

# Banner Basics and Navigation





## Contents

<i>Introduction:</i>	1
What is Banner?	1
Confidentiality of Data	1
<i>Section I: Getting Started</i>	2
Logging on	2
Log into MySLCC:	2
Using the Mouse and Keyboard	5
Using the Mouse	5
Keyboard Shortcuts	5
To display keyboard short cuts:	5
<i>Section II: The Banner Window</i>	6
Title Bar	6
Menu Bar	6
Tool Bar	6
Form Display Area	7
Auto Hint Line	7
Status Bar	7
<i>Section III: All About Forms</i>	7
What is a Form?	7
Banner General Menu Form:	8
Banner Forms	9
Typical Banner Form Components:	9
Elements of a Form:	10
Form Name	11
Fields	11
Buttons	11
Check Boxes	13
<i>Section III: Navigating through Banner</i>	14
Navigation Options	14
The <i>My Banner</i> Folder	14
Direct Access or <i>Go to</i> Field	15
Object Search	15
The Options Menu:	17
The Options Window	17
Last 10 Forms accessed	18
Direct Access Field	19
Navigation within Forms	19

SLCC Banner  
Basics and Navigation

---

<i>Entering Data</i>	20
Entering Data into Validated Fields	20
Enter the Complete Value:	20
Enter a Partial Value	21
Display the entire LOV:	21
Entering Information from another Form (or Called Form)	22
Entering IDs or Names	24
Enter a Complete Name:	25
Enter a Partial ID:	25
Enter a Partial name:	26
Enter by SSN:	26
<i>Querying (Searching) for Information</i>	27
Query Functions	27
Query Wildcards	28
How to Query using Banner	29
To Query Information:	29
To change the search values and re-query:	30
To Query a Checked Check Box:	31
Date Queries	31
Time Stamps	31
Printing from Banner	32
<i>Appendices</i>	33
Appendix A: Examples of Banner Forms	33
Appendix B: Banner Form Naming Matrix	36
Appendix C: Menu Bar Options	40
File Menu	40
Edit Menu	41
Options Menu	41
Block Menu	42
Item Menu	42
Record Menu	43
Query Menu	44
Tools Menu	44
Help Menu	45
Appendix D: Tool Bar Buttons	45
Appendix E: Keyboard Shortcuts	48
Appendix F: Tips and Tricks	50
Entering Information:	50
Navigation	50
Queries	51
Logging In/Out	51
Miscellaneous	51



## Introduction:

### What is Banner?

**Banner** is **Salt Lake Community College's** (SLCC) administrative software solution. This system gathers and distributes information about students from the time they first contact the college until they graduate. Banner also provides access to data pertaining to faculty and staff for Human Resources, course catalog, accounts receivable, and financial aid. Banner includes a web interface which enables students and faculty to access and update certain portions of their information online. For example, students can register for classes, check their course schedule, and pay their fees, from any location via a web browser. Banner supplies the core needs for a student information system, with scalability and flexibility, enabling SLCC's Office of Information Technology (OIT) staff to maintain a state-of-the-art student information system within the framework of a modestly sized staff.

### Confidentiality of Data

Banner is used to access data stored in **SLCC's** administrative database. Much of that data is protected by privacy laws. Access of data should only be done within the parameters of job requirements. An individual's username sets data access restrictions upon logging in to Banner. However, confidentiality of data should always be paramount in the mind of Banner users. In addition, federal law dictates what and when student data can be released to outside entities. **FERPA** (Family Educational Rights and Privacy Act) is the federal law that establishes student information privacy; what can be legally released, and under what conditions. Banner users should be very familiar with what and when data can be released. For further information about FERPA contact the SLCC Registrar Office, 957-4799.

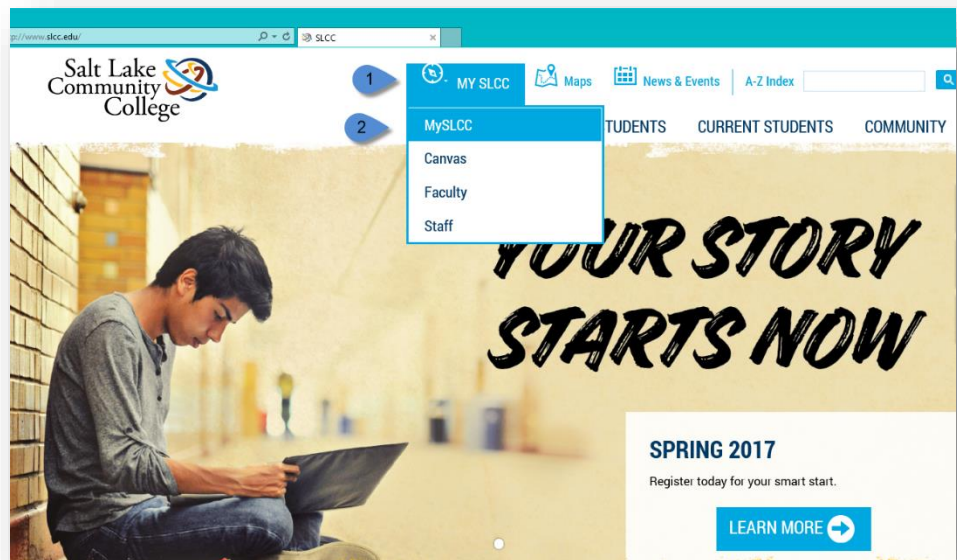
## Section I: Getting Started

### Logging on

Begin by logging into your MySLCC web page.

#### Log into MySLCC:

1. Go to the SLCC Home Web Page at [www.slcc.edu](http://www.slcc.edu) and hover mouse pointer over **MySLCC**.
2. From menu, click on **MySLCC**.

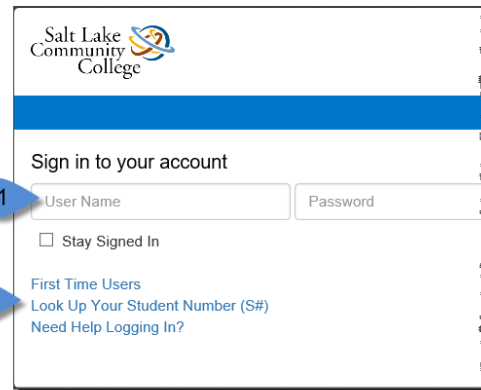


This opens the MySLCC Login page.

A screenshot of the MySLCC login page. The page has the Salt Lake Community College logo in the top left and a 'Reset Password' link in the top right. The main heading is 'Sign in to your account'. Below this are two input fields: 'User Name' and 'Password', followed by a 'Sign In' button. There is a checkbox labeled 'Stay Signed In'. At the bottom, there are links for 'First Time Users', 'Look Up Your Student Number (S#)', and 'Need Help Logging In?'. A page number '2' is visible in the bottom right corner.

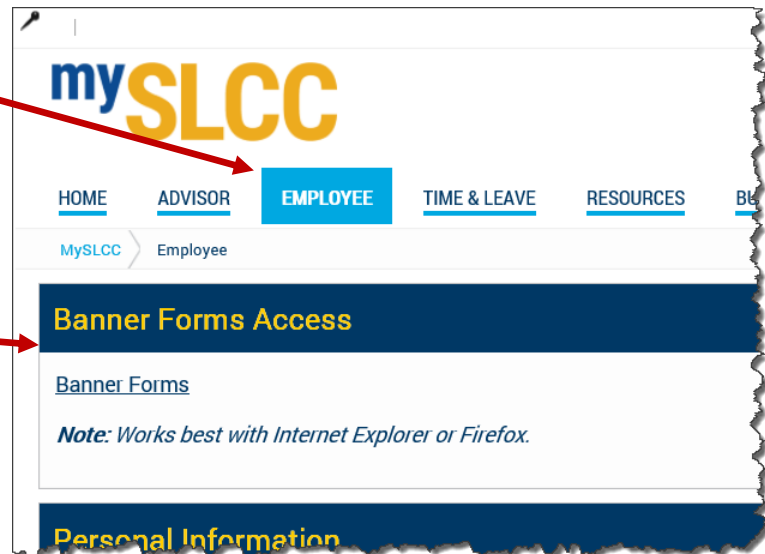
## SLCC Banner Basics and Navigation

1. Enter your *User Name* and *Password* to log into MySLCC.
2. Use this section if you need to get your Username and password, have forgotten your username or password, or need to get your S number.



