

The background features three sets of concentric red circles of varying sizes. Two thin red lines intersect diagonally across the page, one from the top-left and another from the top-right, meeting near the center. A large red circle is positioned in the upper right, a medium one in the center, and a large one in the bottom right corner.

WKU InfoView

A Web Reporting Tool at WKU

WKU ITS Application Support
Revised 2024
app-support@wku.edu

WKU InfoView
<http://infoview.wku.edu>

Prompts: a variable that must be given a specific value during the execution of a program to return needed information. Most reports will ask for prompts but there are a few exceptions so for those all you need to do is Schedule the report. Prompts must be entered in the correct format and valid values. (If the Prompt ask for department you must use the department value using anything else will not return the information you are seeking.) Some reports will require additional security to process -- those areas are Human Resources and Finance.

Most Common Prompts:

Term – This is a six digit code used to identify the term you are seeking information about. It is always the four digit year plus the following codes to identify the term – 05 Winter, 10 Spring, 20 Summer and 30 Fall. So if you want information for Spring 2015 use the term code 201510.

College -- Every college has a two character code to use to report information for that college. Examples: Gordon Ford College of Business-BU, Arts and Letters-AR, University College-IS.

Department – A four character alphanumeric field that identifies the Department. Codes will be at least two positions examples: CS – Computer Science, MATH – Mathematics, ENG – English.

Major -- A four character alphanumeric field assigned to each major. This field is case sensitive so you must use a 'P' when looking for those seeking admissions to a major.

Minor -- A three character field that is assigned to classify each Minor. Currently numeric information only is used to identify the minor.

Concentration -- A four character alpha field that is used to define each concentration.

Reports use the following links to process and view reports:

View Latest Instance – Link that allows you to view the information from the last report processed.

History – Link allows you to view all of the instances of the report that have been processed in the past that has not been deleted.

Schedule – Link that allows you to submit a report to request the information that is needed. Will also show the start and end time of the report processing.

View – Link that allows you to enter all Prompts on one form and will require you to use your Banner UserID and Password to run the secured report.

Human Resources / Finance / BSR Prompts

Fiscal Year – It is a 2 character numerical field which is always the last two digits of the budget year.

Posting Period -- May be current (the month you are in) or the following example –July use - 01, August use – 02, Sept. use – 03, etc.

Index code – a six digit numeric field that will identify the Org or Grant area of your responsibility.

Position Number – P_POSN -- Used by Human Resources to identify the position the individual has at WKU

Requisition Number – P_REQ – When a job opening is posted this is the number assigned to identify the position.

Security Code or PIN-- A code that is assigned by Human Resources or Advance so individuals may process a report with their confidential information.

Period Begin Date – dd-mon-yyyy – Decide the beginning date, then you must use the correct format – for the dd use 01-31, for MON use the three character abbreviation for the month examples – March –MAR, June – JUN for the year use the four digit year example 2015

Period End Date – dd-mon-yyyy – Decide the ending date you want then use the correct format – for the dd use 01-31, for MON use the three character abbreviation for the month examples – March –MAR, June – JUN for the year use the four digit year example 2015

Fund -- The primary identification code of any chart of accounts that identifies the account / area. It is a six digit numeric field that will list line item charges and receipts. (Usually use 110000 when running reports.)

Orgn or Organization – It is the six digit code that is assigned to your Department/Organization.

WKU ID – It is the 9 digit 800 # assigned by Banner when an Individual or Vendor is added to Banner.

Payroll Year -- Is based on calendar year (Jan-Dec) a four position field. Enter the year you need the information for.

Payroll ID – Two position field that is used to identify the type of payroll information that a person is wanting.

Payroll Number – This will be a two digit number from 1 to 26 assigned by Payroll when they are processed.

Timesheet Organization Code – The six digit numeric code that identifies the Department or Area your Org code.

Approver User ID – U_xxxxxxxx – Always use your Banner Account ID when asked for this information and then you're Banner Password

HR / BSR use the report title to process information: (Double Left Click the report tile and the Prompt boxes will appear enter Prompts and then select the OK button. Some reports may require additional information before they are processed.

Example of Prompt form:

The screenshot shows a 'Enter Values' dialog box with five input sections, each with a 'Set to Null' checkbox:

- Enter Payroll Year (YYYY)** (PARM_PAYYEAR): Empty text field.
- Payroll Id** (PARM_PAYPCT): Dropdown menu showing 'ST'.
- Enter Payroll Number** (PARM_PAYNO): Empty text field.
- Enter time sheet organization code (xxxxxx)** (PARM_TSORGN): Empty text field.
- Enter approver's Banner ID (U_XXXXXX)** (PARM_APPRVR): Empty text field.

An 'OK' button is at the bottom.

Enter Values select OK

The screenshot shows the same 'Enter Values' dialog box with the following values entered:

- Enter Payroll Year (YYYY)**: 2014
- Payroll Id**: ST
- Enter Payroll Number**: 21
- Enter time sheet organization code (xxxxxx)**: 299999
- Enter approver's Banner ID (U_XXXXXX)**: u_bigred

The 'Set to Null' checkboxes are still present. An 'OK' button is at the bottom.

Enter Banner User ID & Password

The screenshot shows a 'Database Logon' dialog box with the following information:

- Server Name**: prod_db
- Database Name**: prod_db
- User ID**: u_wallyaq
- Password**: Masked with asterisks.

An 'OK' button is at the bottom.

WKU InfoView

WKU InfoView is an online web application that is used to obtain information from Banner / Advance, the Data warehouse and other Applications as developed.

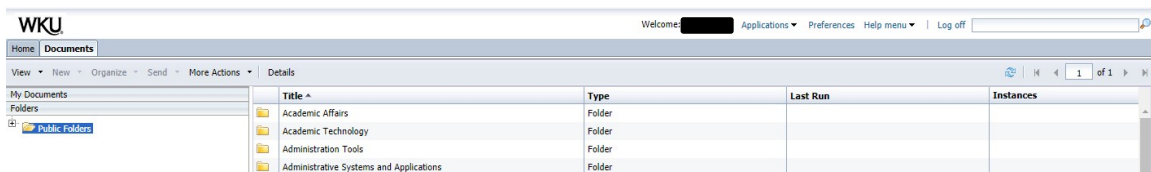
Enter the following URL in the web browser: <http://infoview.wku.edu> Press enter. The Log On to InfoView box will appear. Enter your NetID in the User Name box -- (example – bbb000000) and NetID password in the Password box. Make sure that the Authentication box has Windows AD listed. Select the Log On button.

