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

### Tips and Tricks

- Unable to open Excel reports
- Useful Functions in Cognos
- Address and Email Slot Descriptions

### Helpful Links

- [Training Website](#)
- [Online Report Inventory](#)
- [CDS/Cognos Metadata](#)
- [CDS Change Request Form](#)
- How to Research if a Banner Field is Contained in the ODS
- Access Request form
- List of Values Information
- Package Listing with Data Steward Information
- Address and Email Slot Descriptions
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.
9. Scroll to the bottom of the screen until the list of Banner tables will display
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
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.