The screenshot shows the MySLCC login interface. At the top is the Salt Lake Community College logo. Below it is a blue header bar. The main content area is titled "Sign in to your account". It contains two input fields: "User Name" and "Password". A blue circle with the number "1" points to the "User Name" field. Below the input fields is a checkbox labeled "Stay Signed In". At the bottom, there are three links: "First Time Users", "Look Up Your Student Number (S#)", and "Need Help Logging In?". A blue circle with the number "2" points to the "Look Up Your Student Number (S#)" link.

When your **MySLCC** opens, click on the *Employee* tab.

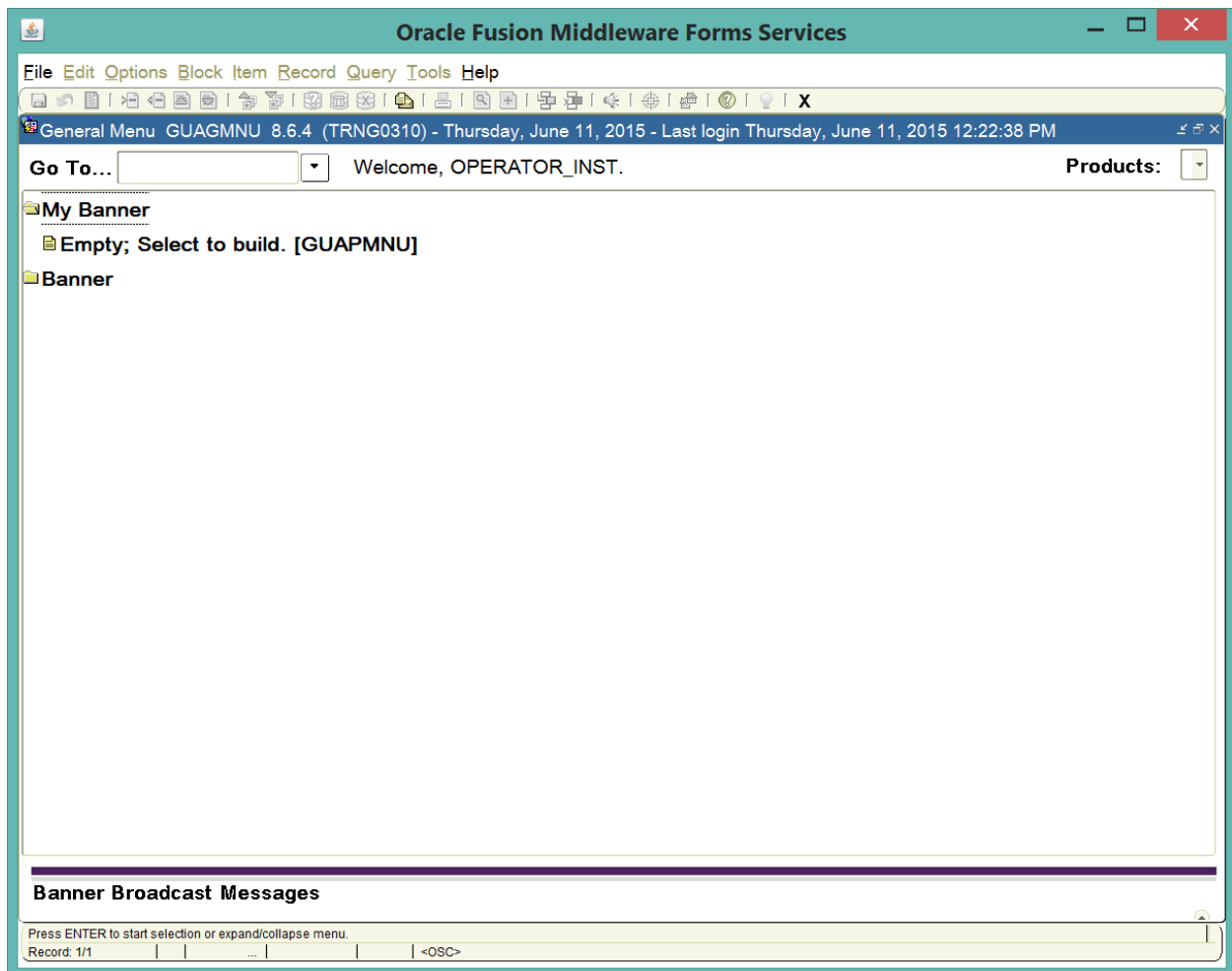


In the *Banner Forms* section, select *Banner Forms*.

The Banner *General Menu (GUAGMNU)* will open in your default browser (see screenshot next page).



## SLCC Banner Basics and Navigation



### Note:

- Two Buttons will be displayed in the **Windows Taskbar** when Banner is loaded; a blank browser window and a button with the **Java** logo (a steaming cup of java). This button is **Banner**.
- Closing the blank browser window will force **Banner** to close.
- After Banner opens, **MySLCC** can be closed.

## Using the Mouse and Keyboard

**Navigation** in Banner is accomplished with the mouse, keyboard, or a combination of the two.

### Using the Mouse

It is recommended that when using a form with multiple fields, use the **Tab** key to move from one field to another. Clicking into fields with the mouse can cause errors.

### Keyboard Shortcuts

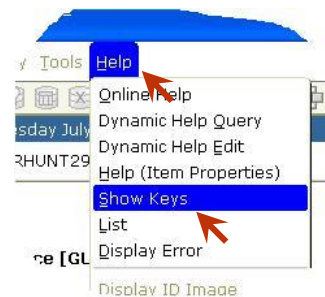
Common Banner **Keyboard Shortcuts** are listed in [Appendix E](#).

Some keyboard shortcuts are dependent on the current Banner form in use. Because these shortcuts vary from one form to another, they are not described in this manual.

**Show Keys** is a valuable tool that lists the keyboard short cuts for the current form.

To display keyboard short cuts:

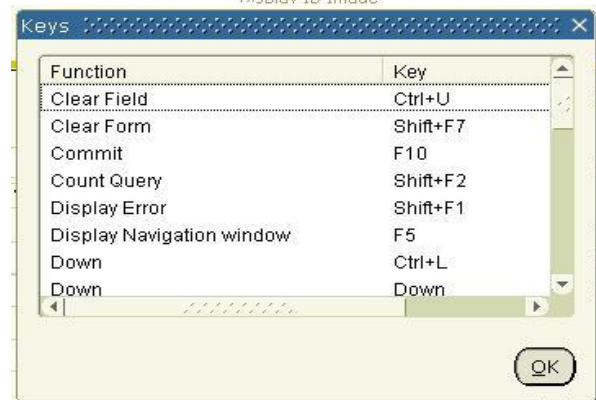
Click on **Help** in the menu bar and select **Show Keys** from the drop down menu list.



The **Keys** dialog box opens.