NetID

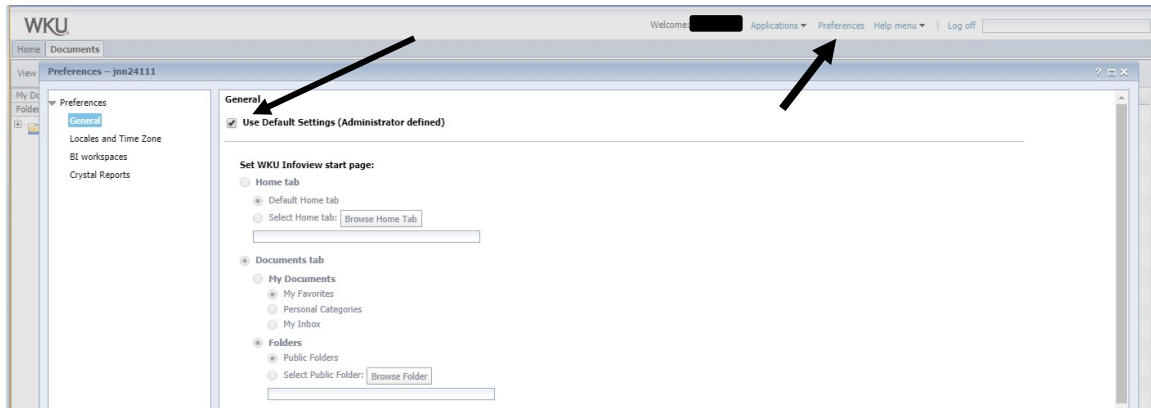
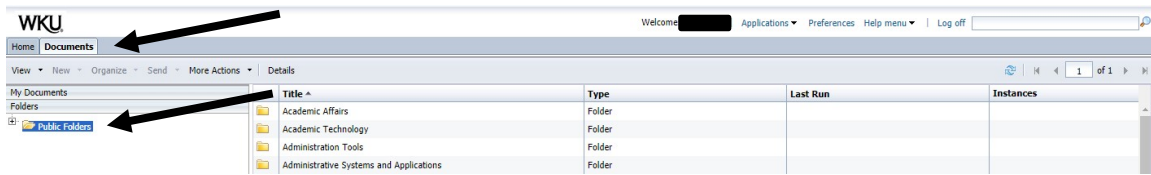
NetID password

Make sure that Authentication Is Windows AD

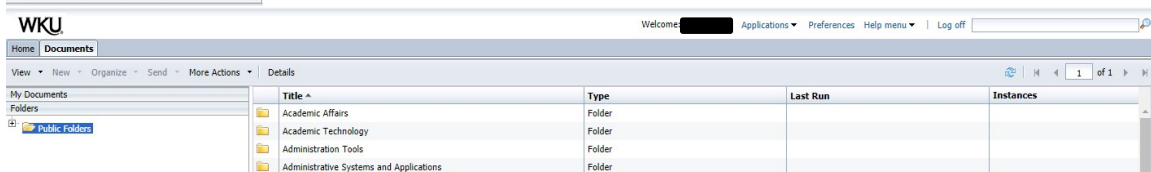
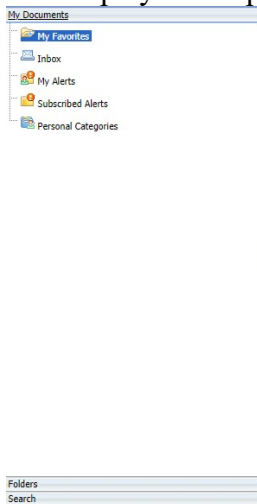
When logged in, the InfoView home page should display – with the Documents tab appearing as the home page or others as listed based on your settings. Everyone should see Public Folders – this folder will show all folders you have access too. All Faculty/Staff employees will have access to the WKU Campus Community folder once they have been activated in HR. You must be granted access to any secure folders by contacting WKU ITS Application Support



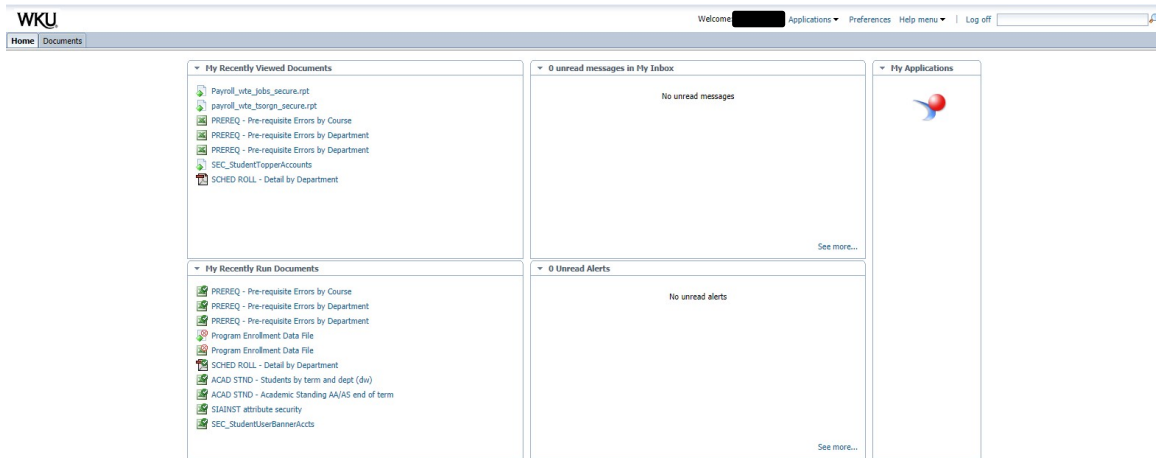
The Documents tab should be the defaulted tab that appears when you access InfoView. With the Folders group selected If it is not you may want to go to the Preferences link and set the checkbox under General – Use Default Settings (Administrator defined) to set that setting.



The My Documents box will contain: My Favorites folder (that you may use), and Inbox, My Alerts, Subscribed Alerts, and Personal Categories (which we do not use). (This group may be set as your defaulted open group by changing this Default settings). Note when the My Documents box is opened the Folders group is closed and you will see it listed at the bottom of the page. Also, you will have a Search function page at the bottom (and at the top right) which will display the results for which you do a search. You may refine the search results for the following: Refresh Time, Type, location, data source, author and will display the Report title and description under Search Results.



Home tab: This tab has two blocks of information that you may use often: My Recently Viewed Document and My Recently Run Documents. The other three blocks of information will not be used that often.

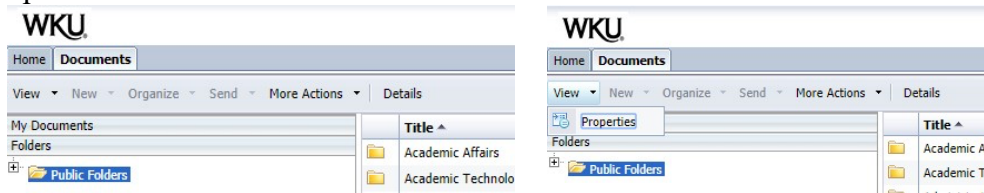


Search page: Open the tab titled Search and you will see a search box also you have one on the title bar to the right of the Log Off link. You may perform searches for reports information:

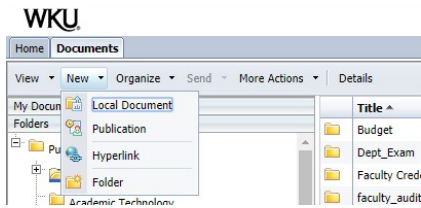


Navigation Toolbar

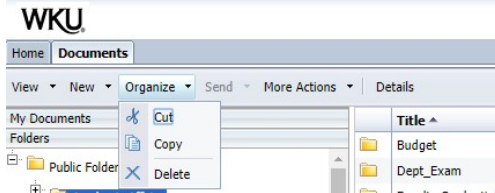
View menu: will display View link (which opens the Prompts form) and Properties link (gives the title of Report and Description of what the report should contain), date the report was created and last modification.



