Run Report:

Once

Start Date:

Apr 30, 2024, 10:13:55 AM

End Date:

Apr 30, 2034, 10:13:55 AM

Allow Retries

OFF

The Recurring allows you to select the Repeat time frame you wish for the report to recur, the Start and End Date and Time with allowing retries on/off

Recurrence

Run Report:

Recurring

Repeat:

Hourly

Every:

01:00

Hour(s)

Start Date:

Apr 30, 2024, 10:13:55 AM

End Date:

Apr 30, 2034, 10:13:55 AM

Allow Retries

OFF

Hourly

Daily

Weekly

Business Hours

Monthly

Specific day of a month

You will select your Recurrence time you wish to run the report and continue to the Report Features to input your prompts and format. Select Schedule.

SAP

Schedule

General

Report Features

Schedule

Prompts

DETAIL - Program Enrollment by Dept or College (dw)

Name	Value
Term *	202410
Address type *	Local
SelectType *	College(s)
Selection *	AR
SelectSortOrder *	Major

Formats

Crystal Reports

Filters

Record selection: Group selection:

[Schedule](#)
[Close](#)

From the History page, you will see the status of the report as a Success and Recurring.

History								
Instance Title: DETAIL - Program Enrollment by Dept or College (dw)								
<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Locale	Parameters	
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 10:23 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	🕒 DETAIL - Program Enrollment by Dept or College (dw)	Recurring	Apr 30, 2024 10:23 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:30 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:27 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 29, 2024 8:47 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...

Should you need to delete a recurrence of the report, find that Recurring status and right click or use the ... to Delete that instance. Please note, you may still Run Now, Reschedule, Pause, or Delete that Recurring status.

History								
<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Locale	Parameters	
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 10:23 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	🕒 DETAIL - Program Enrollment by Dept or College (dw)	Recurring	Apr 30, 2024 10:23 AM	jnn24111	Crystal Reports		202410; Local; College(s)	...
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:30 AM	jnn24111	Crystal Reports		202410; Local; Coll	Run Now
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 30, 2024 9:27 AM	jnn24111	Crystal Reports		202410; Local; Coll	Reschedule
<input type="checkbox"/>	✓ DETAIL - Program Enrollment by Dept or College (dw)	Success	Apr 29, 2024 8:47 AM	jnn24111	Crystal Reports		202410; Local; Coll	Pause
								Details
								Delete

Please note, only the user that ran the report can change the status of a report with deletion or pausing.

Destination Function

From the schedule menu, you can add Destinations for the report.

The screenshot shows the SAP 'Schedule' configuration page. At the top, there's a navigation bar with 'Schedule' and a dropdown arrow. Below this, the 'Schedule' section has two tabs: 'General' (selected) and 'Report Features'. Under 'General', there's an 'Instance Title' field with the value 'DETAIL - Program Enrollment by Dept or College (dw)'. Below that is the 'Destinations' section, which includes a 'Delivery Destinations' area with an 'Add' button and a 'Selected Delivery Destinations' area showing 'Default Enterprise Location' with a close icon. The 'Recurrence' section has a 'Run Report:' dropdown set to 'Now' and an 'Allow Retries' radio button set to 'OFF'. At the bottom, there's an 'Events' section. The footer of the page has 'Schedule' and 'Close' buttons.

By clicking the Add under the Destinations, you can the Delivery Destinations. Multiple Destinations may be selected. The Default Destination is the Enterprise Location, which opens the report on your machine.

The screenshot shows a 'Destinations' selection dialog. At the top, there's a 'Select a destination' label and a search bar containing 'Default Enterprise Location'. Below the search bar is a list of destinations with checkboxes: 'Default Enterprise Location' (checked), 'BI Inbox', 'Email', 'FTP Server', 'File System', and 'SFTP Server'. There are also two redacted entries. The dialog has a 'Confirm' button and a 'Cancel' button at the bottom right.

Email: If you select to have the Email added, you will have that report sent to the machine and emailed to the destination you select.

Destinations

Select a destination

Default Enterprise Location X Email X

Default Enterprise Location

☒ Default Enterprise Location

☐ BI Inbox

☒ Email

☐ FTP Server

☐ File System

☐ SFTP Server

Confirm Cancel

From the Selected Delivery Destinations menu, you will click on the Email to input the information necessary to schedule the report to be delivered by email.

Selected Delivery Destinations

Default Enterprise Location

X

Email

X

You will have to input the email address you wish the report to be delivered. You can cc, bcc, add a reply to address, a subject and a message you wish to be added when the report is scheduled for email delivery.