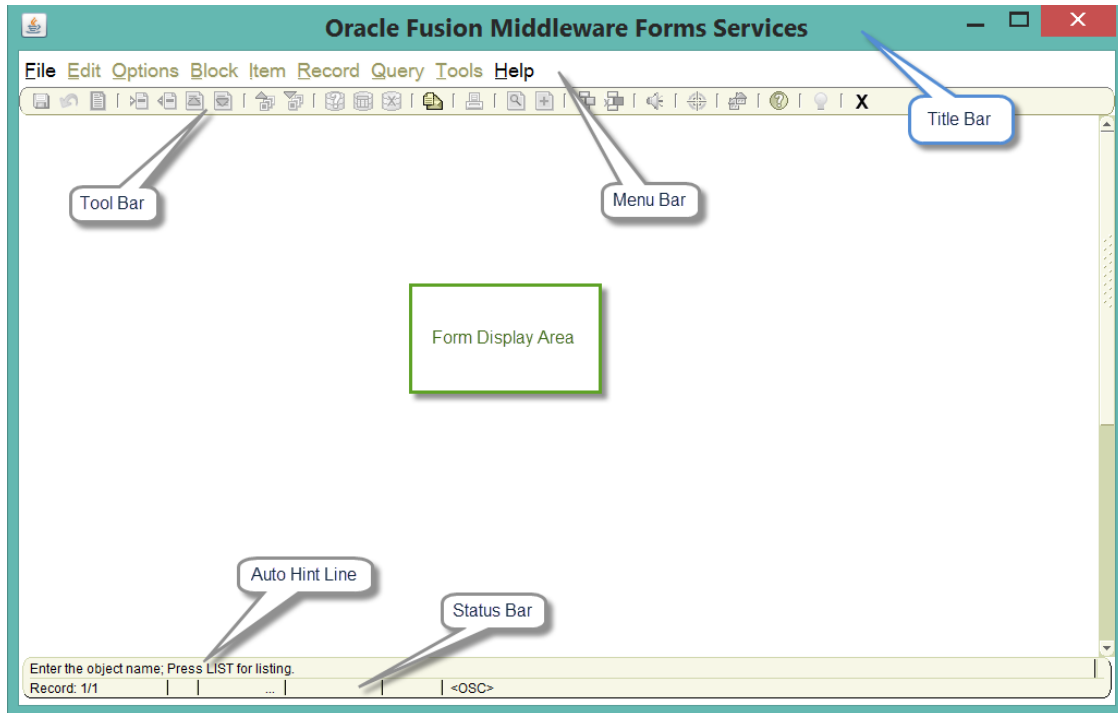
It lists **Functions** and the **Key** sequences that initiate each function for the current environment.

To close the **Keys** dialog box, click **OK**.



## Section II: The Banner Window

With the form removed, it's possible to see just the **Banner Window**. It's made up of the 6 parts shown below.

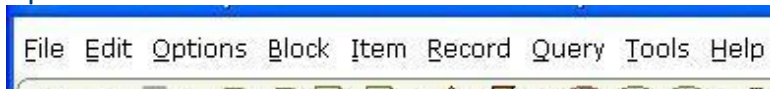


### Title Bar

Identifies the platform Banner is built on. As you open forms in Banner they name of the forms are listed in the Title Bar.

### Menu Bar

The **Menu Bar** contains drop down menus. Each drop down menu contains **Menu Options**.

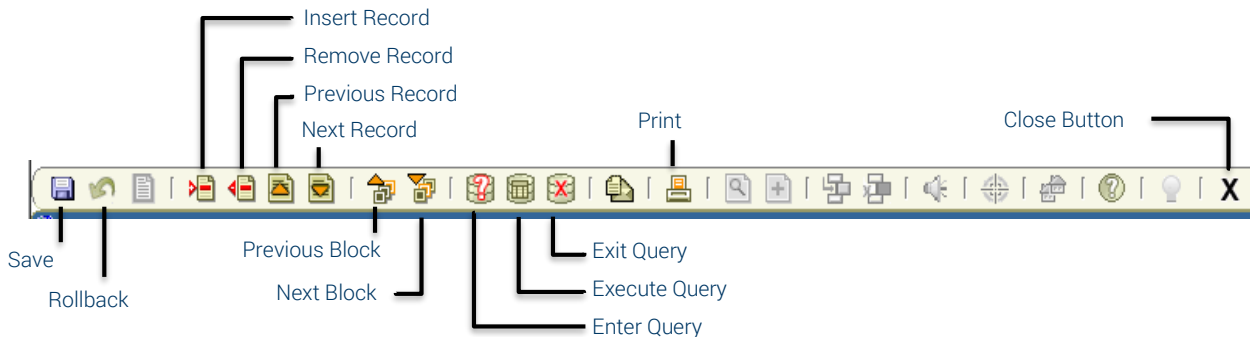


Menu options are accessible anytime **except** when a **dialog box**, **alert box**, or a **List of Values (LOV)** open. These windows require a response before accessing a menu option. [Appendix C](#), contains a complete list of each menu item, its options, and their functions.

### Tool Bar

The **Tool Bar** contains buttons that when clicked perform common functions or commands.

## SLCC Banner Basics and Navigation

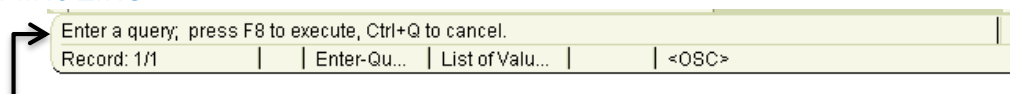


Hover the mouse pointer over a button and a tool tip describes the function of the button. [Appendix D](#) contains a list of the Tool Bar buttons and their functions.

### Form Display Area

This is the Banner Window's pane and in it forms are displayed. Note that only one Form can be displayed in the window at a time.

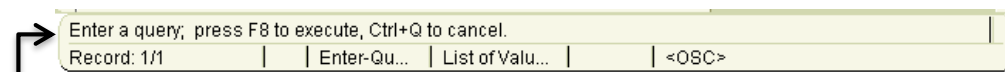
### Auto Hint Line



The **Auto Hint** area at the bottom of the form can contain information for the field where the cursor is currently located. This can include:

- Brief field description
- Error and processing messages
- Keyboard shortcuts, if you can access other blocks, windows, or forms

### Status Bar



The **Status Bar** directly under Auto Hint can contain one or more of the following message:

- **Record # / #** - Shows the number of the selected record and the total number of records pulled from the database. If the number records will not fit in the window, a question mark appears.
- **Enter Qu...** - Indicates the form is in query mode (short for Enter Query).
- **List of Valu...** - Indicates the field has a **List of Values** (LOV).

## Section III: All About Forms

### What is a Form?

A **Banner form** is an electronic document used for displaying, entering, or editing information from the Banner database. A form visually organizes data into information.

## SLCC Banner Basics and Navigation

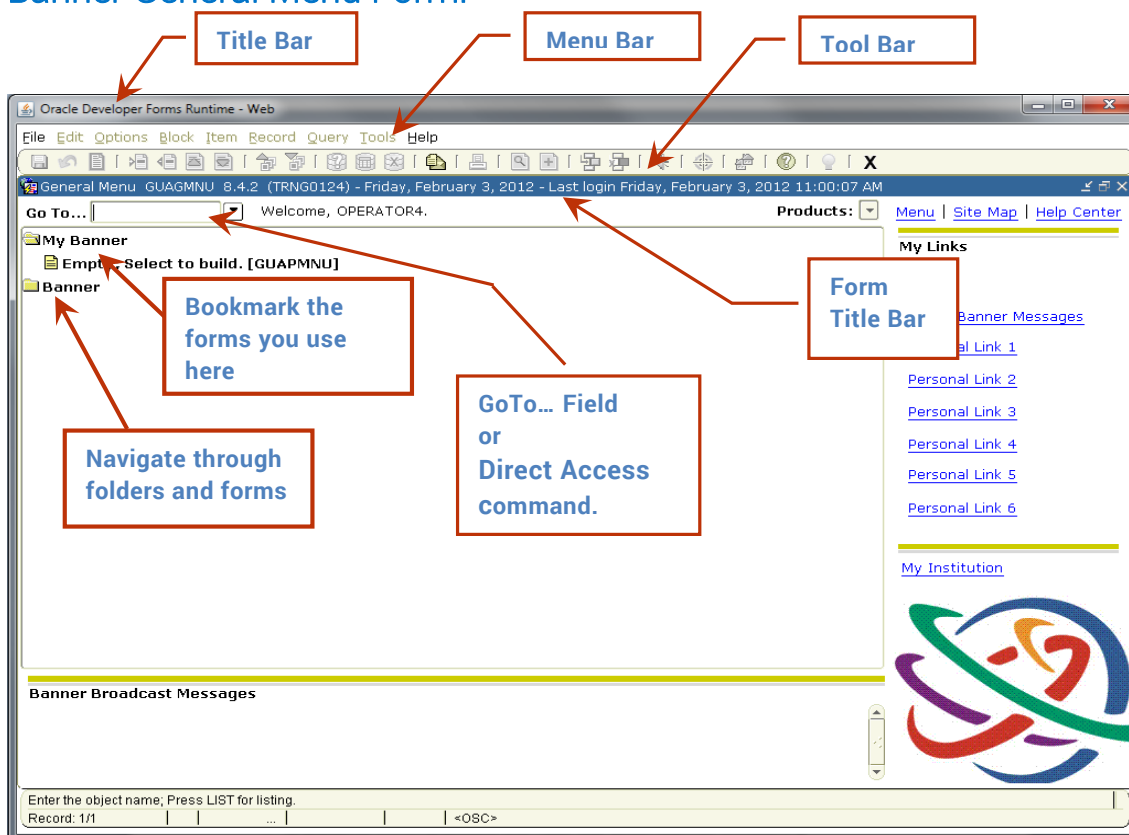
All **SLCC Banner** forms are not accessible by all users. Access permissions are determined by a user's job requirements and username. [Appendix A](#) contains a list of some of the common Banner forms used at SLCC.