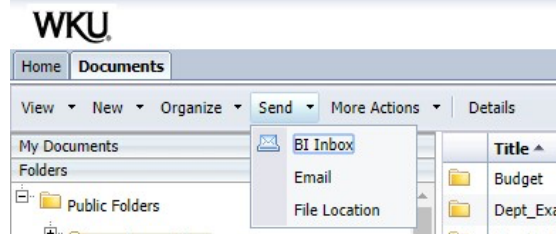
New menu – will allow you to add folders if you use the My Favorites function. You will not use any of the other links under this menu:



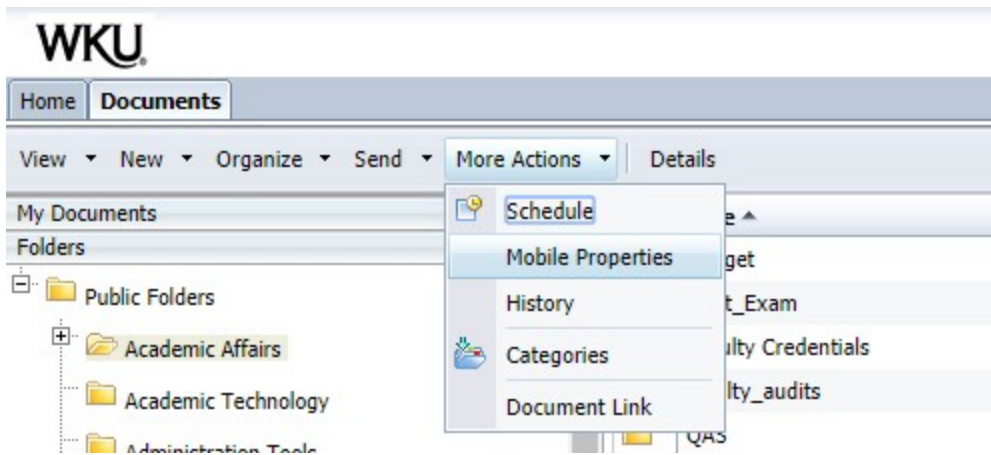
Organize menu – When the report title is highlighted – this function will allow you to create a shortcut in My Favorites, Copy Shortcut, Paste Shortcut and Delete (Never delete anything delivered by ITS only what you have created or generated)



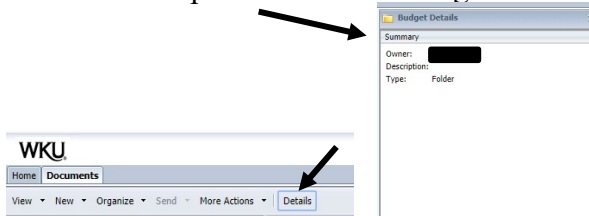
Send menu – may be used by the campus community but will only be the Email function.



More Actions menu – you will use the schedule and history (View Instances) function. You will not use Mobile Properties, or Categories and some areas will be able to use the Document Link.

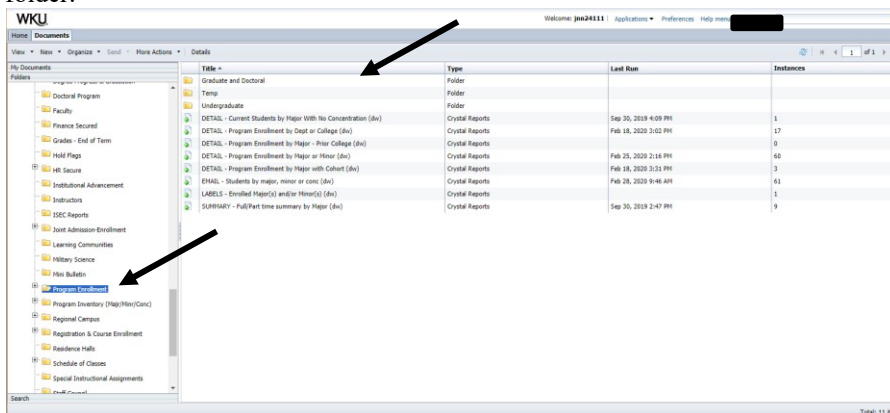


Details menu – when selected will Display a Summary of the reports information: when selected will open a Panel on the right of form displaying the information.



Scheduling Reports

Start by finding the folder that contains the report that you want to schedule. For this example we will use the Program Enrollment folder. In the right panel you will see a list of any sub-folders and/or reports in that folder.



Now select the the report by doing a single right click on the report title and the Menu box will open.

Title ^	Type	Last Run	Instances
Graduate and Doctoral	Folder		
Temp	Folder		
Undergraduate	Folder		
DETAIL - Current Students by Major With No Concentration (dw)	Crystal Reports	Sep 30, 2019 4:09 PM	1
DETAIL - Program Enrollment by Dept or (College/Pln.)	Crystal Reports	Feb 18, 2020 3:02 PM	17
DETAIL - Program Enrollment by Major - R	Crystal Reports		0
DETAIL - Program Enrollment by Major or Properties	Crystal Reports	Feb 25, 2020 2:16 PM	60
DETAIL - Program Enrollment by Major with Schedule	Crystal Reports	Feb 18, 2020 3:31 PM	3
EMAIL - Students by major, minor or conc	Crystal Reports	Feb 28, 2020 9:46 AM	61
LABELS - Enrolled Major(s) and/or Minor(s)	Crystal Reports		1
SUMMARY - Full/Part time summary by Ma	Crystal Reports	Sep 30, 2019 2:47 PM	9

View
View Latest Instance
Properties
Schedule
Mobile Properties
History
Categories
Document Link
New >
Organize >
Send >
Details

Values in the Menu box:

View -- Opens the Prompt form

View Latest Instance- shows the last report ran

Properties -- Information about when the report was created or last modified

Schedule -- Opens form to enter Prompts and Schedule the report for processing

Mobile Properties -- Currently not used

History -- List of all instances that are currently available to view Categories -- Currently not used

Document Link -- Currently not used

New -- Only function you may use is creating Folder under your My Favorites

Organize -- Create your Shortcuts in Favorites, Copy Shortcut or Delete

Send -- Some may use the email function listed in that group

Scheduling form appears:

Select the Prompts function and the Prompts form will open—Notice it may have two areas – Prompts Edit button or the Parameter block that you will set the Scheduling Value in the field(s). (Note sometimes you will see a third function that may have a values table and a filter function)

Parameter	Scheduling Value
* Term	[EMPTY]
* Address type	Local
* SelectType	[EMPTY]
* Selection	[EMPTY]

Option 1: Selecting the Edit Values button will open the Prompts form which will display the Enter Prompts boxes

Prompts

Enter prompt values.

Enter term Term

Select Address type: Address type

Local

Select type: SelectType

Enter selection based on type: (if Department, use Dept codes, i.e. ACCT; if College, use College codes, i.e. AR)

Selected Values:

Remove Remove All

Enter your values in all of the boxes and then select the OK button.

OK Cancel

You will be returned to Schedule form which you will then select the Schedule button. (Note: you will see your values in the Parameter boxes.)

Schedule Cancel

Then the History form opens with the report instance showing. It will process form Pending, to Running, to either Success or Failed. Note you do not have to refresh the report it will refresh automatically.

