



The Guide to **Banner 9 Printer Helper**



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1. Document Introduction

1.1. Change Log

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	5/11/2018	K. Freeman (ee6515)	Initial Draft

1.2. Audience

This document is intended for users who are looking to utilize the **Banner 9 Printer Helper** to print Banner 9 Forms.

1.3. Purpose

This document shows how to install and use the **Banner 9 Printer Helper** .



2. Banner 9 Printer Helper

2.1. Basic Information

The **Banner 9 Printer Helper** is a combination of a browser extension and a web application to make printing Banner 9 forms easy and configurable. This is meant to be a temporary solution, provided only until Ellucian reliably fixes all of the printing issues with Banner 9. Some of the issues this service strives to overcome are as follows:

- Not all columns fit on the printed page
- Not all columns are displayed on the printed page
- Not all columns are sortable in Banner 9
- Columns may not be put in the desired order
- Columns may not be hidden/hidable as desired
- Sections of the page may not be hidden/hidable as desired
- Tables stretching across pages do not have headers repeated on each page

The **Banner 9 Printer Helper** can be used in any environment - development, pre-production, or production. It does not retrieve data from the database or store any of the form data that you print. It grabs the HTML markup from the Application Navigator page and sends it to a web application hosted on Citadel that parses the markup, extracts the data tables, and rebuilds them in a printer friendly format.

2.2. Installing the Browser Extension

2.2.1. On Google Chrome

Visit the Chrome Web Store [here](#) and click on **ADD TO CHROME** and then confirm by clicking on **Add Extension**. After installation you will see a little icon of a printer on the top right of your browser.



2.2.2. On Microsoft Edge

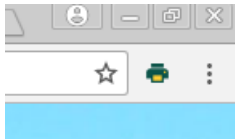
Coming soon to Microsoft Edge.



3. Printing Banner 9 Forms

3.1. Click and Easy

After logging in to Banner 9 (regardless of environment), the extension icon on your browser will light up in WSU green and yellow.



Navigate to any form, execute your query, and then click on that icon. A new tab will open in the browser with the form rebuilt in a printer friendly format. Then simply hit **Ctrl-p** to print or use the browser menu's **Print** command.



When clicking on the extension icon, you may get an error showing that pop-ups are being blocked. Click on the window-with-x icon and select "Always allow pop-ups". After that you can click on the printer icon again.



Banner 9 Printer Helper

General Person Identification SPAIDEN 9.3.6 (PPRD8) Report a problem

ID: 004060989 Freeman, Keith E.

Identification

ID: 004060989	Name Type: LEGL Legal Name
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Person

Last Name: Freeman	Prefix: Mr.
First Name: Keith	Suffix:
Middle Name: Edward	Preferred First Name:
	Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

Origin:

Original Creation

User: WSUSTU	Create Date: 04/03/2009
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“
**The Banner 9
 Printer Helper
 fixes all that**
 ”

There are essentially two types of layouts on Banner 9 Forms. In the screenshot above you can see one. There are sections grouped together with common information. The other layout is a strict grid with columns and rows of information. One issue with Banner 9 is that for the grid layouts you can't sort on all columns and often columns either don't fit on the page when printed or Banner 9 won't even put them on the page at all. The **Banner 9 Printer Helper** fixes all that. On the next page, checkout the view of a validation form that uses a simple grid layout.



Banner 9 Printer Helper

Term Code Validation STVTERM 9.3.6 (PPRD8)

[Report a problem](#)