Destinations

Select a destination Default Enterprise Location × Email × ▼

Default Enterprise Location

Email

Email

System Details

From: Add Placeholder ▼

To: Email Address ▼

Cc: Add Placeholder ▼

Bcc: Add Placeholder ▼

Reply To: Add Placeholder ▼

Subject: Add Placeholder ▼

Message:

B *I* U ~~S~~ Verdana 11pt

Add Placeholder ▼

Confirm Cancel

Once you have your information for the prompts, you will click confirm. Then go to Report Features to add the prompts and format needed for the report.

Destinations

Select a destination

Default Enterprise Location X

Email X

Default Enterprise Location

Email

Email

System Details

From:

jennifer.robbins@wku.edu

Add Placeholder

To:

jennifer.robbins@wku.edu

Email Address

Cc:

heather.stubblefield@wku.edu

Add Placeholder

Bcc:

mary.nunn@wku.edu

Add Placeholder

Reply To

jennifer.robbins@wku.edu

Add Placeholder

Subject:

Test of Email Report

Add Placeholder

Message:

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Verdana

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☰

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🔗

💡

Testing email report

Confirm

Cancel

Schedule your report.

SAP

Schedule


Search, Notifications, Help, User

Schedule

General

Report Features

Prompts

 DETAIL - Program Enrollment by Dept or College (dw)

[Edit Values...](#)

Name	Value
Term *	202410
Address type *	Local
SelectType *	College(s)
Selection *	AR
SelectSortOrder *	Major

Formats

Crystal Reports

Filters

Record selection: Group selection:

You will receive a Success message and you can view your report if you selected to have the report to the Enterprise Location when you selected Email.

[illegible]

Close

Scheduling a Recurrence

You will determine the timing you wish to run the report: Now (default), Once, Recurring, or by Calendar.

Recurrence

Run Report:

Now

Now

Once

Recurring

Calendar

Once: You will select the date and time you wish for that report to run.

Recurrence

Run Report:

Once

Start Date:

May 7, 2024, 10:42:51 AM

End Date:

May 7, 2034, 10:42:51 AM

Allow Retries

☐ OFF

Recurring: You will select the repeat schedule you wish to have the report recurring and select the dates. Hourly is based on the time, Daily is based on the days you wish it to run, Weekly is based on the days in the week you wish to run, Business Hours is based on the start and end time you wish the report and at what hour, Monthly is based on the month you wish to have it run, and Specific Day of a Month is based on what day number you wish it to be run. Each recurrence allows you to enter a Start Date and Time and End Date and Time.

Recurrence

Run Report:

Recurring

Repeat:

Hourly

Every:

01:00

Hour(s)
Start Date:

May 7, 2024, 10:42:51 AM

End Date:

May 7, 2034, 10:42:51 AM

Allow Retries
☐ OFF

Repeat:

Hourly

Daily

Weekly

Business Hours

Monthly

Specific day of a month

Calendar:

Recurrence

Run Report:

Calendar

Calendar Name:

OCSC graduates report

Start Date:

May 7, 2024, 10:36:23 AM

End Date:

May 7, 2034, 10:36:23 AM

Allow Retries
☐ OFF

Calendar:

<

May

2024

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18			1	2	3	4
19	5	6	7	8	9	10
20	12	13	14	15	16	17
21	19	20	21	22	23	24
22	26	27	28	29	30	31

<

June

2024

>

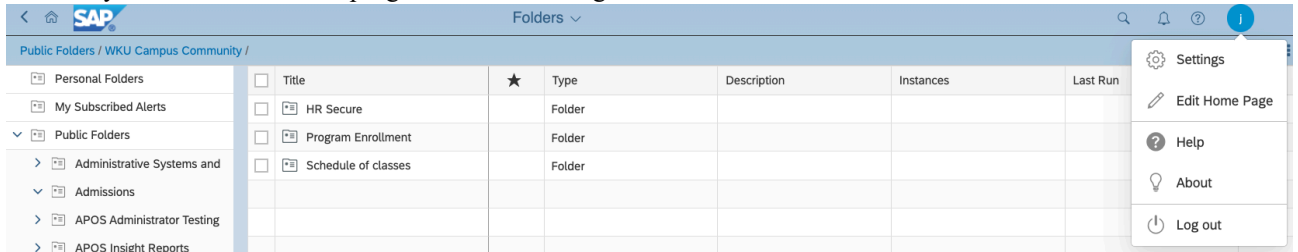
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22						1
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30					