Schedule Cancel

History - DETAIL - Program Enrollment by Dept or College (dvr)

View Organize Send More Actions

Instance Time	Title	Status	Created By	Type	Locale	Parameters
Feb 18, 2020 3:02 PM	DETAIL - Program Enrollment by Dept or College	Success		Crystal Reports		202010; Local; Department(s); FIN; Clas
Feb 10, 2020 1:45 PM	DETAIL - Program Enrollment by Dept or College	Success		Crystal Reports		202010; Local; College(s); chhs; Major
Feb 7, 2020 4:39 PM	DETAIL - Program Enrollment by Dept or College	Success		Crystal Reports		201930; Local; College(s); SC; Classificat
Feb 4, 2020 8:22 AM	DETAIL - Program Enrollment by Dept or College	Success		Crystal Reports		202010; Local; Department(s); ART; Cla
Feb 4, 2020 8:19 AM	DETAIL - Program Enrollment by Dept or College	Success		Crystal Reports		202010; Local; Department(s); ART; Maj

To see the report information either select the Instance Time or Title and the report will open. When finished close the report by selecting the close function on the tab.

History - DETAIL - Program Enrollment by Dept or College (dw)

Instance Time	Title	Status	Created By	Type	Locale	Parameters
Feb 18, 2020 3:02 PM	DETAIL - Program Enrollment by Dept or	Success		Crystal Reports		202010; Local; Department(s); FIN; Clas
Feb 10, 2020 1:45 PM	DETAIL - Program Enrollment by Dept or	Success		Crystal Reports		202010; Local; College(s); chhs; Major
Feb 7, 2020 4:39 PM	DETAIL - Program Enrollment by Dept or	Success		Crystal Reports		201930; Local; College(s); SC; Classificat
Feb 4, 2020 8:22 AM	DETAIL - Program Enrollment by Dept or	Success		Crystal Reports		202010; Local; Department(s); ART; Cla
Feb 4, 2020 8:19 AM	DETAIL - Program Enrollment by Dept or	Success		Crystal Reports		202010; Local; Department(s); ART; Maj

WKU

Welcome [Redacted] Applications Preferences Help menu Log off

Home Documents DETAIL - Program En... 1 of 53 100%

Group Tree

- DETAIL - Program Enrollment by Dep
- FIN

2/28/2020

WESTERN KENTUCKY UNIVERSITY

STUDENTS ENROLLED IN SPRING 2020 IN SPECIFIED DEPARTMENT(S)

Sorted by Classification and GPA

Page 1 of 53

FIN - Finance

Name	Phone	Primary_Major_1	Sec_Major_1	Primary_Advisor
ID	Email	Primary_Major_2	Sec_Major_2	Secondary_Advisor
Class_Type	Credit_Hours	Minor(s)_Concentration(s)	Minor(s)_Concentration(s)	Cum_Earned_Hrs
Ethnicity	Local_Address	Cde_Term_Grad_Term_Pem_Status		Cum_GPA

Option 2: Using the Parameters function to enter Prompts in the boxes. Select the Prompts function from the list. Form will open use the Parameter area now: Select the all fields marked Empty under the Scheduling Value Heading – Make sure that all fields have a value in them other than Empty

Schedule - DETAIL - Program Enrollment by Dept or College (dw)

Schedule

Instance Title

Recurrence

Database Logon

Prompts

Filters

Formats

Destinations

Print Settings

Events

Scheduling Server Group

Languages

Prompts

Edit Values...

Parameter	Scheduling Value
* Term	[EMPTY]
* Address type	Local
* SelectType	[EMPTY]
* Selection	[EMPTY]
* SelectSortOrder	[EMPTY]

* Required

Schedule Cancel

Possible type of Parameter boxes:
Enter only one Value: Select OK button

Prompts

Enter prompt values.

Enter term

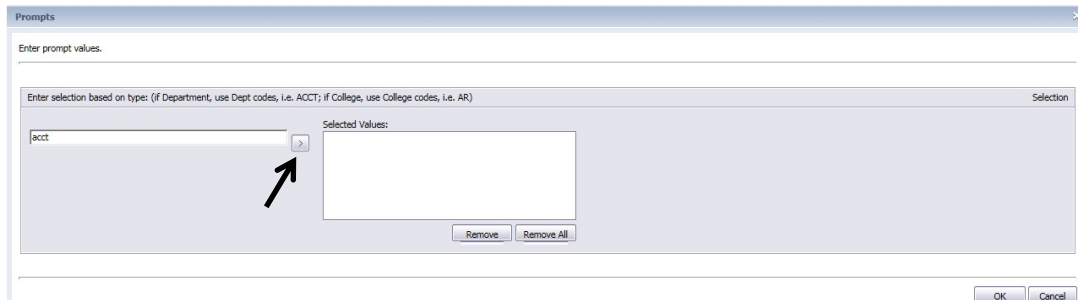
Term

OK Cancel

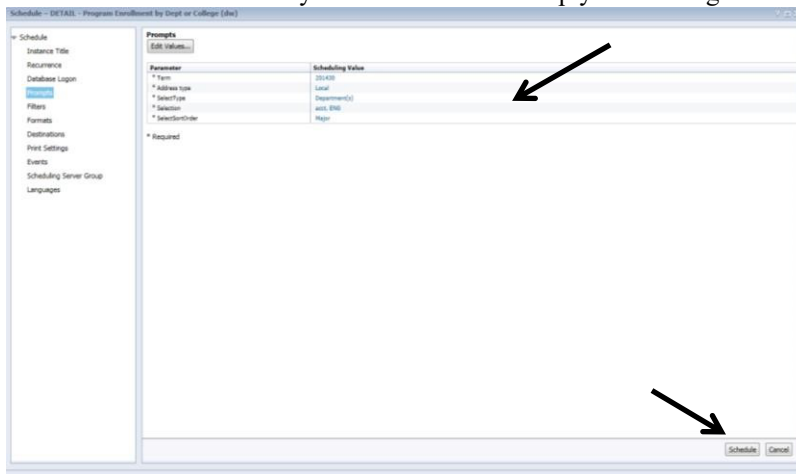
Selection from a drop down list: Select your value from the list and then select the OK button



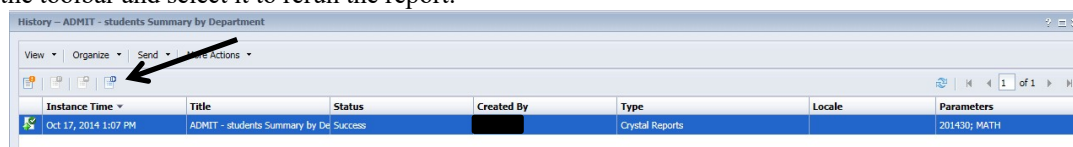
Enter multiple values: Enter criteria in left box then select the Add discrete value button and the value will be added to the Selected Values box and repeat until you have all values entered. Then select the OK button



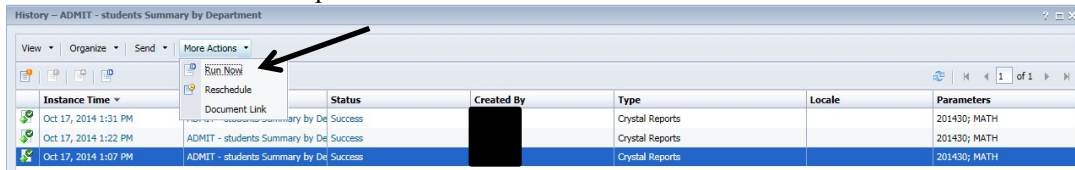
Once all values are entered you should have not Empty Scheduling Values select the Schedule button.



