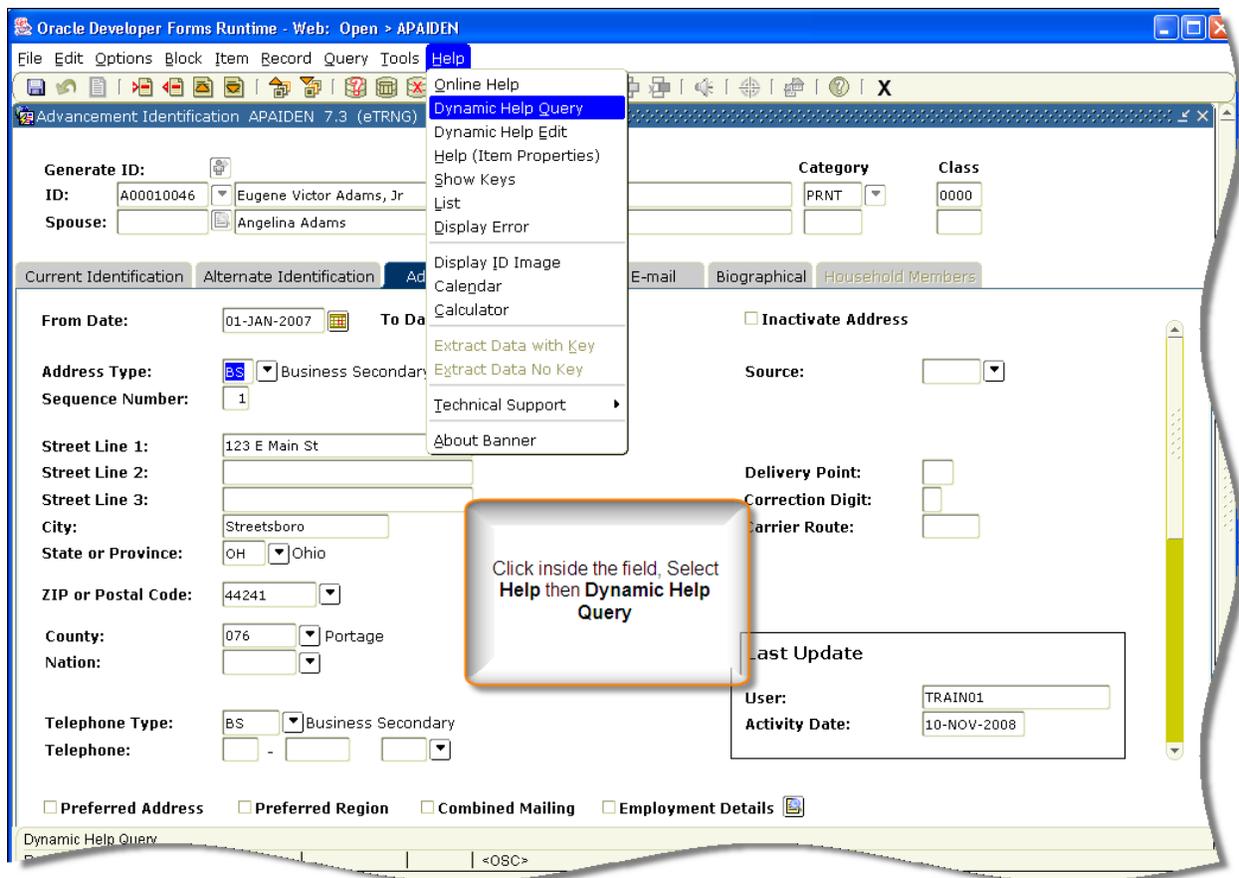# How to Locate a Banner Field and Requesting the Addition