[Show Selected Scheduled Date\(s\)](#)

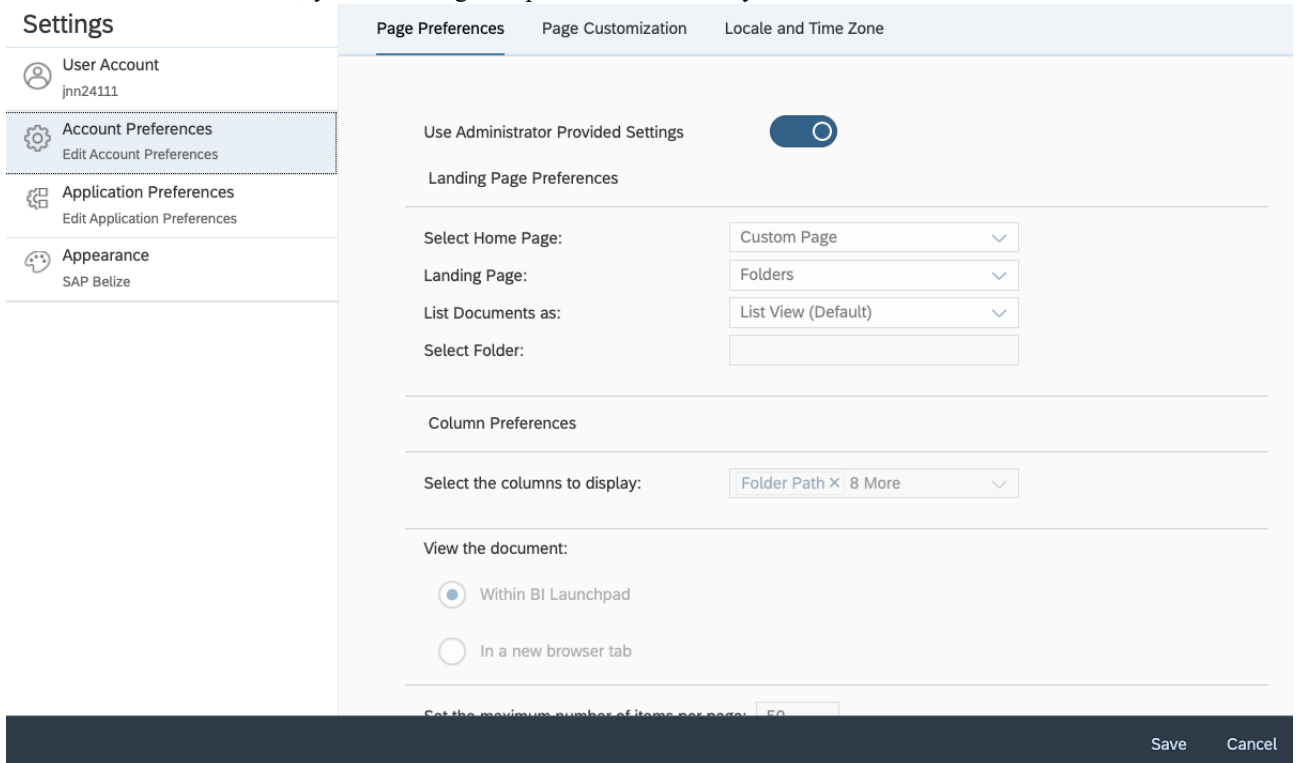
*****Please note, whatever destination you have set is where the report will go. Please see the previous section to set the destination should you want it to go another location other than in InfoView itself.***

Changing your user preferences

Click on your user icon in the top right and click Settings.



Under Account Preferences, you can change the preferences of the layout.



The Administrator Provided Settings is the settings that we have set up for InfoView to be used. By toggling that off, you can customize how you want your Home Page, Landing Page, Documents List and Folders to be laid out.

Example:

Use Administrator Provided Settings ☐

Landing Page Preferences

Select Home Page: Custom Page

Landing Page: Folders

List Documents as: List View (Default)

Select Folder: Public Folders

Column Preferences

Select the columns to display: Folder Path 8 More

View the document:

☒ Within BI Launchpad

☐ In a new browser tab

Set the maximum number of items per page: 50

Save Cancel

Page Customization allows you select what tabs you wish to have displayed.

