Spreadsheet Budgeting Using Banner 7

Job Aid: Switching Connections

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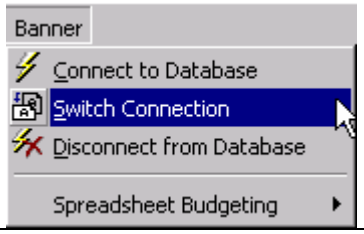
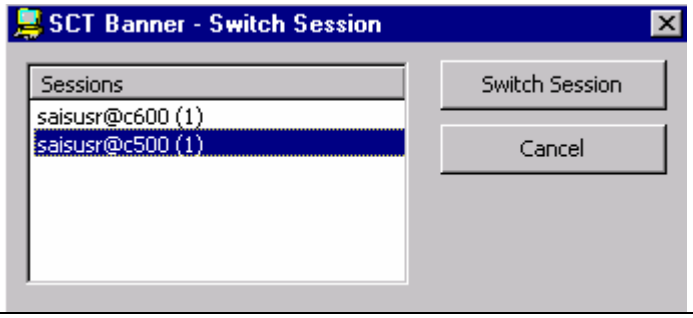
Procedure

Follow these steps to switch connections in the Spreadsheet Budgeting module.

Note: This assumes that you are connected to more than one database and/or users.

Step	Action
1	Select Switch Connection from the **Banner** pull-down menu. 
2	Click the appropriate connection. 
3	Click the **Switch Session** button.

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