



**BANNER QUERY  
TGIACCD**



## **DOWNLOAD TO EXCEL**

Once you have the information on the TGIACCD screen you can download the information to Excel.

Click on Help at the top of the screen.

Click on Extract Data with No Key while holding down the shift and control keys. This will bypass any popup blockers that you may have turned on. The data will be transferred to a web Excel sheet which you can manipulate.

Save as an Excel sheet using. File – Save As and changing the file type from CSV (comma delimited) to a form of Excel.