Forms can include **Blocks** (sections of related records) or a list of **Records**.

The **General Menu Form** that opens when Banner starts is the first form used.

Understanding the components and terminology of Banner forms will make navigating through Banner easier.

### Banner General Menu Form:



**Note:** Most **Menu Items** and **Tool Buttons** are subdued (not active) on *General Menu*. They will become active when another form is selected.

## SLCC Banner Basics and Navigation

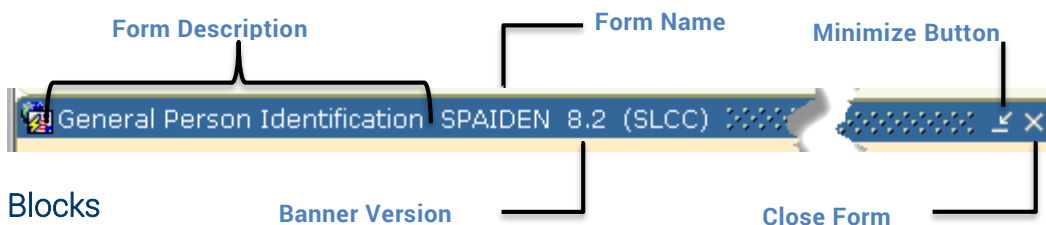
### Banner Forms

There are 8 types of Banner forms, including the General Menu form. Below is a typical form and some of the common components and terminology associated with forms.

#### Typical Banner Form Components:

#### Form Title Bar

The **Form Title Bar** contains the **Form Description** and the **Form Name** of the opened form.



#### Blocks

Forms are normally divided into Blocks. Blocks contain related information or records such as address records.

## Key Block

The information in the Key Block determines what is entered or displayed in the rest of the blocks on the form.

**Note:** *All information on the form refers to the key block information.*

## Other Blocks

Other Blocks contain additional information related to the **Key Block**. They are usually bounded by a beveled line box.

## Elements of a Form:

The following figure shows various elements that appear on forms. A description of each element is on the following pages.

The screenshot displays the Oracle Banner system interface with three blocks of a form. Red boxes and arrows highlight specific elements:

- Form Name:** Points to the title bar of the window.
- Buttons:** Points to the radio buttons for 'Complete', 'Pending', 'Hold', and 'Confidential'.
- Fields:** Points to the text input fields for 'Recipient', 'Message', 'Reference ID', 'System', 'Sender', 'Date', 'Source', and 'Item'.
- Check Boxes and Option buttons.:** Points to the 'Confidential' checkbox.
- Record:** Points to the entire block structure.

## Form Name

Each form has a unique name. The name is a 7-letter identifier that is developed from a matrix. In the above form the name **GUAMESG** can be broken down as follow:

The <b>1<sup>st</sup> letter</b> identifies the <b>primary system</b> owning the form.	G = General
The <b>2<sup>nd</sup> letter</b> identifies the <b>module</b> owning the form.	U = Utility
The <b>3<sup>rd</sup> letter</b> identifies the type of form.	A = Application Form
<b>Letters 4 - 7</b> are an abbreviation of the forms function.	MESG = Message

[Appendix B](#) contains the **Banner Form Naming Matrix** used to create form names.

## Fields

Banner forms contain mostly **Fields**. Fields are boxes used to **display**, **enter**, or **edit** data. A group of related data fields make up a **Record**. Each field in the record contains data that alone may not be informative. Related data fields are grouped together to form a record which conveys information. An example would be the address record that follows.

- Each **Field** contains a data item from the database.
- Grouped, related data is a **Record**.

**Example:** Grouped data creates this address record.

- **Grouped**, related **data** is a **record** and conveys information.

<b>Street Line 1:</b>	<input type="text" value="4600 South Redwood Road"/>
<b>Street Line 2:</b>	<input type="text" value="TB 206"/>
<b>Street Line 3:</b>	<input type="text" value="CMP"/>
<b>City:</b>	<input type="text" value="Salt Lake City"/>
	<input type="text" value="UT"/> <input type="button" value="▼"/> Utah
<b>ZIP or Postal Code:</b>	<input type="text" value="84123"/> <input type="button" value="▼"/>

## Buttons

**Buttons** are visual images that, when clicked, send a command to Banner. Buttons are generally associated with a field and perform actions associated with the field. The following table displays Banner form **Buttons** and their purpose.

The **Search** or **List** button opens a list or search form allowing selection of a value that will insert into the field.





The **Calendar** button opens a calendar window for selecting a date.

The **Data** button indicates that data is available.

The presence of a **No Data** button indicates that no data is available for the field.

The **Summary** button displays summary information for the associated record.

The **Details** button displays details for the associated record.

The **In Process** button indicates that the process has started but not completed.

The **Complete** button indicates the process is complete.

The **Maintenance** button updates information in the database.

The **Copy** button copies the current record or records.

The **Comments** button displays a window where you can enter comments about the associated record.

The **Calculate** button performs a calculation on data in the associated field.

The **Approve** button indicates that the process is approved.

The **Disapprove** button indicates the process is not approved.

The **Generate ID** button generates a new ID.



Calendar



Data



No Data



Summary



Details



In Process



Complete



Maintenance



Copy



Comments



Calculate



Approve



Disapprove



Generate ID

**Response** buttons appear when the system requires a user input. A user must click on a response button to continue.



**Radio** buttons are small circles used to select one of several options. Clicking in a circle causes a dot to appear indicating selection of that option.

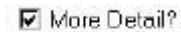


## Check Boxes

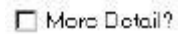
**Check boxes** are used to turn **on** or **off** features or options.

Click on the empty **Check Box** to turn an option on. Click on the check marked **Check Box** to turn an option off. The option is turned off when the check box is empty.

Selected:



Not selected:



## Section III: Navigating through Banner

Banner provides numerous ways to navigate through the system. Following is a list of navigation options and a brief description of each.

General Menu	Allows selection from a list of menus, forms, jobs, and Quick Flows.
Direct Access	Allows direct access to a form, job, or QuickFlow by entering its name.
Object Search	Allows access to a form, job, or QuickFlow if you know part of its name, description, or type.
Options Menu	This feature allows accessing other forms, windows, and blocks related to the current form, window, and block.
Options Window	Like the Options Menu, it contains different options related to a form, such as saving, navigating to another window, or to another form.
Last 10 forms accessed	Allows quick re-access to a form that was previously opened in the current session.

## Navigation Options

### The *My Banner* Folder

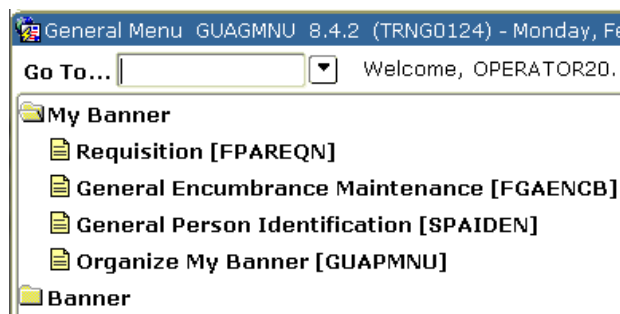
Banner opens to the **General Menu (GUAGMNU)** form. It displays two folders; ***Banner*** and ***My Banner***.