Settings

User Account
jnn24111

Account Preferences
Edit Account Preferences

Application Preferences
Edit Application Preferences

Appearance
SAP Belize

Page Preferences Page Customization Locale and Time Zone

Tabs to display

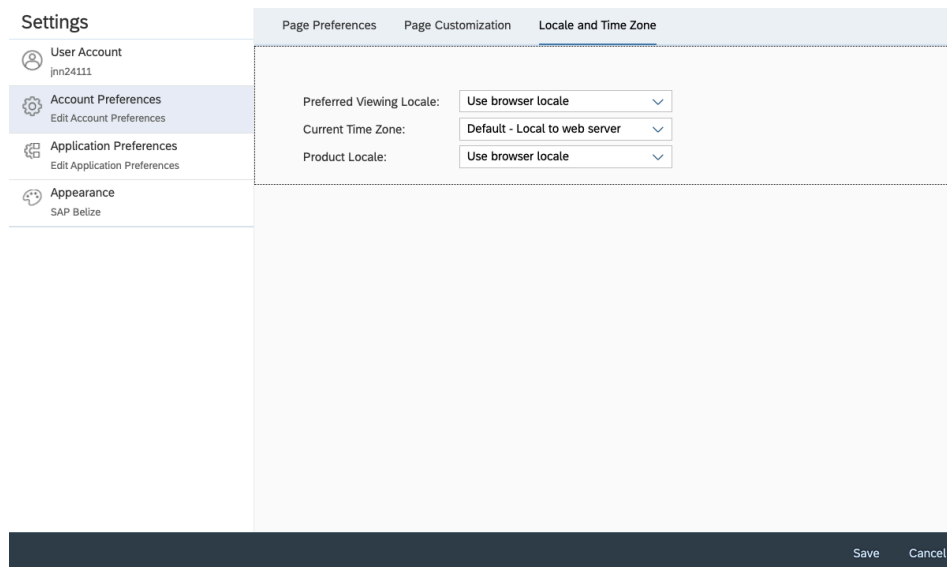
- ☒ Home
- ☒ Favorites
- ☒ Recent Documents
- ☒ Recently Run
- ☐ Applications

Tiles to display

- ☒ All documents
- ☐ Categories
- ☒ Schedule
- ☒ Recycle Bin
- ☒ Inbox
- ☒ Folders

Save Cancel

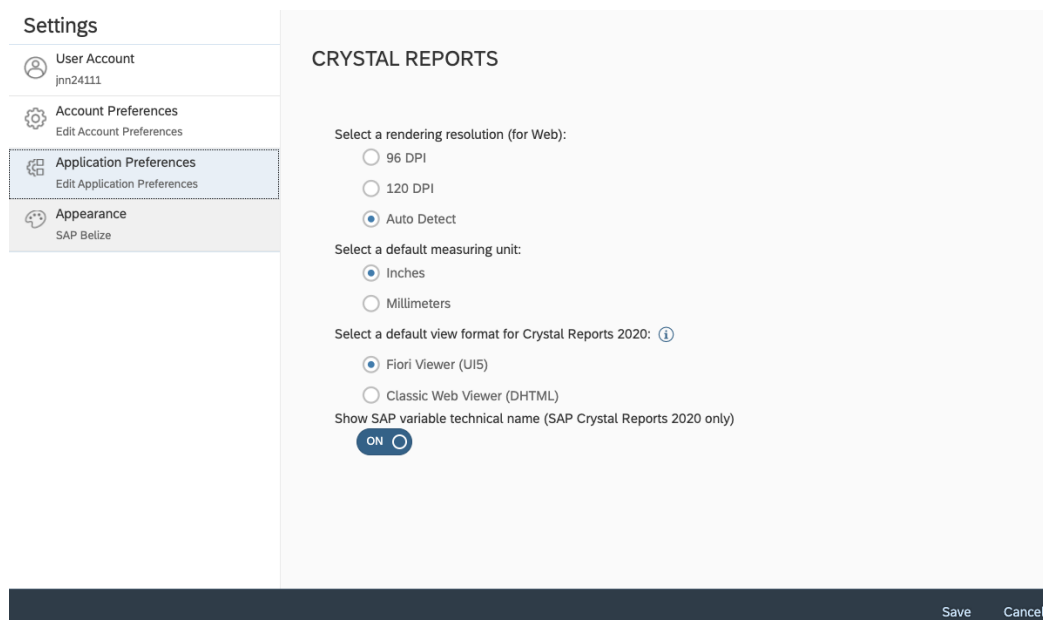
The Locale and Time Zone are best used by the default setting.