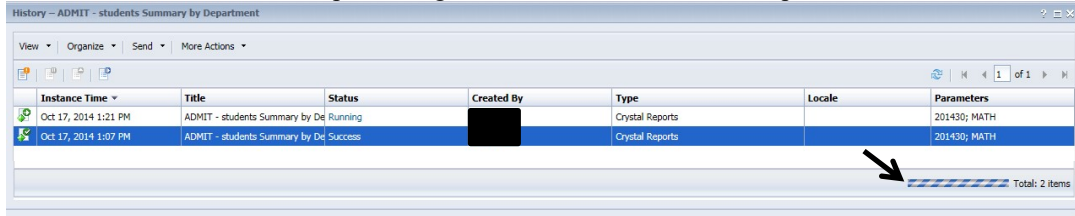
To Re-run or Reschedule a report using the same Prompts just highlight the the report information : by select the icon on the left or select the Created by field. Once the row is selected go to the fourth icon on the toolbar and select it to rerun the report.



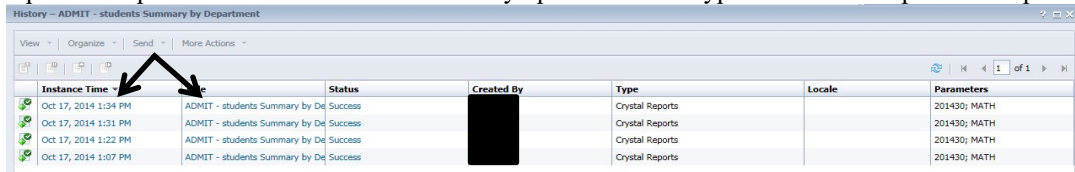
Or the simpler method it to highlight the information, select the More Actions button once opened select the Run Now function and the report re-runs



The report will be resubmitted to run. Watch the processing in the lower right corner of the form just in front of the word Total for the processing status bar. Watch this for all reports.



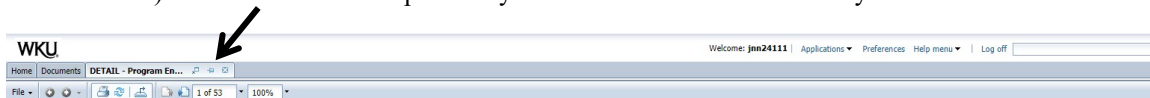
Once you are ready to view a report you may select the Instance Time or Title to see the data. Note some report will open in a tabbed form and other may open in another type of form: example Excel Spreadsheet



Report displayed

Major Code	Freshman	New Grad	Other	Readmit	Transfer	Total
049 Mathematics	0	2	0	0	1	3
085 Mathematics	0	6	3	0	0	9
528P Mathematics-Prep	21	0	0	0	3	24
728P Mathematics-Prep	9	0	0	0	2	11
730 Middle Grades Mathematics	0	0	0	0	2	2
730P Middle Grades Mathematics-P	12	0	0	4	12	28
Total	42	8	3	4	20	77

Tab information – when report opens in at tab the first icon will allow to open the report in another window, the pin icon will allow you to pin the report to the tabs bar (you may open other reports and toggle between them) the X will close the report and you will be returned to the History Window.

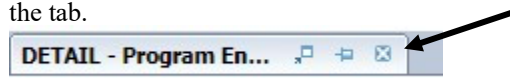


View link selection

Title	Type	Last Run	Instances
Graduate and Doctoral	Folder		
Temp	Folder		
Undergraduate	Folder		
DETAIL - Current Students by Major With No Concentration (dw)	Crystal Reports	Sep 30, 2019 4:09 PM	1
DETAIL - Program Enrollment by Dept or College (dw)	Crystal Reports	Feb 18, 2020 3:02 PM	17
DETAIL - Program Enrollment by Major or Minor (dw)	Crystal Reports		0
DETAIL - Program Enrollment by Major or Minor (dw)	Crystal Reports	Feb 25, 2020 2:16 PM	60
DETAIL - Program Enrollment by Major or Minor (dw)	Crystal Reports	Feb 18, 2020 3:31 PM	3
EMAIL - Students by major, minor or concentration (dw)	Crystal Reports	Feb 28, 2020 9:46 AM	61
LABELS - Enrolled Major(s) and/or Minor(s) (dw)	Crystal Reports		1
SUMMARY - Full/Part time summary by Major (dw)	Crystal Reports	Sep 30, 2019 2:47 PM	9

If you select View link the Enter Values Prompts form will load. Enter the Prompts as the other examples and select the OK button. Report will process

Report may open in the same window or in another window. Close the report by using the close function on the tab.

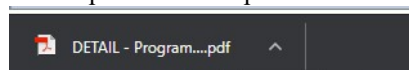


Printing Reports: Select the Printer Icon located on the Toolbar above the Report information



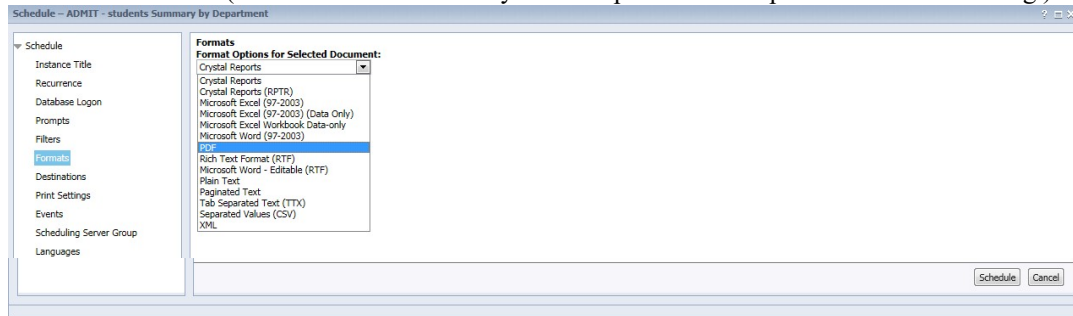
Print setup form appears – Print your document as you print any document

Your report will be exported to a PDF file.



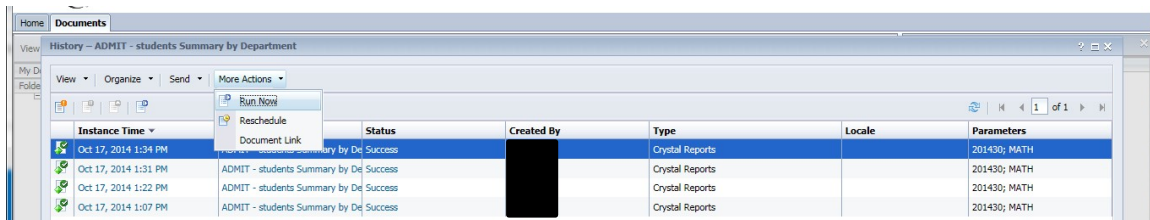
Changing the Format of a report: Most reports are created in a Crystal Reports format unless the requestor requested the report to be created in another format. It is simple to change the format of a report by instance. You would right click on the report, click Schedule. From the Schedule menu select the

Formats function, then select the drop down arrow in the Format Options for Selected Documents box, then select the format you wish to use from the list and then if everything has been set in the Schedule list select the Schedule button. (Remember to make sure your Prompts were completed before Scheduling.)