The ***My Banner*** folder is your personal folder where you can **bookmark** the Banner forms used most. The form names are links that when selected will open the form itself.

### Open Forms Using the *My Banner* folder

The **General Menu** form opens with the **My Banner** folder open and its contents displayed below.

**Double click** on a form name to open that form.

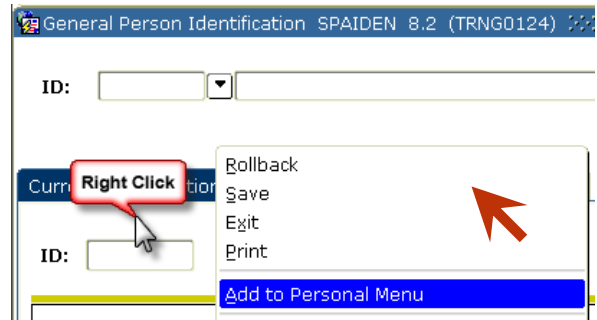


To insert forms into the **My Banner** folder

## SLCC Banner Basics and Navigation

Navigate to the form you wish to add to the **My Banner** folder. When it opens, get data in the form then **right click** on the form anywhere but in a field. The **Options Window** opens.

In the **Options Window**, select **Add to Personal Menu**.



Continue using the same procedures to add all the forms you want in you're My Banner folder.

Log out of Banner and log back in and the forms will appear in you're my Banner folder.

**Hint:** Make of a list of the forms in the order you want them in you're **My Banner** folder before adding them.

**Note:** You can also use the form **GUAPMNU** to insert, edit and delete forms in you're **My Banner** folder. Instruction for using this form are in the **Setting User Preferences** document found on the [OIT Training](#) website.

### Direct Access or Go to Field

If the name of the form is known, **Direct Access**, also known as the **Go to** field can be used to directly access the form without going through the folder.

To use Direct Access:

Enter the **name** of the form in the **Go to...** field of the General Menu.

Press the **Enter** key on the keyboard.



### Object Search

Use **Object Search** to access a form, job, or QuickF description, and/or type.

To use Object Search:

On the General Menu, **Double click** in the **Go to...** field or click the **Search** button.



SLCC Banner  
Basics and Navigation

The **Object Search Form** (GUIOBS) opens. Enter known information in the **Name**, **Description**, and/or **Type** fields. You must use the wildcard character % for partial Names. (See [Wildcards](#))

In the **Name** field enter as much of the name as possible. The wildcard character % must be used for incomplete names.

Enter any part of the **descriptive name** in the **Description** field. The wildcard character % must be used for incomplete descriptions.

Click the pull down menu button and select the type of object, i.e. **Form**.

Execute the query (search) by selecting **Execute** from the **Query** menu or pressing the **F8** key on the keyboard.

## SLCC Banner Basics and Navigation

The **Object Search** window reopens displaying a list of all **matches** found. In the example, 3 forms matched the search criteria. **Note:** the **Start**, **Clear**, and **Cancel** buttons are now active.

Name	Description	Type
SPAIDEN	General Person Identification	Form
SPAPERS	General Person	Form
SPATELE	General Person Telephone	Form

Start Clear Cancel

To **open** the desired object:

**Scroll** to the desired object and **click** on it to select. This highlights the **Name** and the 3 fields.

**Click** the **Start** button to open the object.

**Click** the **Clear** button to clear all fields to begin a new search.

**Click** the **Cancel** button to cancel the search and return to the **General Menu**.

**Note:** With the cursor in the **Go to...** field, use the **Up** and **Down** arrow keyboard keys to scroll through forms previously accessed.

### The Options Menu:

**Click** on **Options** in the Menu Bar and then **select** the desired option.

Start Clear Cancel

Options Block Item Record Query Tools He

- Bio/Demo Information [SPAPERS]
- Current Name/ID
- Appointments and Contacts [SOAAPPT]
- System Data Summary [GUASYST]
- Test of adding an F type (GUAABOT) [GUAABOT]

### The Options Window

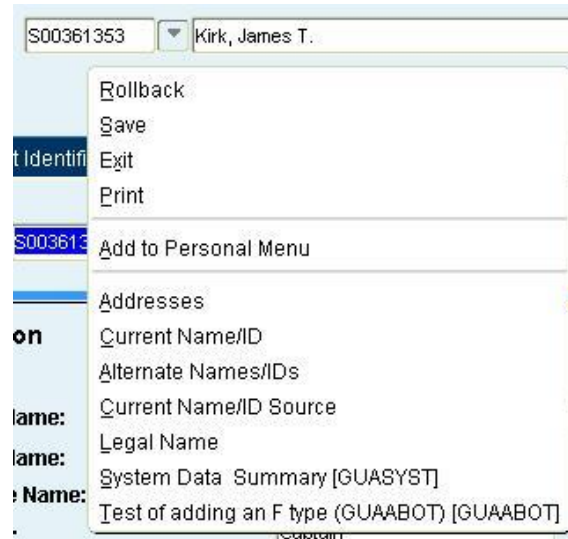
The **Options Window** is opened by **Right Clicking** anywhere on a form (except within a field). Like the Options Menu, it contains different options related to a form, such as saving, navigating to another window, or form, etc.

## SLCC Banner Basics and Navigation

**Right click** on the form. The **Option Window** opens. **Click** on an option from the window to select it.

**Top of Option Window** contains options that are the same for all forms.

**Lower** of window contains options that vary dependent on Form and mirror Menu Options in the Options Menu.

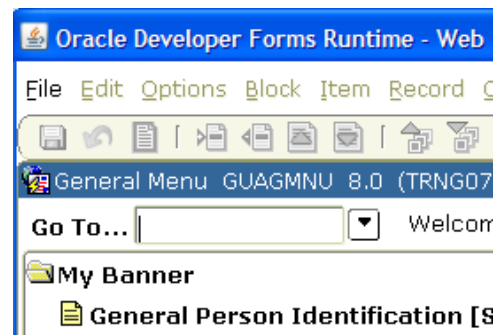


### Last 10 Forms accessed

A form that was previously opened in the current session can be quickly accessed using this feature. The bottom of the **File menu** contains a list of the **last 10 forms** opened in the session with the most recently opened on top.

To use the Last 10 Forms features

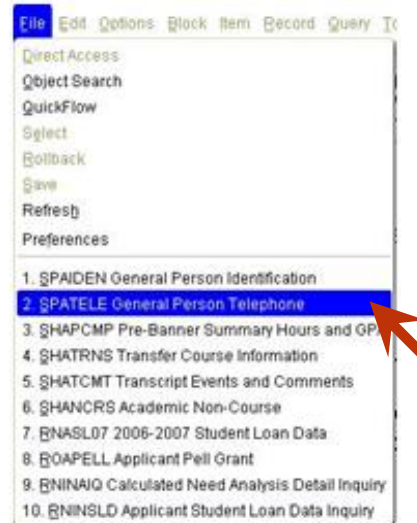
Click **File** from the Menu bar.





## SLCC Banner Basics and Navigation

At the bottom of the **drop-down menu** is the list of forms. Click on the desired form to open.

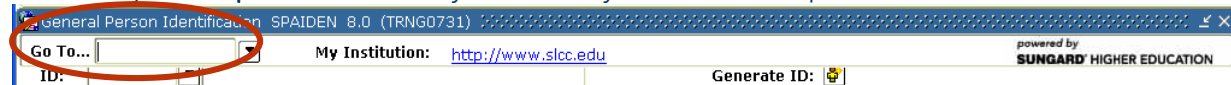


### Direct Access Field

The **Direct Access Field** or **Go To...** field opens below the Title Bar of the form currently opened. The **Direct Access Field** functions exactly like the **Go To...** field on **GUAGMNU** allowing quick navigation to other forms.

To display and use the Direct Access Field:


From any form, **press** the **F5** key on the keyboard. This opens the **Direct Access Field**.