The screenshot shows the 'Settings' interface with the 'Locale and Time Zone' tab selected. The left sidebar contains links for 'User Account', 'Account Preferences', 'Application Preferences', and 'Appearance'. The main content area has three dropdown menus: 'Preferred Viewing Locale' set to 'Use browser locale', 'Current Time Zone' set to 'Default - Local to web server', and 'Product Locale' set to 'Use browser locale'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Page Preferences	Page Customization	Locale and Time Zone
<p>Preferred Viewing Locale: Use browser locale</p> <p>Current Time Zone: Default - Local to web server</p> <p>Product Locale: Use browser locale</p>		

Under the Application Preferences you may change to customize based on your resolution, measuring unit and viewer. These are defaulted to the best function for your machine.



The screenshot shows the 'Settings' interface with the 'Application Preferences' tab selected. The left sidebar contains links for 'User Account', 'Account Preferences', 'Application Preferences', and 'Appearance'. The main content area is titled 'CRYSTAL REPORTS' and contains three sections: 'Select a rendering resolution (for Web)' with radio buttons for 96 DPI, 120 DPI, and Auto Detect (selected); 'Select a default measuring unit' with radio buttons for Inches (selected) and Millimeters; and 'Select a default view format for Crystal Reports 2020' with radio buttons for Fiori Viewer (UI5) (selected) and Classic Web Viewer (DHTML). There is also a toggle switch for 'Show SAP variable technical name (SAP Crystal Reports 2020 only)' which is currently turned ON. At the bottom right, there are 'Save' and 'Cancel' buttons.

CRYSTAL REPORTS

Select a rendering resolution (for Web):

- ☐ 96 DPI
- ☐ 120 DPI
- ☒ Auto Detect

Select a default measuring unit:

- ☒ Inches
- ☐ Millimeters

Select a default view format for Crystal Reports 2020: ⓘ

- ☒ Fiori Viewer (UI5)
- ☐ Classic Web Viewer (DHTML)

Show SAP variable technical name (SAP Crystal Reports 2020 only)

☒ ON

Under Appearance you can customize based on the color displayed.

Settings

User Account
jnn24111

Account Preferences
Edit Account Preferences

Application Preferences
Edit Application Preferences

Appearance
SAP Belize

Themes

SAP Belize Deep

SAP Belize

SAP Belize High Contrast Black

SAP Belize High Contrast White

SAP Quartz Light

SAP Quartz Dark

SAP Quartz High Contrast Black

SAP Quartz High Contrast White

Save

Cancel

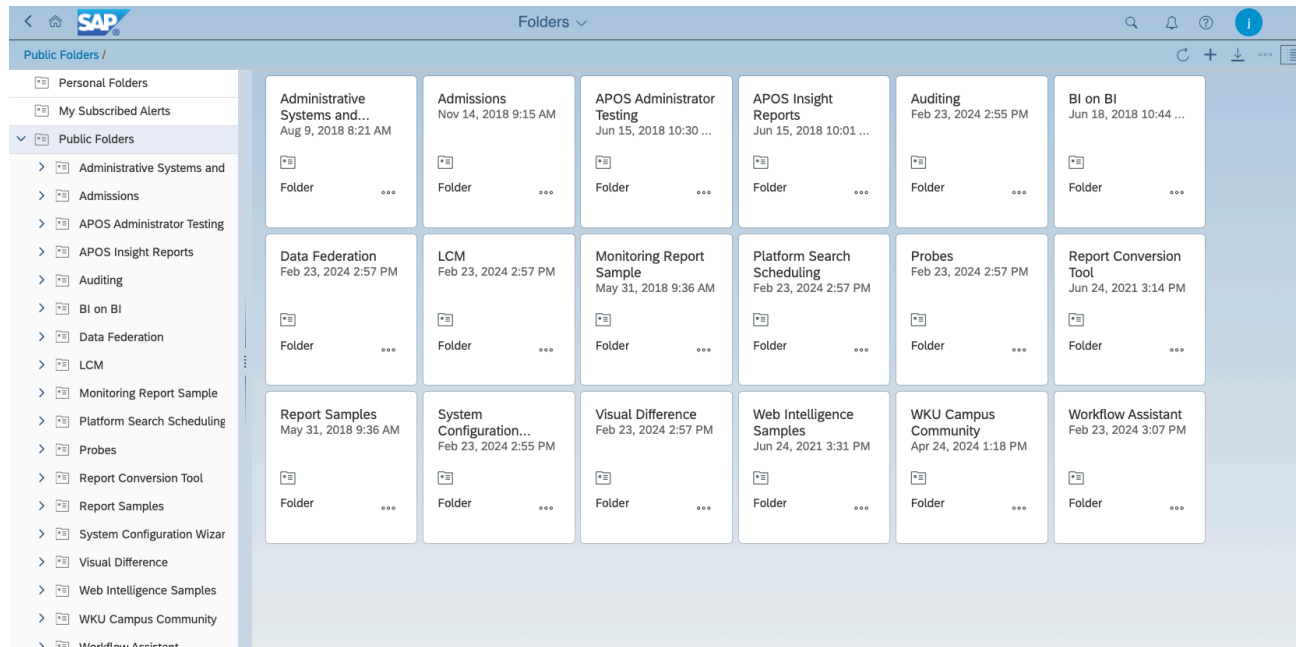
By clicking Save, you will change the layout to be customized to your preference.