of a Field to the ODS
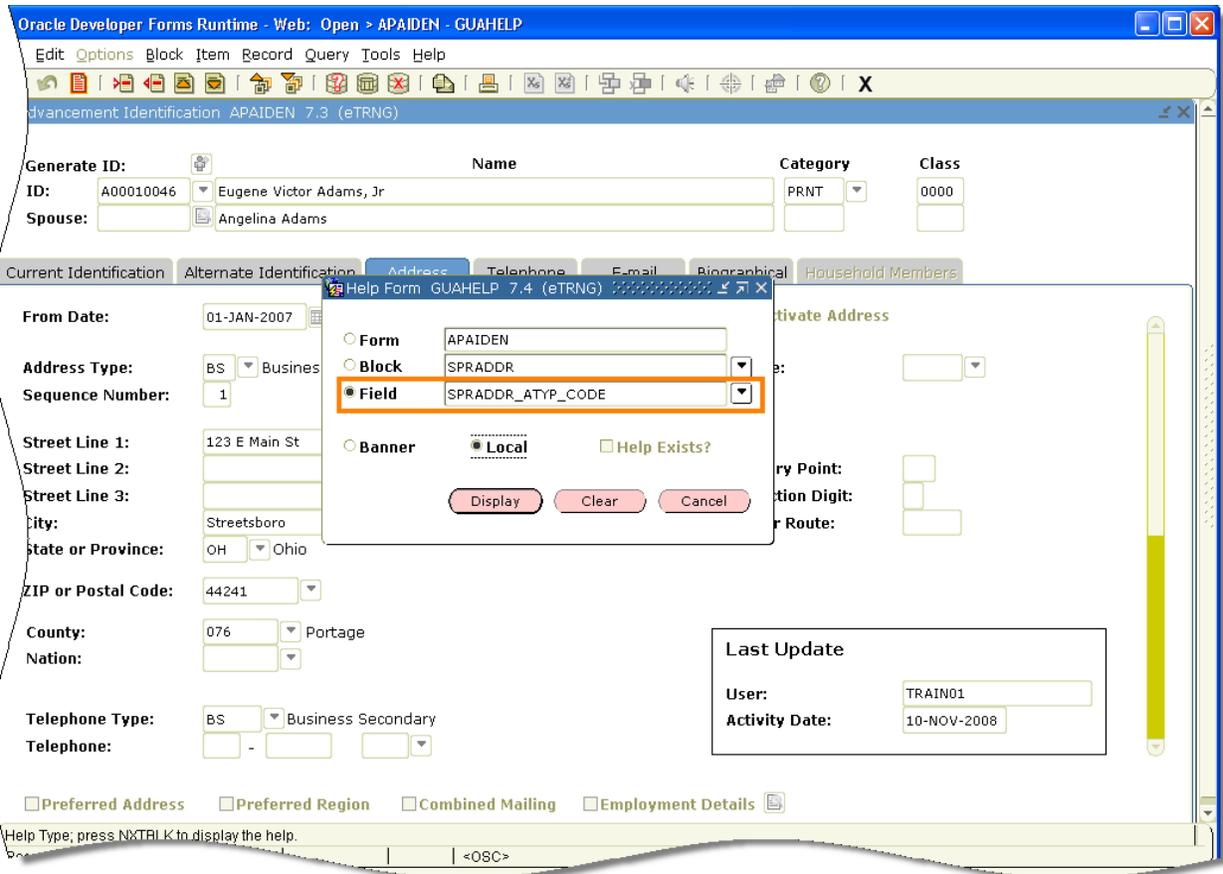
Locating a Banner Field in the ODS