Enter the name of the form in the **Go To...** field and **Press Enter** on the keyboard.





### Navigation within Forms

Banner provides functions for navigating within a form:

Button / Keystroke	Function	Purpose
 / Shift + F7	Roll Back <b>Note:</b> The Rollback function operates differently depending on the type of form opened.	<b>Application and Inquiry Forms:</b> Clears all information (except key information) and cursor returns to the first enterable field in the key block. <b>Validation Forms:</b> Returns cursor to the first enterable field on the form. <b>Query Forms:</b> Returns cursor to the first enterable field on the calling form.



SLCC Banner  
Basics and Navigation

 / Ctrl + Page Down	Next Block	Moves the cursor to the next block that has as at least one enterable field. If the next block is in another window, that window is opened.
 / Ctrl + Page Up	Previous Block	Moves the cursor to the previous block that has at least one enterable field. If the previous block is in another window, that window is opened.
 / Down Arrow	Next Record	Moves the cursor to the first enterable field in the next record of the current block. <b>Note:</b> If the cursor is in the last record, a new blank record is created.
 / Up Arrow	Previous Record	Moves the cursor to the first enterable field in the previous record.

## Entering Data

### Entering Data into Validated Fields

A **Validated Field** on a form accepts only data or a value from a **List of Values (LOV)**. An example would be a field for **State** in an address record. Only one state listed in the LOV can be selected.

There are 3 ways to enter a value:

- Enter the complete value if the value is known
- Enter a partial value
- Display the entire LOV and select a value

#### Enter the Complete Value:

Enter the **full value** in the field, for example, *UT* for Utah.

Press the **Enter** key on the keyboard. If there is a match in the **LOV**, it appears in the field.



City: Salt Lake City

State or Province:  Utah

ZIP or Postal Code:

City: Salt Lake City

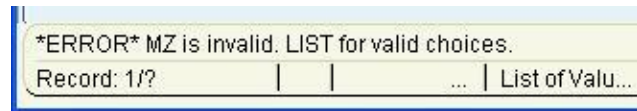
State or Province:  Utah

ZIP or Postal Code:

## SLCC Banner Basics and Navigation

**Note:** In some forms, when *Enter* is pressed and a match is found the **cursor** moves to the **next field**, i.e. *Zip Code*.

If **no match** is found, an **Error** message appears in the **Auto Hint** area at the bottom of the window.



### Enter a Partial Value

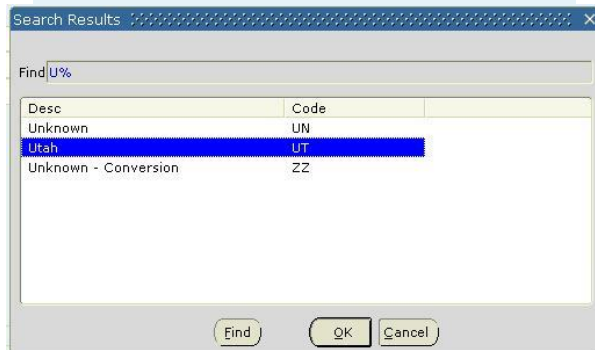
**Enter** as much of the **value** as known, for example *U%*. The percent symbol (%) is the **wildcard** used to represent any unknown characters. **Press** the *Enter* key on the keyboard.

If only **1 match** is found, it will display in the field.

**City:** Salt Lake City  
**State or Province:** U% ▼  
**ZIP or Postal Code:** [ ] ▼

**City:** Salt Lake City  
**State or Province:** UT ▼ Utah  
**ZIP or Postal Code:** [ ] ▼

If **2 or more matches** are found, they will display in a **Search Results** window. **Select** the desired value and click *OK*.



The **selected value** will display in the field.

**City:** Salt Lake City  
**State or Province:** UT ▼ Utah  
**ZIP or Postal Code:** [ ] ▼

### Display the entire LOV:

Click on the **Search** button for the field.

**City:** Salt Lake City  
**State or Province:** [ ] ▼  
**ZIP or Postal Code:** [ ] ▼

The **List of Values (LOV)** for the field will appear. **Navigate** to the desired value, **select** it, and click **OK**.

Code	Description	EDI Equiv	Activity Date
TN	Tennessee	TN	18-JUL-20
TX	Texas	TX	18-JUL-20
UN	Unknown		25-OCT-2
UT	Utah	UT	18-JUL-20
VA	Virginia	VA	18-JUL-20
VI	Virgin Islands	VI	18-JUL-20
VIC	Victoria		26-JUL-19
VT	Vermont	VT	18-JUL-20

The **value** displays in the field.

City: Salt Lake City

State or Province: UT ▼ Utah

ZIP or Postal Code: [Empty Field] ▼

## Entering Information from another Form (or Called Form)

Sometimes **clicking** on the **Search** button next to a field will open another form known as a **Called Form**. Information can be selected from this **Called Form**, and returned to the current field.

To enter information in a field from a Called Form:

**Click** on the **Search** button next to the right of the field.

Oracle Developer Forms Runtime - Web: Open

File Edit Options Block Item Record Query

General Person Identification SPAIDEN 8.0

ID: [Field] [Search Button]

Current Identification Alternate Identification

If an **Option List** appears (as in the example) click the desired option to display the form, otherwise, the **Called Form** opens automatically.

The 'Option List' dialog box has a title bar with a small icon and the text 'Option List'. It contains three radio button options: 'Person Search' (selected), 'Non-Person Search', and 'Alternate ID Search'. A red arrow points to the 'Person Search' option. At the bottom right is a 'Cancel' button.

When the **Called Form** opens, enter the search criteria.

Press the **Execute Query** button (see arrow) or Press **F8** to execute query. The form displays matching values.

The 'Oracle Developer Forms Runtime - Web: Open > SPAID...' window shows the 'Person Search' form. The title bar includes 'Person Search SOAIDEN 7.0 (TRNG0316)'. The form has two columns: 'ID' and 'Last Name'. The 'ID' column contains the value 'S003613%' which is circled in red. A red arrow points to the 'Execute Query' button in the toolbar.

Scroll (if necessary) to the **desired value** on the called form.

**Double click** the desired value.

The 'Person Search' form displays a table of results. The table has three columns: 'ID', 'Last Name', and 'First Name'. The second row is highlighted in yellow. A red arrow points to the 'ID' cell of the highlighted row.

ID	Last Name	First Name
S0036	Mc	R
S00361360	Moose	Bullwinkle
S0036	Mo	N
S0036	Na	A

The **Called form** closes, the **previous form** opens, and the **selected value** returns to the field of current form.

The 'Oracle Developer Forms Runtime - Web: Open > SPAID...' window shows the 'Identification Form'. The title bar includes 'Identification Form SPAIDEN 7.2 (TRNG0316)'. The form has a field 'ID:' with the value 'S00361360' and a dropdown menu showing 'Moose, Bullwinkle D.'. A red arrow points to the 'ID' field. At the bottom are two buttons: 'Current Identification' and 'Alternate Identification'.

## Entering IDs or Names

Many Banner Forms have **ID** and **Name** fields for persons and non-persons. For persons, the **SLCC ID** or the **Social Security Number (SSN)** can be used. There are several ways to enter an **ID** or **Name**.

