



Spreadsheet Budgeting Using Banner 7

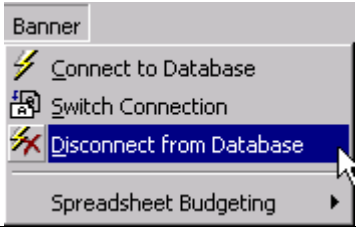
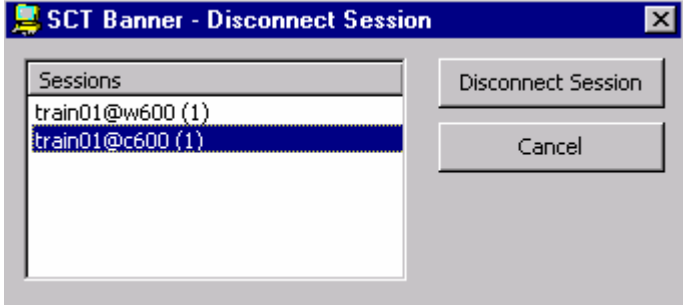
Job Aid: Logging Out of a Database

◀ Jump to TOC

Procedure

Follow these steps to log out of a database.

Note: If you are connected to multiple databases, you can choose which one(s) you would like to disconnect, while the others remain connected.

Step	Action
1	<p>Select <u>Disconnect from Database</u> from the Banner pull-down menu.</p>  <p>The screenshot shows a pull-down menu titled 'Banner'. It contains four items: 'Connect to Database' with a lightning bolt icon, 'Switch Connection' with a server rack icon, 'Disconnect from Database' with a lightning bolt and a red 'X' icon, and 'Spreadsheet Budgeting' with a right-pointing arrow. The 'Disconnect from Database' option is highlighted in blue, and a mouse cursor is pointing at it.</p>
2	<p>Choose the connection(s) that you want to disconnect.</p>  <p>The screenshot shows a dialog box titled 'SCT Banner - Disconnect Session'. It has a list box labeled 'Sessions' containing two entries: 'train01@w600 (1)' and 'train01@c600 (1)'. The second entry is selected and highlighted in blue. To the right of the list box are two buttons: 'Disconnect Session' and 'Cancel'.</p>
3	<p>Click the Disconnect Session button.</p>