If you want to know where a Banner field is located in the ODS/Cognos, there is a simple process to do so. Instructions on how to request the additional of a field to the ODS can be found on page 7.

Follow these steps to locate the Banner object:

1. Open the form that contains the Banner field
2. Click inside the field
3. Select **Help** from the Menu Bar
4. Select **Dynamic Help Query**

5. **Field** contains the name of the field; in this case, it is **SPRADDR_ATYP_CODE**

6. Go to **Cognos** for the link to the Metadata

7.   Click on **Banner ODS Schema**

8.   Click on the link that is located on the left side of the page; in this example even though the field is located in an Advancement form, because the form name begins with the letter 'S' we know to select the student link.

o be tracked for the the academic period.	person per academic period per application number per attribute.	ADMISSIONS_ATTRIBUTE, ACADEMIC_PERIOD
ntifies the applicant o to be tracked within nticipated start and This information is ing.	One row per person per application number per academic period per cohort.	ACADEMIC_PERIOD, PERSON_UID, APPLICATION_NUMBER COHORT, ACADEMIC_PERIOD
dmission decisions ation. Data Includes sequence of entry ecision.	One row per person per academic period per application number per decision number per decision.	ACADEMIC_PERIOD, PERSON_UID, APPLICATION_NUMBER DECISION, ACADEMIC_PERIOD PERSON_UID
ION reporting view. of values based on rded for the pplication number.	One row per person per academic period per application number.	PERSON_UID, ACADEMIC_PERIOD, APPLICATION_NUMBER ACTIVITY_DATE
e ratings recorded ication as inistrator assigned tion.	One row per person per academic period per application number per rating.	ACADEMIC_PERIOD, PERSON_UID, APPLICATION_NUMBER PERSON_UID

Scroll to the bottom of the screen

9.	Scroll to the bottom of the screen until the list of Banner tables will display

Click on the link for the table

10. Locate the table that contains the field
11. Click on the link to display the data items in the table that are available in the ODS

SCT Operational Data Store
Reporting View Source: SPRADDR

Source Column	Business Name	Business Definition	Business Acronym	Source Form	Local Source	Target Type	Target	Target Column	Local Target	Calculation Formula
SPRADDR_ASRC_CODE				SPAIDEN	NO	REPORTING VIEW	ADDRESS	ADDRESS_SOURCE	NO	NA
SPRADDR_ATYP_CODE				SPAIDEN	NO	REPORTING VIEW	ORGANIZATION_CONTACT	ADDRESS_TYPE	NO	NA
							ORGANIZATION_CONTACT_SLOT	ADDRESS_TYPE_1	NO	
							ORGANIZATION_CONTACT_SLOT	ADDRESS_TYPE_2	NO	
							ADDRESS	ADDRESS_TYPE	NO	
							ADDRESS_BY_RULE	ADDRESS_TYPE	NO	
							ADDRESS_CURRENT	ADDRESS_TYPE	NO	
							ADDRESS_PREFERRED	ADDRESS_TYPE	NO	
							ORGANIZATION_ENTITY	ADDRESS_TYPE	NO	
SPRADDR_CARRIER_ROUTE				FOAIDEN	NO	REPORTING VIEW	CONSTITUENT_ENTITY	CARRIER_ROUTE	NO	NA
							GIFT_ASSOCIATED_ENTITY	ASSOCIATED_CARRIER_ROUTE	NO	
							INVOICE	REMIT_TO_CARRIER_ROUTE	NO	
							PURCHASE_ORDER	ORDER_FROM_CARRIER_ROUTE	NO	
							RETURNED_ITEM	RETURN_CARRIER_ROUTE	NO	
							VENDOR	ORDER_FROM_CARRIER_ROUTE	NO	
							VENDOR	REMIT_TO_CARRIER_ROUTE	NO	
							ADDRESS	CARRIER_ROUTE	NO	
							ADDRESS_BY_RULE	CARRIER_ROUTE	NO	
							ADDRESS	CARRIER_ROUTE	NO	

12. A list that contains the **Banner Field (Source Column)**, the **ODS Query Subject (Target)** and the name of the **ODS Query Item (Target Column).** In this example, the Banner table is available in eight (8) Query Subjects.

Requesting the Addition of a Banner Field to the ODS

If the field is not in the ODS, fill out an Operational Data Store Request Form to request that it be added to the ODS.

If the field is in the ODS, but not in the package you are using, fill out the same form, requesting that it be added to the package and where it currently exists in the ODS.