### Enter a Complete ID:

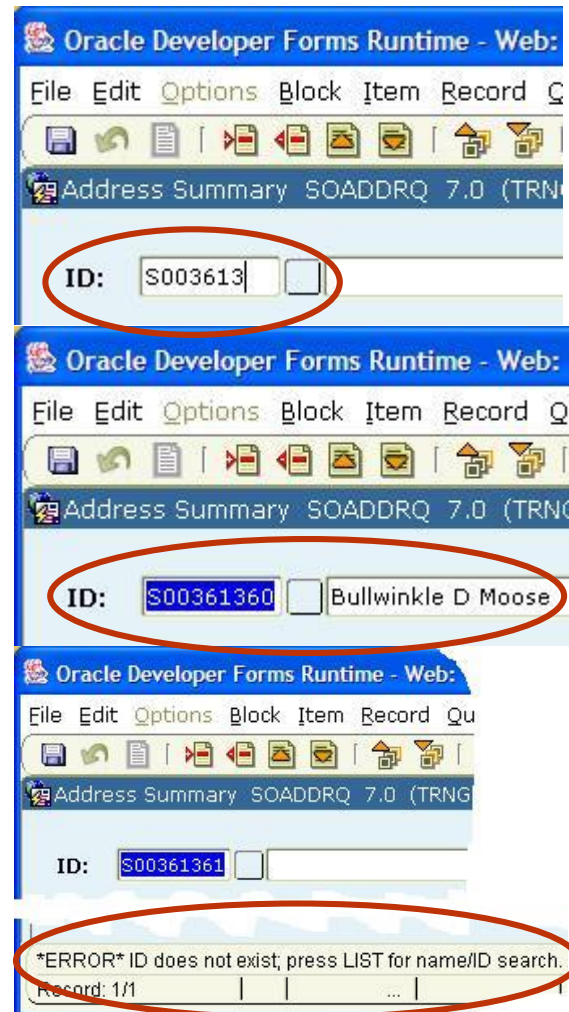
If the **entire ID** is known, **enter** it into the **ID** field.

After entering the last digit, if a match is found, Banner will immediately **fill** the **Name** field.

If **no match** is found, the Error message "*ID does not exist, press LIST for Name/ID search.*"

displays in the **Auto Hint** area at the bottom of the window.

**Note:** The *List* referred to is in the *Help* menu. Selecting *List* opens the *Person Search* form, SOAIDEN.





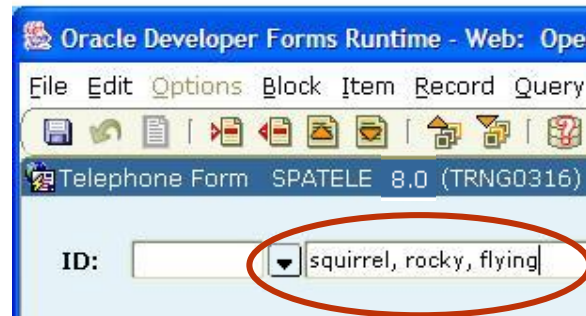
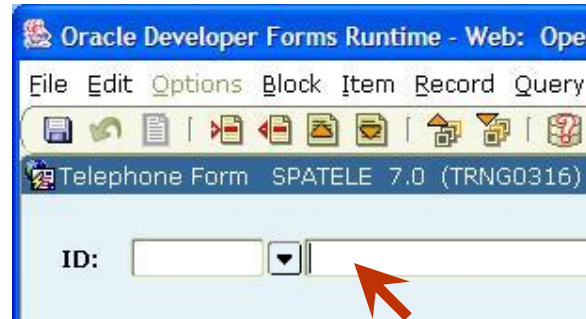
## Enter a Complete Name:

Make sure the **ID** field is blank. Press the **Tab** key to move the cursor to the **Name** field.

Enter the full Name.

**Note:** The name **format** must be, **Last, First, Middle** with a comma between each name. Upper or lower case letters can be used.

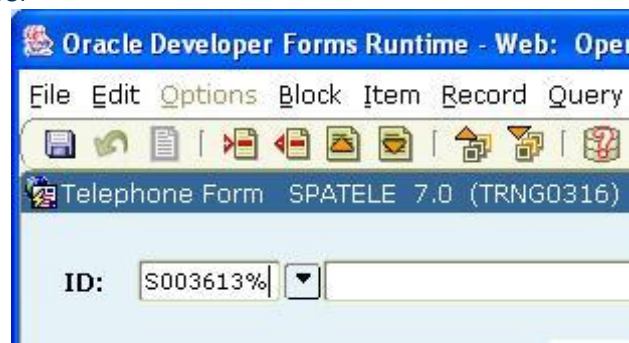
Press the **Enter** key. If **one match** is found the Name field is filled. If **multiple matches** are found, the Name **Extended Search** window opens from which the desired name can be selected.



## Enter a Partial ID:

Enter a **Partial ID** in the **ID** field using the known values and the % symbol as a wildcard representing **unknown** values. For example:

Enter the partial ID in the **ID** field with the known characters and using the wildcard symbol (%) for the unknown characters.



## SLCC Banner Basics and Navigation

Press the **Enter** key. If **one match** is found the name and complete ID are returned to the form.

If **multiple matches** are found, the **Extended Search** window opens allowing selection of the desired ID and name.

**Note:** More search criteria may be entered in this window to reduce the number of records returned.

### Enter a Partial name:

Make sure the **ID** field is blank and Press the **Tab** key to move the cursor to the **Name** field.

Enter the partial **Name** in the Name field with the known characters and using the **wildcard** symbol **%** for the unknown characters.

Press the **Enter** key. If **one match** is found the name is returned to the form. If **multiple matches** are found, the **Extended Search** window opens allowing selection of the desired ID and name.

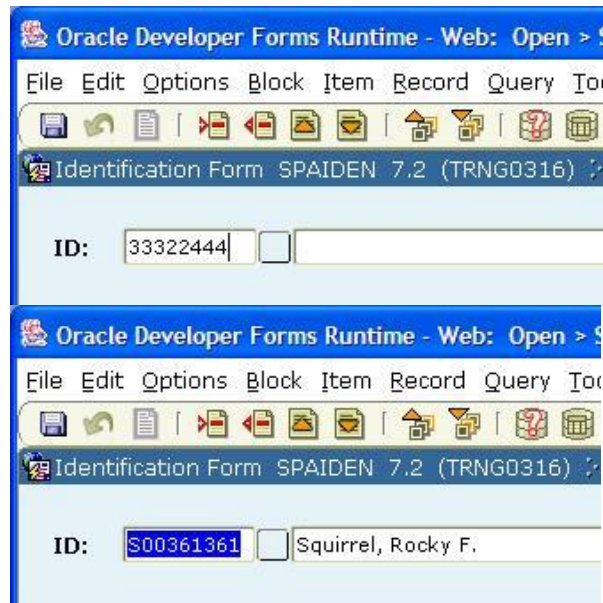
### Enter by SSN:

If the **SSN** of an individual is known, it can be entered to find their records.

In the blank **ID** field, enter the **SSN** of the person.

If a **match** is found, immediately after entering the last digit of the **SSN**, the name field will be filled with the individual's name.

**Note:** The **SSN** will also immediately change to the **Banner ID** number.



## Querying (Searching) for Information

A **Query** is a **search** for information from a database. **Queries** for information from the **SLCC** database can be made using most Banner forms. Querying the database is done either by selecting values from a menu or entering values into a blank field or fields. This section discusses **Query Functions** and **how to search** the database for information using **Queries**.

### Query Functions

**Query Functions** are accessed from the **Query Menu** located on the **Menu Bar**. Use the following functions to perform queries:

Enter	<p>The <b>Enter</b> function, on certain forms, puts the form into <b>Query mode</b> to allow entering search values. <b>Enter Query</b> appears in the Status Line at the bottom of the window when the form is in <b>Query</b> mode.</p>
Execute	<p><b>Executes</b> (or runs) the Query search based on the values entered. Records that match will be returned to the form.</p> <p><b>Note:</b> Implement the <b>Execute</b> function also by <b>pressing</b> the <b>Execute Button</b> in the <b>Tool Bar</b> or <b>pressing</b> the <b>F8</b> key.</p>



Last Criteria	<p><b>Enters</b> the <b>criteria</b> or <b>values</b> from the last search. The values can then be <b>edited</b> or <b>changed</b>.</p> <p>To use, select <b><i>Last Criteria</i></b> and the form will clear. Select <b><i>Last Criteria</i></b> a second time and the previous search criteria will display.</p>
Exit or Cancel	<p><b>Cancels</b> the <b>Query</b> and takes the form out of query mode.</p> <p>or</p> <p>If the form is not in query mode the <b>Cancel</b> option <b>closes</b> the form.</p>
Count Query Hits	<p><b>Counts</b> the <b>number</b> of records returned from the query and displays that number in the <b>Auto Hint</b> area at the bottom of the window.</p>
Fetch Next Set	<p><b>Opens</b> the <b>next set</b> of records if more records match the search criteria than fit in the window.</p>

## Query Wildcards

**Wildcards** are symbols used to represent an unknown value or string of values when entering query search criteria. The two symbols used are:

- The **% (percent)** symbol represents any number of unknown characters.
- The **\_ (underscore)** symbol represents one unknown character.

