



# Spreadsheet Budgeting Using Banner 7

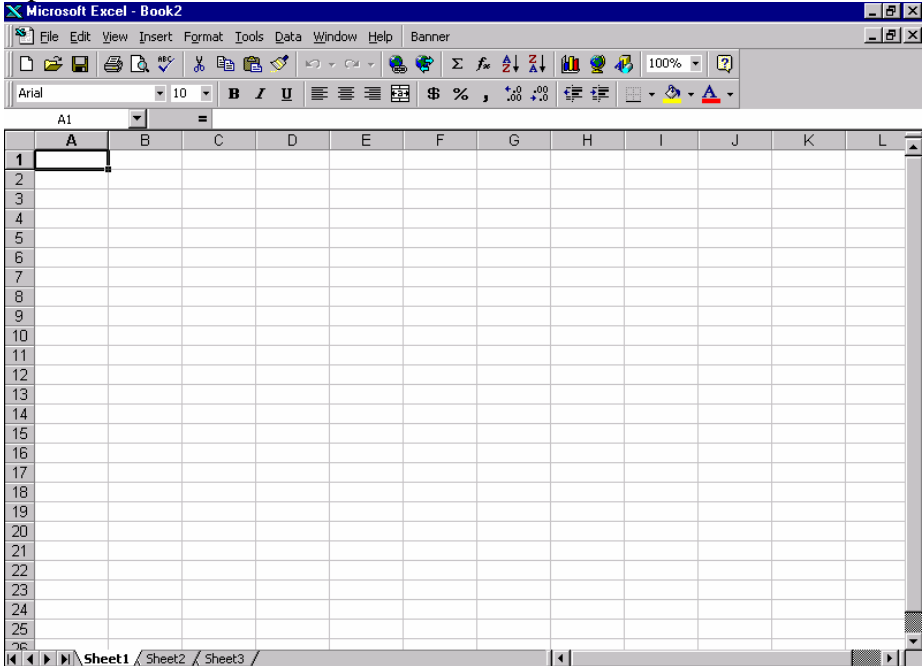
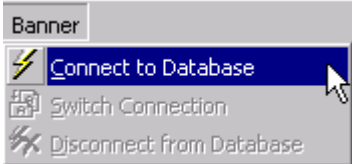
## Job Aid: Logging into a Database

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### Procedure

Follow these steps to log into a database from Microsoft Excel.

Note: Although you do not need to be logged into Banner in order to use Spreadsheet Budgeting, your computer must have access to a Banner database.

Step	Action
1	<p>Open Microsoft Excel.</p>  A screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book2". The window shows the standard menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The Banner menu is open, showing options: "Connect to Database" (highlighted with a mouse cursor), "Switch Connection", and "Disconnect from Database". The spreadsheet grid is visible below, with column headers A through L and row numbers 1 through 26. The active cell is A1.
2	<p>Select <u>C</u>onnect to Database from the <b>B</b>anner pull-down menu.</p>  A close-up screenshot of the Banner menu. The menu is titled "Banner" and contains three items: "Connect to Database" (with a lightning bolt icon and highlighted by a mouse cursor), "Switch Connection" (with a plug icon), and "Disconnect from Database" (with a plug icon).

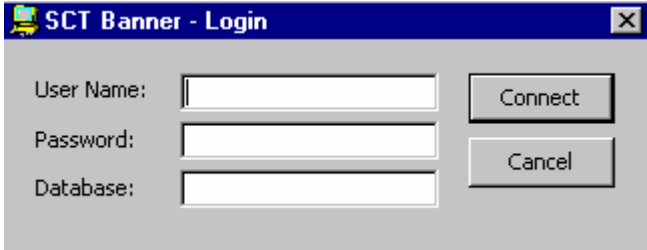


# Spreadsheet Budgeting Using Banner 7

## Job Aid: Logging into a Database (Continued)

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### Procedure, continued

Step	Action
3	<p>Enter your Oracle user ID in the <b>User Name</b> field.</p> <p><u>Example:</u> train01</p> 
4	Press Tab.
5	<p>Enter your Oracle password in the <b>Password</b> field.</p> <p><u>Example:</u> apassword</p> <p><u>Note:</u> The password is coded for security purposes. You will not see your password; rather, you will see asterisks in place of the characters in your password.</p>
6	Press Tab.
7	<p>Enter the database instance with which you want to work in the <b>Database</b> field.</p> <p><u>Example:</u> w600</p>
8	Click the <b>Connect</b> button.
9	<p>Now, we will repeat the process and connect to another database.</p> <p>Select <u>Connect to Database</u> from the <b>Banner</b> pull-down menu.</p>

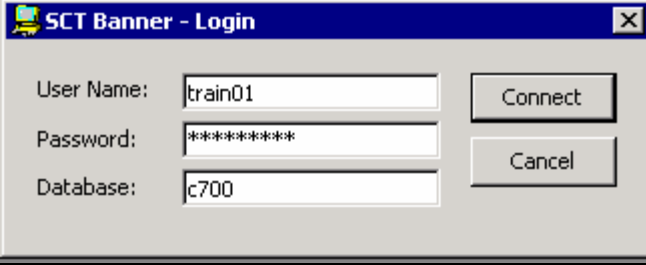


## Spreadsheet Budgeting Using Banner 7

### Job Aid: Logging into a Database (Continued)

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#### Procedure, continued

Step	Action
10	<p>Enter your Oracle password in the <b>Password</b> field.</p> <p><u>Note:</u> Since we just logged into a database, the auto-complete feature recalls the User Name and Database that we previously entered. Note that you will need to re-enter your password.</p> 
11	Press Tab.
12	Delete the current database in the <b>Database</b> field.
13	Enter the database instance with which you want to work in the <b>Database</b> field.
14	Click the <b>Connect</b> button.