Identifying the Required Report Fields in the Operational Data Store (ODS)
(Short Version)

Identify the fieldnames and tables in Banner (the ‘source’ items)

1. In Internet Native Banner, find the form that has the field you need for your report.
2. Click the cursor into that field (you may have to call up a record to do so).
3. From the menu bar, click on: Help – Dynamic Help Query.
4. From the dialog box that appears, on your worksheet, jot down the information in the Block and Field text boxes.
5. Do this for every field you need in your report or criteria.

Use the ‘ODS Reporting Views’ document to identify the fieldnames in ODS (the ‘target’ items)

1. Launch the ‘ODS Reporting View Metadata Reports’ document: https://banner.stthomas.edu/odst/metadata/ODS_index.html
2. From the list of module reporting views that appears, click the module to which your field belongs.
3. A list of report views for that module appears.
4. Scroll down the list of report views for that module, and find the Source Reports.
5. Find the Source Report that matches the Block information you jotted down from Banner, and click it.
6. The Reporting View Source for your choice appears.
7. In the Source column, find the name of the field you jotted down from Banner.
8. Follow that row across to the Target Column.
9. The Target column has the ODS name of the field you need. Jot it down on your worksheet.
10. In that Target column, you can click on the ODS field name to get more details about that field.
11. Return to step 1 of this section, and continue finding the ODS fields names for your remaining fields.
Identifying the Required Report Fields in the Operational Data Store (ODS)
(Long Version)

Identify the fieldnames and tables in Banner (the ‘source’ items)

1. Go into Internet Native Banner and find the form that has the field you need for your report.
2. Click the cursor into that field (you may need to call up a record to do so). Then, from the menu bar, click on: Help – Dynamic Help Query.
3. This is what you’ll see.
   Jot down the Field (the Banner ‘source’ fieldname)
   Jot down the Block (the Banner ‘source’ table name)
4. Do this for every fieldname you need to identify for your report. For our example, we’ll use identify the address-type-code.

Use the ‘ODS Reporting Views’ document to identify the fieldnames in ODS (the ‘target’ items)

1. Launch the ‘ODS Reporting View Metadata Reports’ document
   https://banner.stthomas.edu/odsp/metadata/ODS_index.html
2. You’ll see this. Click the appropriate module link for your field. In our case, it is: Student.
   As you know, the first letter of the fieldname will tell you what module it came from. ‘S’ = student, right?
3. You’ll see all the Student View Reports. The Target Reports at the top are not what you want yet. Scroll down this page until you see the Source Reports. Remember ‘source’ equals ‘Banner’, so the Source Reports match up with the Block name you jotted down from banner. We’re looking for: SPRADDR
4. And here are the Source Reports! They are listed alphabetically, so just scroll down until you find the match for SPRADDR. When you find it, click it.

5. On this Reporting View Source page, we will now locate the Banner fieldname we jotted down, then identify the corresponding ODS fieldname. THAT’s the one we want to use on our report!

The Source Column lists all of the Banner field names belonging to SPRADDR. The field we jotted down from Banner is: SPRADDR_ATYP_CODE

The Source Form...hey, that’s SPAIDEN! We were there earlier, remember?

The Target column lists the different views in ODS where our fieldname is located. We have to use our best judgment. I would say, we want to use ADDRESS.

The Source Column lists all of the Banner field names belonging to SPRADDR. The field we jotted down from Banner is: SPRADDR_ATYP_CODE

The Source Form...hey, that’s SPAIDEN! We were there earlier, remember?

The most important column is called Target Column. That lists the actual ODS fieldname for the field we need. It is: ADDRESS_TYPE. That’s what we need for our report!

Now, let’s learn about this field. Click on ADDRESS_TYPE next to the ADDRESS target.

6. This screen shows us our ODS Report View Target: ADDRESS, which contains many ODS fields related to student addresses.

You can see ADDRESS_TYPE, and read a Business Definition to ensure it is the field you need for your report.

So we have now identified and confirmed ADDRESS_TYPE as the ODS fieldname we need to use in building our report.

We should add this to our Worksheet, and move on to our next report field.