From the Folders, you can change the layout from List to Grid by clicking the

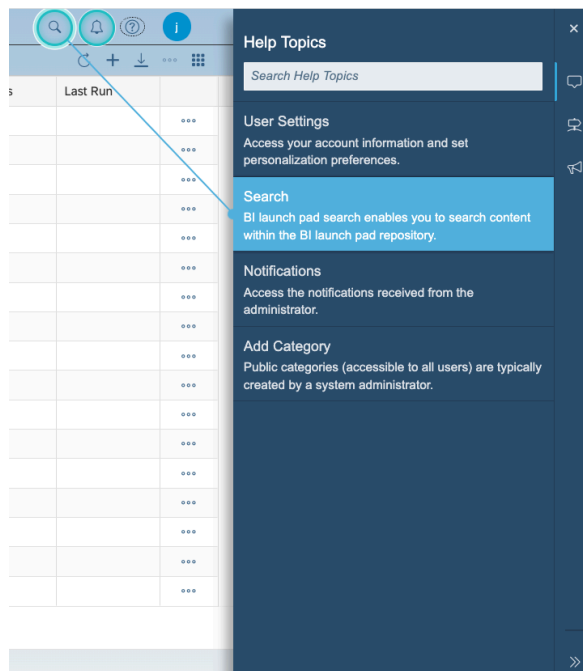
List View:


	Title	Type	Description	Instances	Last Run	
Public Folders /						
Personal Folders						
My Subscribed Alerts						
Public Folders						
Administrative Systems and A...		Folder				
Admissions		Folder				
APOS Administrator Testing		Folder				
APOS Insight Reports		Folder				
APOS Auditing		Folder				
APOS BI on BI		Folder				
APOS Data Federation		Folder				
APOS LCM		Folder				
APOS Monitoring Report Sample		Folder				
APOS Platform Search Scheduling		Folder				
APOS Probes		Folder				
APOS Report Conversion Tool		Folder				
APOS Report Samples		Folder	Contains sample reports th...			
APOS System Configuration Wizard		Folder				
APOS Visual Difference		Folder				
APOS Web Intelligence Samples		Folder				
APOS WKU Campus Community		Folder				

Grid View:






The  in the top right allows you to access Help Topics and Search for topics that may aid you in functions within InfoView. Click the X to exit the topics.