Term Code Validation

Term	Term Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date	Financial Aid Process Year	Summer	Term	Beginning Period	Ending Period	System Required
ARTERM	Account Receivable Term	01/01/1900	12/30/1900		2000	01/01/1900	12/30/1900		<input type="checkbox"/>				<input type="checkbox"/>
999999	The End of Time	01/01/2999	05/15/2999		9999	01/01/2999	05/15/2999	9999	<input type="checkbox"/>				<input checked="" type="checkbox"/>
201906	Spring/Summer 2019	05/06/2019	08/16/2019	S	2019	05/06/2019	08/16/2019	1819	<input type="checkbox"/>				<input type="checkbox"/>
201901	Winter 2019	01/07/2019	04/30/2019	S	2019	01/07/2019	04/30/2019	1819	<input type="checkbox"/>				<input type="checkbox"/>
201809	Fall 2018	08/29/2018	12/18/2018	S	2019	08/29/2018	12/18/2018	1819	<input type="checkbox"/>				<input type="checkbox"/>
201807	Med Sch 2018-2019	07/01/2018	05/31/2019	M	2019	07/01/2018	05/31/2019	1819	<input type="checkbox"/>				<input type="checkbox"/>
201806	Spring/Summer 2018	05/07/2018	08/14/2018	S	2018	05/07/2018	08/14/2018	1718	<input type="checkbox"/>				<input type="checkbox"/>
201801	Winter 2018	01/08/2018	05/01/2018	S	2018	01/08/2018	05/01/2018	1718	<input type="checkbox"/>				<input type="checkbox"/>
201709	Fall 2017	08/30/2017	12/19/2017	S	2018	08/30/2017	12/19/2017	1718	<input type="checkbox"/>				<input type="checkbox"/>
201707	Med Sch 2017-2018	07/01/2017	05/31/2018	M	2018	07/01/2017	05/31/2018	1718	<input type="checkbox"/>				<input type="checkbox"/>
201706	Spring/Summer 2017	05/08/2017	08/18/2017	S	2017	05/08/2017	08/18/2017	1617	<input type="checkbox"/>				<input type="checkbox"/>
201701	Winter 2017	01/09/2017	05/02/2017	S	2017	01/09/2017	05/02/2017	1617	<input type="checkbox"/>				<input type="checkbox"/>
201609	Fall 2016	08/31/2016	12/20/2016	S	2017	08/31/2016	12/20/2016	1617	<input type="checkbox"/>				<input type="checkbox"/>
201607	Med Sch 2016-2017	07/01/2016	05/31/2017	M	2017	07/01/2016	05/31/2017	1617	<input type="checkbox"/>				<input type="checkbox"/>

On each column there are three or four action icons.

- The and icons allow you to reorder the columns. So if you'd like that middle column on the far right edge, just click the until it is.
- The icon will sort the grid based on that column. It's a simple sequence. The first click sorts all rows in ascending order based on that column (and the icon changes to). The second click sorts it in descending order (icon becomes) and the third click will remove the sort altogether (back to).
- Finally, there is icon that will toggle the column on or off for printing. The header and all values in that column will be grayed out when printing is turned off so you'll still see the column on the web page, but when printed, it won't show up.

Once you have ordered your columns, sorted the rows, and hidden what you don't want to see, hit **Ctrl-p** to print, or use the browser menu's **Print** command. If you are using Chrome, you'll see a preview of what the page will look like. Everything on the form that's not been hidden should be on the page, resized to fit the page size and orientation you have selected for printing. That's it!



Some forms in Banner 9 simply have too many columns. If you find that even the **Banner 9 Printer Helper** cannot help you print all columns, you can try these suggestions. 1) Hide any columns you don't absolutely need. 2) Try scaling the page. In Chrome, this can be done from the **Print Preview** screen. Click on **More Settings** and then adjust the **Scale** option to a number lower than 100 until you have achieved an acceptable print out.



3.2. Reporting a Problem

You may have noticed in the screenshots above a button in the top right: **Report a Problem**. You can use this to report any issues you might have printing a particular form. If the data created by the **Banner 9 Printer Helper** does not match the original form, or if anything doesn't look right, just click on that button to let the development team know about it. A message box will pop-up with information about the form filled in for you. Edit the message and submit it. Edit the message and submit it.

Report a problem

This is to facilitate reporting any issues found with data display or page printing. Some basic information about the form you are using has been filled in already. Please edit the message and submit it to the development team for review.

Tell us about the problem.

There is a problem with the following form: Term Code Validation STVTERM 9.3.6 (PPRD8).

ENTER DETAILS HERE
(missing/wrong data, malformed tables, etc.)

Cancel Reset Submit

2016 05/09/2016 08/19/2016 1516