## Banner 9 – Schedule Section Query (SSASECQ) and Export

Search for "SSASECQ" using either "Search..." on the home screen or the upper left corner magnifying glass.

On **SSASECT** if you click "..." next to the "CRN" field this screen will open; it's used to search for specific sections.

>	Schedule Section Query SSA	SECQ 9.3 (RACT)				÷		4	*	1
<b>▼</b> S	CHEDULE SECTION QUERY					🖶 Insert	🗖 Dele	ete 🖷	Сору	🌪 Filter
										8
А – А Т	Add Another Field  Add Another Field Term							Cle	ar All	Go
R	Registration From	Term	~	Contains	~	201810			]	
R	Registration To CRN	Subject	~	Contains	~	HNRS			]	
B	Block Schedule Subject	Course	~	Contains	~	311V			)	
	Course	Add Another Field	~							

Use the "Add Another Field ..." drop-down to select search criteria and then click "Go".

Note: If you don't include a term in your search the results will include all matches from 2006 to present.

×	Schedul	e Section Query	y SSASECQ 9.3 (RA	NCT)				+		A	*
▼ SCHED	ULE SECTION	I QUERY					🖶 Insert	🗖 Dele	ete 🖷	Сору	🗨 Filter
	Filter Again 🛇										
Term		Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Co	ourse		Section
201810		1			14352		HNRS	31	1V		001
201810		1			10978		HNRS	31	1V		H01
201810		1			11153		HNRS	31	1V		H02
201810		1			13910		HNRS	31	1V		H03
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Image: Market of 1         Image: Market of 1         Record 1 of 4											
			Maximum		Actua	l		Rem	aining		
	Enrollme	nt	2	D		0				20	
	Waitli	st	(	D		0				0	

Use the scrollbars to view additional information on each section. The highlighted section's enrollment will be listed at the bottom. In the example above, CRN 14352 has a max enrollment of 20 but no students currently enrolled.

## Note: If you came to this screen from **SSASECT** double-click the CRN to autofill it into the previous form.

To select different search criteria and query again click "Filter Again" on the upper right.

You can export the search results as an Excel document by clicking Tools then "Export" as shown below.

X Schedule Sect	on Query SSASECQ 9.3 (RACT)		主 🖹 👫 🋠					
SCHEDULE SECTION QUERY		Q Search						
		ACTIONS						
Term Part of	Opening SSASECQ.xls × Bloc	ck Schedul Refresh	F5					
201810 1 201810 1	You have chosen to open:	Export	Shift+F1					
201810 1	SSASECQ.xls which is: Microsoft Excel 97-2003 Worksheet from: https://bapper.test-admin.astate.edu	Print	Ctrl+P					
<	What should Firefox do with this file?	Clear Record	Shift+F4					
	Open with Microsoft Excel (default)     Save File     Do this <u>a</u> utomatically for files like this from now on.	Excel CROBAT	? 🗈 – 🗆 X - 🖸 X					
Paste v Clipboard G	OK     Cancel       Font     Image: Alignment       Image: Alignment     Image: Alignment	mat as Table • E Del I Styles • E For Styles • Ce	lete ▼ ↓ ▼ ♣ ▼ mat ▼					
A5 $\checkmark$ : $\times \checkmark f_x$								
A         B (C         E         F           1         201810         1         14352         1           2         201810         1         10978         1           3         201810         1         11153         1           4         201810         1         13910         1	G       H       I       J       K       L       M       N       O         INRS       311V       001       A       J       HONORS SPECIAL TOPICS       LEC       TR         INRS       311V       H01       A       J       HNRS SP TOP ROCK N ROLL       LEC       TR         INRS       311V       H02       A       J       HNRS STUDY ABROAD       LEC       NT         INRS       311V       H03       A       J       HNRS SP TOP INTERPROF PF LEC       TR	FCF5 T         U         V         W         X         Y         Z         A           N         Y         N         20         0         20         0         0           N         Y         N         15         #         3         0         0           N         Y         N         37         0         37         0         0           N         Y         N         10         7         3         0         0	AAE         AC         AD         A           0					

A pop-up will ask if you want to open or save the file. Select the appropriate option and click "OK". As shown above, the Excel document will have all of the fields from the **SSASECQ** results separated into columns, but no column titles.

Note: The export feature can also be used on other Banner screens.