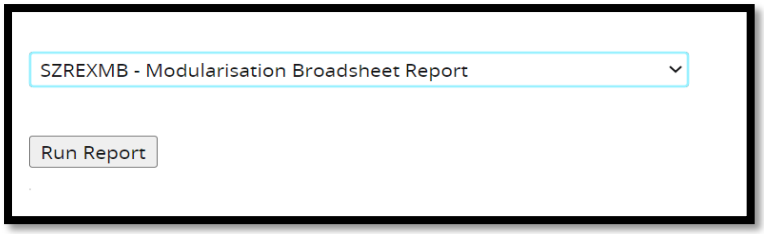
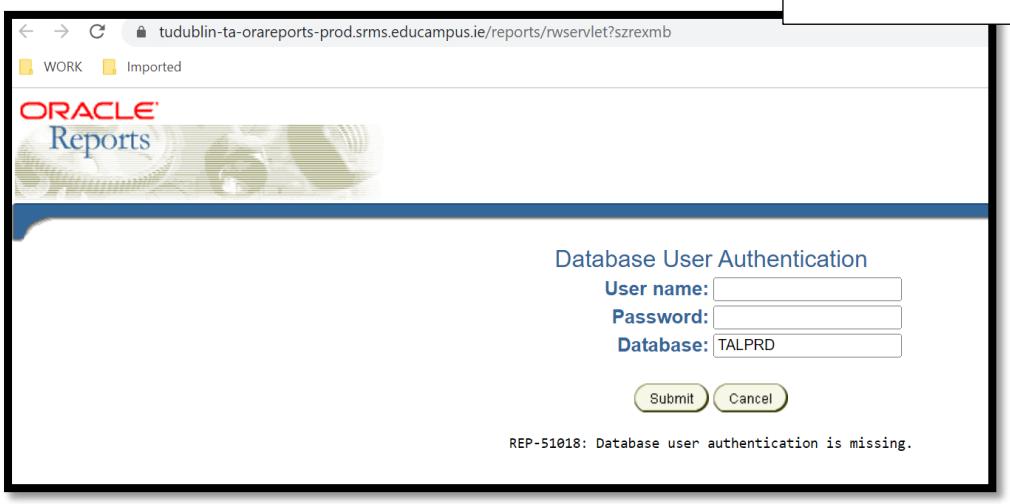
ACCESSING BROADSHEETS BANNER 9





*THE BROADSHEETS ARE ACCESSED THROUGH THE **GZAREPS** PAGE*

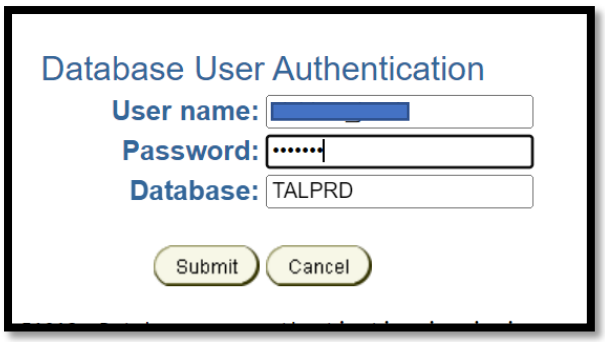
THE GZAREPS PAGE IS USED TO RUN ORACLE REPORTS AND BROADSHEETS IS ONE OF THESE REPORTS.

1. In the search box enter GZAREPS or Oracle Reports and select GZAREPS.
2. This will present a dropdown list of Oracle Reports.
3. In this case select the broadsheet form: SZREXMB.
4. Click RUN REPORT
5. A Message presents to click the link if report doesn't automatically run. Do so.
6. A new web tab for Oracle reports will open. You will be required to enter your login details:
   - Username:
   - Password:
   - Database: TALPRD or BLAPRD

PLEASE NOTE:

IF YOU HAVE USED BANNER 8 PREVIOUSLY YOU WILL USE YOUR BANNER 8 USERNAME AND PASSWORD.

IF YOU ARE A NEW USER TO BANNER, WHEN YOUR ACCOUNT IS SET UP CMT WILL HAVE PROVIDED YOU WITH A ORACLE USERNAME AND PASSWORD.

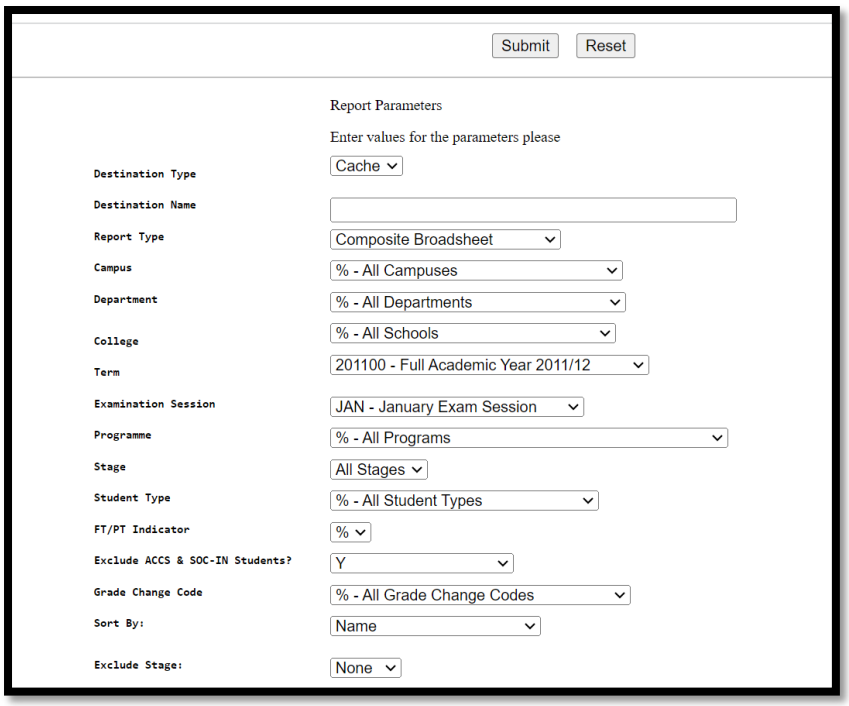


PRESS SUBMIT

THE REPORT PARAMETERS FOR BANNER 9 WILL OPEN.

FOLLOW THE USUAL STEPS TO SELECT THE PARAMETERS AND RUN YOUR BROADSHEET

CLICK SUBMIT.



NOTE:

DATABASE for Blanchardstown will be **BLAPRD.**

YOUR USERNAME AND PASSWORD CAN BE RESET IN BANNER ACCESS MANAGEMENT (BAM) – Log your call with Tech Services – Ensure you highlight BANNER ACCESS issue.