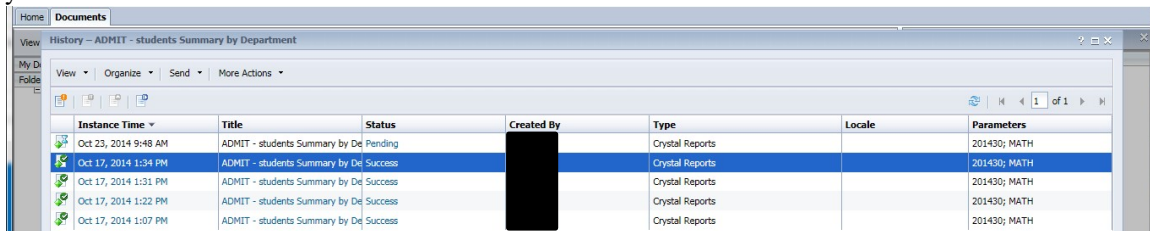


Run-Now or ReSchedule a Report:

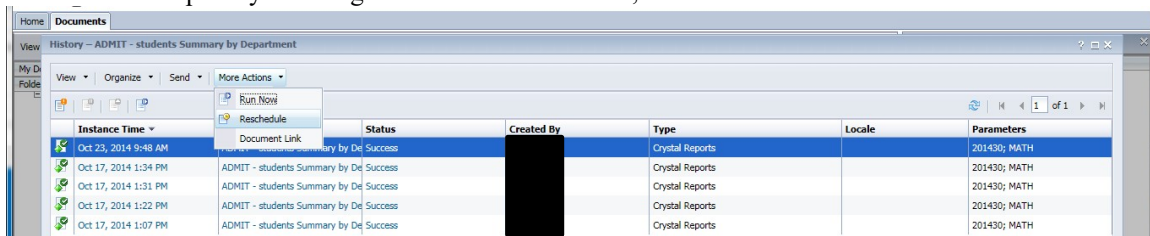
Run Now – re-run a report by selecting the report, then select the More Actions button, then select Run Now link from the list of options. This will send the report to re-run with the prompts that you had listed in the Parameters box.



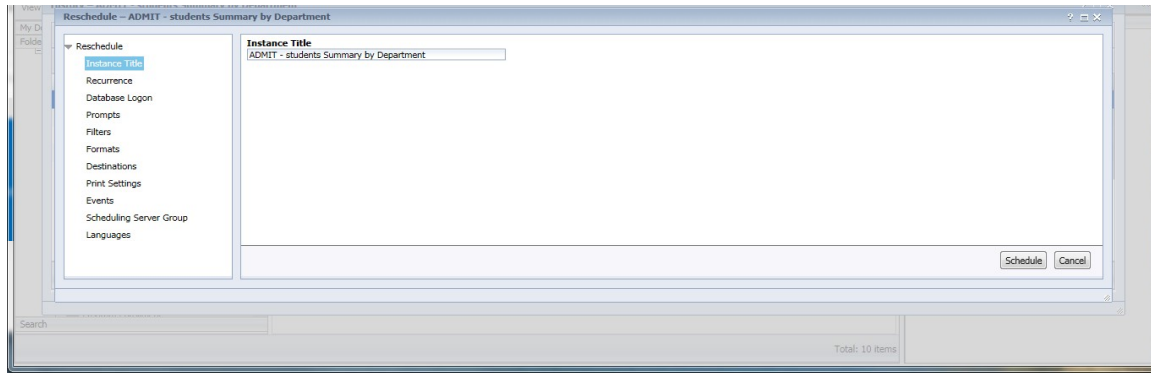
Submits job to run watch you status bar at the bottom right of form or keep watchin the Status column for you new success.



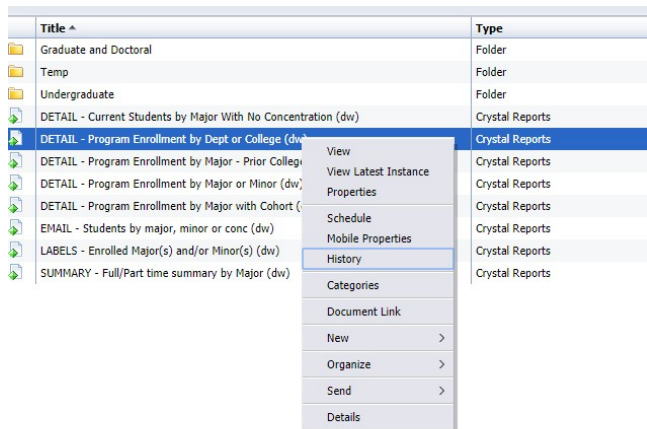
Re-Schedule a report by selecting the More Actions button, then select the Reschedule link



It will open the Parameters form now titled Reschedule – this process allows you to change any of the Prompts, Formats or any other processes listed that are enabled for the user. Once you are finished with the changes select the Schedule button.



History –Will list of all Instances currently in history for that report. Highlight the Report title with a right click and select History from Menu, or do a single left click and then select the More Actions button. Both will open the History page and you will be able to see a list of reports that have been run and be able to select any of them to review.



History Page

History - DETAIL - Program Enrollment by Dept or College (dw)

ViewOrganizeSendMore Actions

1 of 1

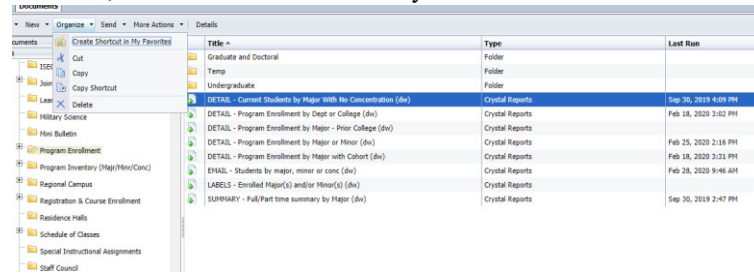
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Feb 7, 2020 4:39 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; College(s); SC; Classificat
Feb 4, 2020 8:22 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		202010; Local; Department(s); ART; Cla
Feb 4, 2020 8:19 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		202010; Local; Department(s); ART; Maj
Feb 4, 2020 8:18 AM	DETAIL - Program Enrollment by Dept or College (dw)	Failed		Crystal Reports		; Local
Jan 23, 2020 4:17 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		202010; Local; College(s); AR; Classificat
Jan 22, 2020 2:47 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		202010; Local; Department(s); MUS; Nai
Jan 14, 2020 2:32 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		202010; Local; Department(s); FIN; Maj
Oct 29, 2019 9:31 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); ENG; Maj
Sep 30, 2019 12:08 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); ECON; CI
Sep 25, 2019 10:20 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); PHIL; Ma
Sep 24, 2019 5:12 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); ACCT; FI
Sep 23, 2019 9:48 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); ENG; Cla
Sep 19, 2019 9:19 AM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); ART; Maj
Sep 19, 2019 9:18 AM	DETAIL - Program Enrollment by Dept or College (dw)	Failed		Crystal Reports		201930; Local; Department(s); ART
Sep 17, 2019 2:14 PM	DETAIL - Program Enrollment by Dept or College (dw)	Success		Crystal Reports		201930; Local; Department(s); 288; Nan

Total: 17 items

My Documents Group:

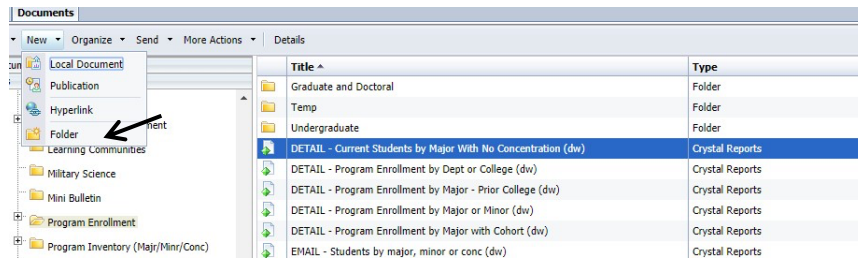
My Favorites: Creating shortcuts to reports that you use.