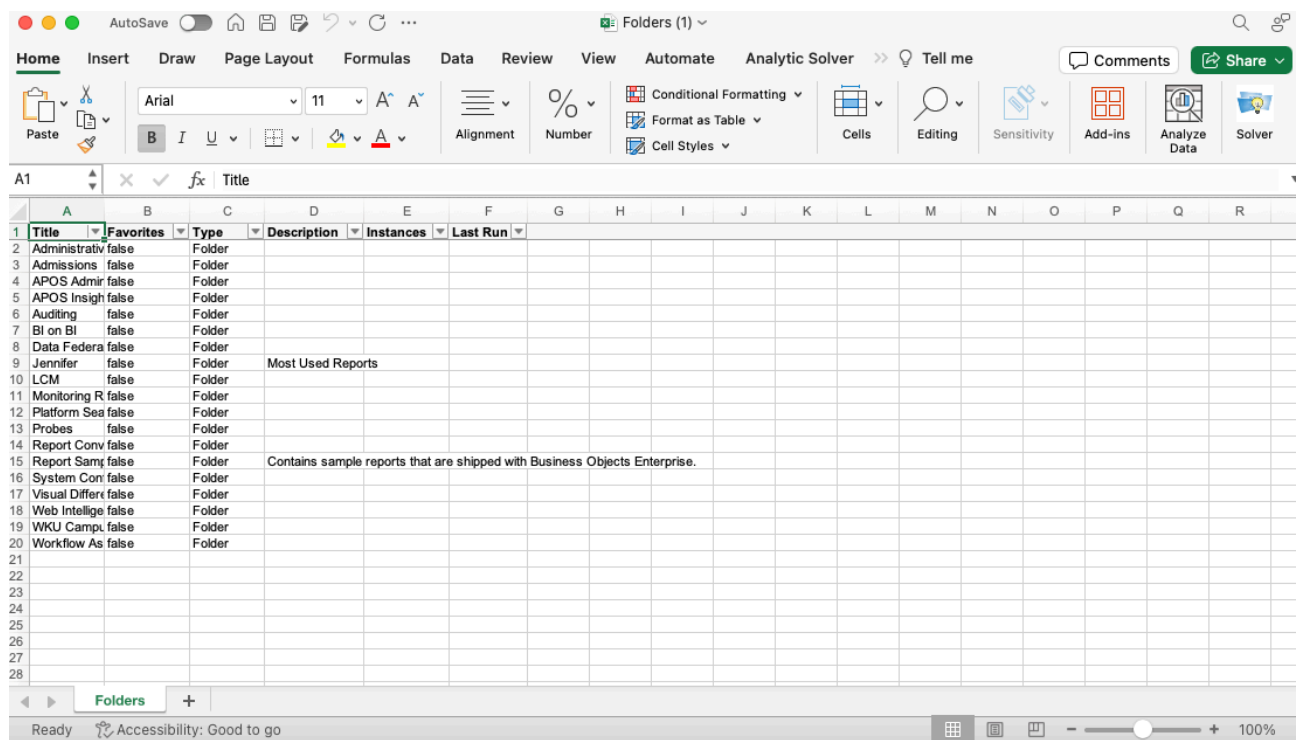


The  allows you to download an Excel of the folders:

Recent Download History

 **Folders (1).xlsx**
5.0 KB • Done

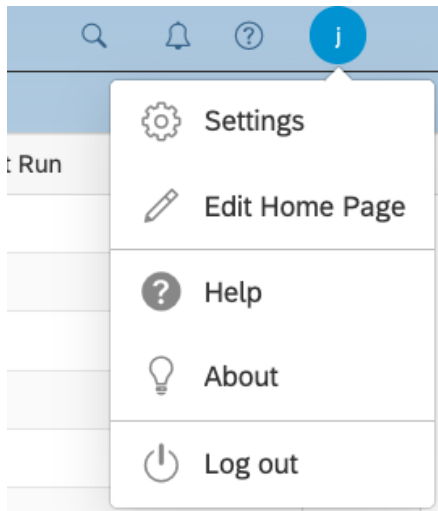
 



The screenshot shows the Microsoft Excel interface with the 'Folders (1).xlsx' file open. The ribbon includes Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Analytic Solver, Tell me, Comments, and Share. The 'Home' ribbon is active, showing font settings (Arial, size 11), paragraph alignment, and other options. The worksheet contains a table with the following data:

Title	Favorites	Type	Description	Instances	Last Run
Administrativ	false	Folder			
Admissions	false	Folder			
APOS Admir	false	Folder			
APOS Insign	false	Folder			
Auditing	false	Folder			
BI on BI	false	Folder			
Data Federa	false	Folder			
Jennifer	false	Folder	Most Used Reports		
LCM	false	Folder			
Monitoring R	false	Folder			
Platform Sea	false	Folder			
Probes	false	Folder			
Report Conv	false	Folder			
Report Sam	false	Folder	Contains sample reports that are shipped with Business Objects Enterprise.		
System Con	false	Folder			
Visual Differ	false	Folder			
Web Intellige	false	Folder			
WKU Campu	false	Folder			
Workflow As	false	Folder			

Make sure to Log off your InfoView account by just selecting user icon in the top right and selecting Log out.



NOTE: WKU InfoView will log you off after six hours of inactivity.

Helpful List of Codes:

College Codes: (STVCOLL in Banner)

Code *	Description *
00	No College Designated
99	Not used in standing-self rptd
AR	Arts & Letters
BU	Business
CC	Commonwealth School
ED	Education & Behavioral Science
EX	Exploratory Studies
GC	The Graduate School
HH	Health and Human Services
IS	University College
LI	University Libraries
MC	Exploratory Study *Do Not Use*
SC	Science and Engineering
XL	Extended Learning & Outreach

Department Codes: (STVDEPT in Banner)