To create a shortcut in the My Favorites folder find the report in your list of available reports and highlight the report. Select the Organize button on the toolbar and then select the link Create Shortcut in My Favorites, shortcut is created in the My Favorites folder. Please check your folder for the Shortcut.

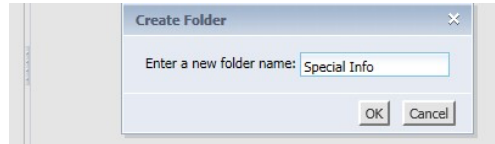


Creating sub-folders in My Favorites and adding to that folder.

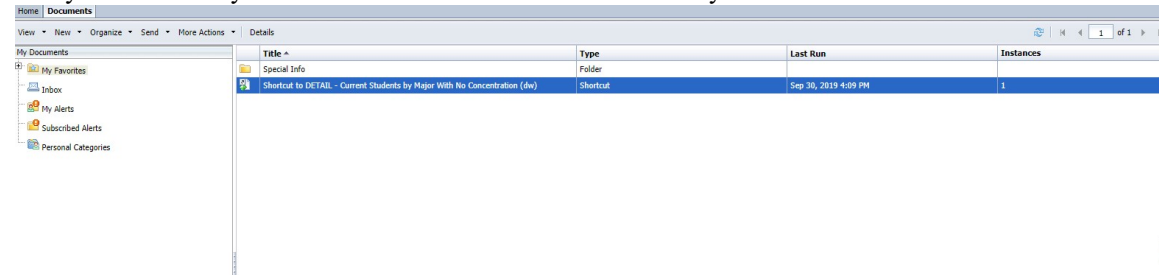
Select the My Documents group, then select the My Favorites folder, then select the new button, then Select Folder.



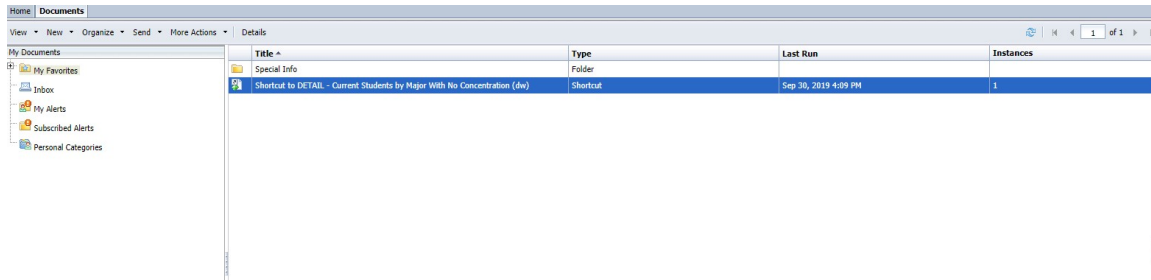
Create Folder form loads. Enter a new folder name and select the OK button



Now you should see your folder in the list of sub-folders under My Favorites

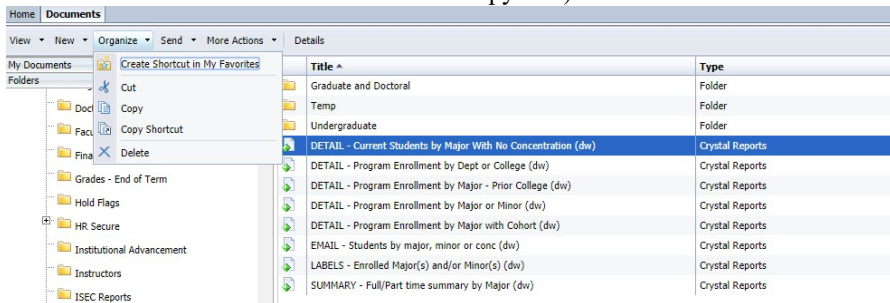


Add Shortcuts to Sub folders under My Favorites. Select the Folder you want for the shortcut.

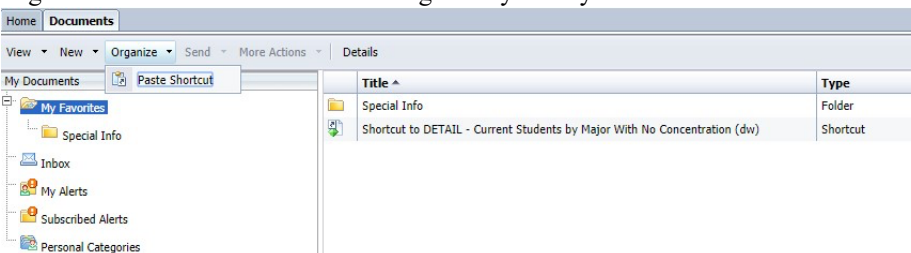


Now open the Folders group and select the report that you want to create a shortcut for.

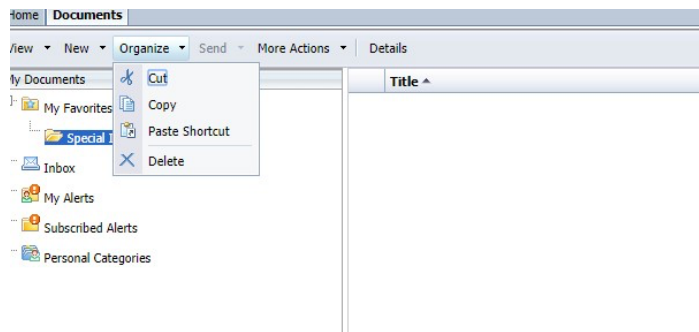
Select the Organize button and select Copy Shortcut (Note if you select the Create Shortcut in My Favorites link that's the folder it uses. Never use the Copy link)



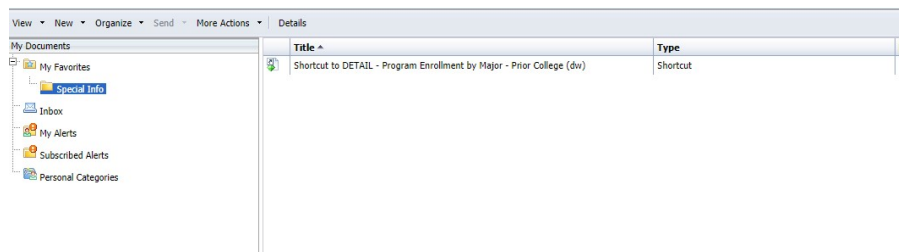
Now go back to the My Documents group and you should see the My Favorites folder highlighted. Click on Organize and Paste Shortcut. This will go into your My Favorites.



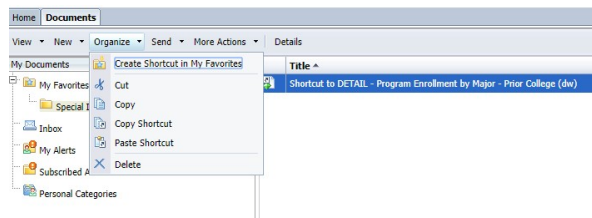
Or click on the folder you want to paste the short to and paste there.