Code *	Description *
IES	*Inactive: ESLI Program
MGSE	*Inactive: Mid Grdes & Sec Edu
AOS	*Inactive:Admin Office Sys
AFAM	*Inactive:African Am Studies
99CC	*Inactive:Coll CC:Interdisc/Un
HEFL	*Inactive:Consumer &Family Sci
ELED	*Inactive:Elementary Education
WOMN	*Inactive:Gender & Women's Stu
GERO	*Inactive:Gerontology
ADM	*Inactive:Leadership Dynamics
MACS	*Inactive:Math & Compture Sc
MLIS	*Inactive:Modern Lng & Intrcul
SASW	*Inactive:Sociology
SIP	*Inactive:Special Instruct Prg
TCHR	*Inactive:Teacher Education
TECH	*Inactive:Technology Division
HEAL	*inactive:Health Sciences Div
ACAF	Academic Affairs
ACMS	Academy of Math & Science
ACCT	Accounting
ACAD	Advising & Career Development
AGRI	Agriculture and Food Science
AERO	Air Force Rotc (Aerospace Stud
ALHL	Allied Health
CFS	Applied Human Sciences
AMS	Architectural & Manufacturing
ART	Art
BIOL	Biology
BA	Business Administration
CHEM	Chemistry
99AR	Coll AR:Interdiscpl/Undeclared

99BU	Coll BU: Interdiscpl/Undeclared
99ED	Coll ED: Interdiscpl/Undeclared
99EX	Coll EX: Exploratory Studies
99HH	Coll HH: Interdiscpl/Undeclared
99SC	Coll SC: Interdiscpl/Undeclared
99IS	Coll UC: Deans Office
COMM	Communication
CD	Communication Sci & Disorders
CIT	Computer Information Tech
CS	Computer Science
XC	Continuing Education
COOP	Cooperative Education
CNSA	Counseling and Student Affairs
CI	Curriculum and Instruction
DCS	Diversity & Community Studies
XXXX	Double Major - Not in Program
ECON	Economics
EALR	Ed Adm, Leadership & Research
EDLD	Educational Leadership

Major, Minor, Concentration Codes (STVMAJR in Banner)

- Not a full list
- If you do not have your department code and do not have access to Banner, please email us and we will gladly provide that code.

MAJOR, MINOR, CONCENTRATION CODE VALIDATION							
Major Code *	Description *	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility
0000	Major Not Declared		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0001	Undeclared/Non-degree: BU	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0002	Undeclared/Non-degree: AR	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0003	Undeclared/Non-degree: HH	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0004	Undeclared/Non-degree: SC	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0005	Undeclared/Non-degree: ED	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0006	Undeclared/Non-Degree: UC	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001	Agriculture		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010	Educational Leadership	130401	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0011	Nursing Practice	513818	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0012	Organizational Communication	090101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0013	Physical Therapy	512308	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
002	Art Education		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
003	Biology		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
004	Business Education		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
005	Chemistry		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
007	Economics		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
008	English		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
009	Folk Studies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
010	French		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Ethnic Codes (STVETHN in Banner)

Ethnic Code Validation (STVETHN)

Criteria

Code	Description
1	Alien/Non-Resident
2	Black or African-American
3	American Indian/Alaskan ...
4	Asian/ Pacific Islander
5	Hispanic
6	White, Non-Hispanic
7	Non-reported
8	Two or more Races
9	Hawaiian/Pacific Islander

Gender Identity (GTVGNDR in Banner)

Code	Description
1	Female
2	Male
3	Transgender Female
4	Transgender Male
5	Gender Non-binary/Non-conforming
6	Write-In

Personal Pronouns (GTVPPRN in Banner)

Code	Description
1	He/Him/His
2	She/Her/Hers
3	They/Them/Theirs
4	Write-In

Religion (STVRELG in Banner)

Code	Description
02	Assembly of God
05	Baptist
10	General Baptist
15	Catholic
20	Christian
23	Disciples of Christ
25	Church of Christ
28	United Church of Christ
30	Christian Science
40	Episcopal
43	Jehovah Witness
45	Jewish
50	Lutheran
52	Mennonite
55	Methodist
56	Mormon
57	Muslim
58	Orthodox
60	Nazarene
65	Pentecostal

70	Presbyterian
75	Cumberland Presbyterian
77	Quaker
85	Seventh-Day-Adventist
86	Unitarian
87	Church of God
98	Other
99	Not Affiliated

Legacy (STVLGCY in Banner)

Code	Description
1	1st Generation College Student
2	Not 1st Generation College Stu
F	Father
G	Grandparent
M	Mother
N	Not reported
P	Both Parents
S	Step-Parent
Y	Alumnus in Family