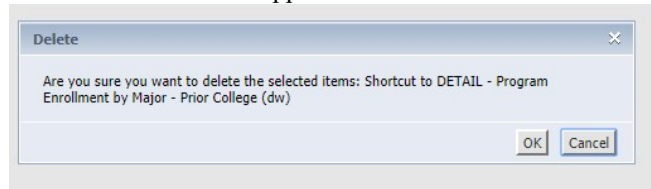
Your report should now show up as a Shortcut in the folder you pasted it to.



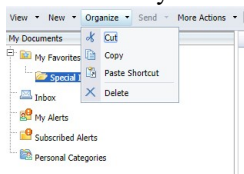
Delete Shortcut: Select the shortcut that you created, then select the Organize button, select Delete from the menu



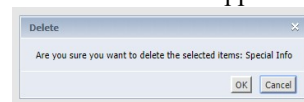
Confirmation form will appear – select the OK button to delete the shortcut.



Delete Folder you created: Select the Folder, then select Organize button, select Delete form the menu



Confirmation form appears – select the OK button to delete the folder.



Create a Recurring instance: Select the report that you want to set as a recurring report. Select Schedule from the list of options. The scheduling form will appear – Select Recurrence from the list of options. Each Recurrence Option will have different settings when they are chosen so fill in what they require.

Open the list of Objects by selecting the down arrow on the Run Object box.

When Daily selected – this form appears: now set the Start Date and Time and your End Date and Time then select the Schedule button. This will schedule your report to run per you instructions.

To delete Recurrence go back in to the report history and the one marked Recurring, delete it from the Instance list. Select the Organize button, then select the Delete button.

Confirm that you want to delete the Recurrence by selecting the OK button.

Email report information: Highlight the report instance on the History form, Select the Send button, from the list select email. (Note: Remember the format of the report must be in a form that the receiver may open. Crystal Reports formats are not able to be opened from an email. You must change them to a PDF, Excel, Word, etc.)

The Send email form will open: enter the required information – From, To, CC or BCC, Subject, you may include a message, do not uncheck the Attachment box, etc. When you have completed the form select the Send button.

Make sure to Log off your InfoView account by just selecting the Log Off link on the main header of the form.

NOTE: WKU InfoView will log you off after six hours of inactivity.

Helpful List of Codes:

College Codes: (STVCOLL in Banner)

Code *	Description *
00	No College Designated
99	Not used in standing-self rptd
AR	Arts & Letters
BU	Business
CC	Commonwealth School
ED	Education & Behavioral Science
EX	Exploratory Studies
GC	The Graduate School
HH	Health and Human Services
IS	University College
LI	University Libraries
MC	Exploratory Study *Do Not Use*
SC	Science and Engineering
XL	Extended Learning & Outreach

Department Codes: (STVDEPT in Banner)

Code *	Description *
IES	*Inactive: ESLI Program
MGSE	*Inactive: Mid Grdes & Sec Edu
AOS	*Inactive:Admin Office Sys
AFAM	*Inactive:African Am Studies
99CC	*Inactive:Coll CC:Interdisc/Un
HEFL	*Inactive:Consumer &Family Sci
ELED	*Inactive:Elementary Education
WOMN	*Inactive:Gender & Women's Stu
GERO	*Inactive:Gerontology
ADM	*Inactive:Leadership Dynamics
MACS	*Inactive:Math & Compture Sc
MLIS	*Inactive:Modern Lng & Intrcul
SASW	*Inactive:Sociology
SIP	*Inactive:Special Instruct Prg
TCHR	*Inactive:Teacher Education
TECH	*Inactive:Technology Division
HEAL	*inactive:Health Sciences Div
ACAF	Academic Affairs
ACMS	Academy of Math & Science
ACCT	Accounting
ACAD	Advising & Career Development
AGRI	Agriculture and Food Science
AERO	Air Force Rotc (Aerospace Stud
ALHL	Allied Health
CFS	Applied Human Sciences
AMS	Architectural & Manufacturing
ART	Art
BIOL	Biology
BA	Business Administration
CHEM	Chemistry
99AR	Coll AR:Interdiscpl/Undeclared

99BU	Coll BU: Interdiscpl/Undeclared
99ED	Coll ED: Interdiscpl/Undeclared
99EX	Coll EX: Exploratory Studies
99HH	Coll HH: Interdiscpl/Undeclared
99SC	Coll SC: Interdiscpl/Undeclared
99IS	Coll UC: Deans Office
COMM	Communication
CD	Communication Sci & Disorders
CIT	Computer Information Tech
CS	Computer Science
XC	Continuing Education
COOP	Cooperative Education
CNSA	Counseling and Student Affairs
CI	Curriculum and Instruction
DCS	Diversity & Community Studies
XXXX	Double Major - Not in Program
ECON	Economics
EALR	Ed Adm, Leadership & Research
EDLD	Educational Leadership

Major, Minor, Concentration Codes (STVMAJR in Banner)

- Not a full list
- If you do not have your department code and do not have access to Banner, please email us and we will gladly provide that code.

MAJOR, MINOR, CONCENTRATION CODE VALIDATION							
Major Code *	Description *	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility
0000	Major Not Declared		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0001	Undeclared/Non-degree: BU	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0002	Undeclared/Non-degree: AR	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0003	Undeclared/Non-degree: HH	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0004	Undeclared/Non-degree: SC	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0005	Undeclared/Non-degree: ED	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0006	Undeclared/Non-Degree: UC	900000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001	Agriculture		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010	Educational Leadership	130401	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0011	Nursing Practice	513818	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0012	Organizational Communication	090101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0013	Physical Therapy	512308	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
002	Art Education		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
003	Biology		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
004	Business Education		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
005	Chemistry		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
007	Economics		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
008	English		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
009	Folk Studies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
010	French		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ethnic Codes (STVETHN in Banner)

Ethnic Code Validation (STVETHN)

Criteria

Code	Description
1	Alien/Non-Resident
2	Black or African-American
3	American Indian/Alaskan ...
4	Asian/ Pacific Islander
5	Hispanic
6	White, Non-Hispanic
7	Non-reported
8	Two or more Races
9	Hawaiian/Pacific Islander

Gender Identity (GTVGNDR in Banner)

Code	Description
1	Female
2	Male
3	Transgender Female
4	Transgender Male
5	Gender Non-binary/Non-conforming
6	Write-In

Personal Pronouns (GTVPPRN in Banner)

Code	Description
1	He/Him/His
2	She/Her/Hers
3	They/Them/Theirs
4	Write-In

Religion (STVRELG in Banner)

Code	Description
02	Assembly of God
05	Baptist
10	General Baptist
15	Catholic
20	Christian
23	Disciples of Christ
25	Church of Christ
28	United Church of Christ
30	Christian Science
40	Episcopal
43	Jehovah Witness
45	Jewish
50	Lutheran
52	Mennonite
55	Methodist
56	Mormon
57	Muslim
58	Orthodox
60	Nazarene
65	Pentecostal

70	Presbyterian
75	Cumberland Presbyterian
77	Quaker
85	Seventh-Day-Adventist
86	Unitarian
87	Church of God
98	Other
99	Not Affiliated

Legacy (STVLGCY in Banner)

Code	Description
1	1st Generation College Student
2	Not 1st Generation College Stu
F	Father
G	Grandparent
M	Mother
N	Not reported
P	Both Parents
S	Step-Parent
Y	Alumnus in Family