The following examples illustrate the use of Wildcards:

To get these results:	Enter this criteria:
All entries that contain "mas"	%mas%
All entries that begin with "mas"	mas%
All entries that end with "mas"	%mas
All entries of "Hanson" where the second to last letter could be 'e', 'o', etc.	Hans_n
All entries where the second character is "m".	_m%

## How to Query using Banner To Query Information:

**Access** the form that contains the data fields that are to be searched.

**Note:** If the form does not open in **Query mode**, select **Enter** from the **Query** Menu or press **F7** on the keyboard.

With the form in **Query mode** enter the search values. **Enter** values into any accessible field. The **Wildcard** characters **%** (percent) and **\_** (underscore) may be used.

**Capitalization** matters. Banner searches for data that **exactly matches** entered values.

Select **Execute** from the **Query** menu or press the **F8** key. The form displays all records that match the search values.

**Note:** Returned records, in the example, match the values based on wildcard characters used.

The first screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > S". The menu bar includes File, Edit, Options, Block, Item, Record, Query, and Tools. The toolbar contains various icons for file operations and navigation. The form is titled "Person Search SOAIDEN 7.0 (TRNG0316)". It has three columns: ID, Last Name, and First Name. The ID field is highlighted in yellow.

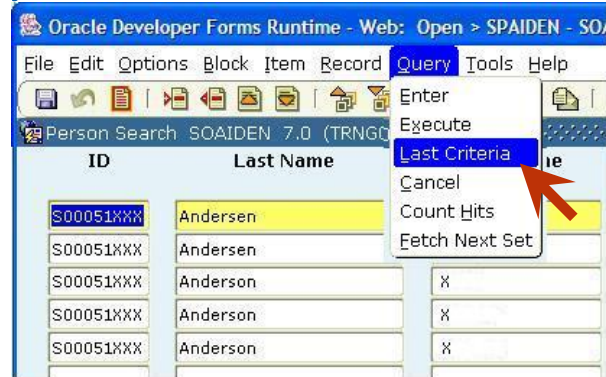
The second screenshot shows the same form with search values entered. The ID field contains "S00051%" and the Last Name field contains "Anders\_n". The First Name field is empty.

The third screenshot shows the results of the query. The form title is "Oracle Developer Forms Runtime - Web: Open > SPAIDEN - SOA". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar includes a "8.0" version indicator. The form is titled "Person Search SOAIDEN 7.0 (TRNG0316)". It has three columns: ID, Last Name, and First Name. The results are displayed in a table:

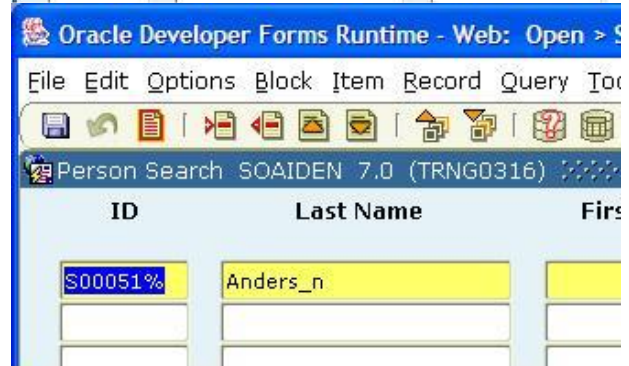
ID	Last Name	First Name
S00051XXX	Andersen	X
S00051XXX	Andersen	X
S00051XXX	Anderson	X
S00051XXX	Anderson	X
S00051XXX	Anderson	X

To change the search values and re-query:

With the original search results displayed, **select *Last Criteria*** from the **Query** menu or press **F7** on the keyboard.



The displayed records will be removed.  
**Select *Last Criteria*** or press **F7** again.  
The original search values are displayed.



**Revise** the search values as required and **execute** the Query again.

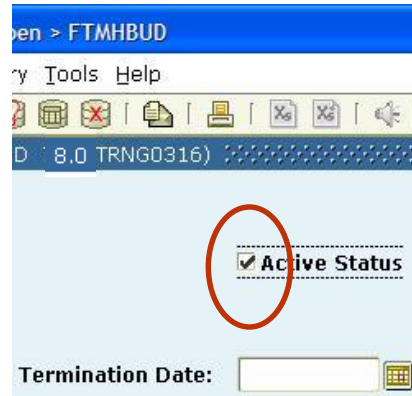


## To Query a Checked Check Box:

With the form in **Query mode**, select  
(**Check**) the **Check Box**.

**Enter** additional search criteria as  
required. (*Optional*)

Select **Execute** query. The form displays  
records that have the Check Box  
checked.



## Date Queries

Date queries require special care. The **Date Format** must be exact. Also, Banner stores  
dates with a **Time Stamp**.

The solutions to get the desired result are discussed below.

### Date Format

Banner stores dates in a specific format,  
**dd-mon-yyyy**.

Queries on a date field must follow this  
format exactly for dates to be retrieved.

**Note:** If the century digits of the year are  
omitted, Banner enters zeros.

Example: 23-Aug-2014  
or: 05-Jun-2015

If 05-Jun-15 is entered  
it becomes  
05-Jun-0015.

## Time Stamps

When querying on a specific date, Banner will add the time stamp "00:00:00" to the  
criteria. This will result in the message **Query caused no records to be retrieved. Re-  
enter.** To obtain the desired results do the following:

Use a relational **operator** with an earlier  
and/or later date.

For example, to find records dated:

23-Aug-2015

Use the **>** (Greater Than) and **<** (Less  
Than) operators:

>22-Aug-2014 and  
<24-Aug-2015

## SLCC Banner Basics and Navigation

The query results will include all records dated:

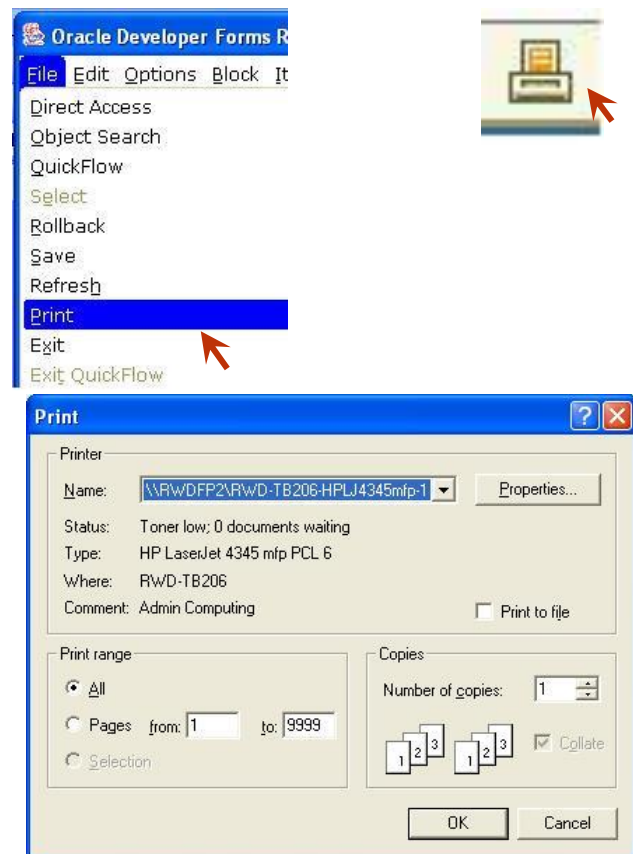
After 22-Aug-2014 and  
Before 24-Aug-2015

### Printing from Banner

There is a **Print** menu option on the **File** menu, and a **Print** button on the **Tool Bar**. Banner uses the Windows **Alt+Print** Screen function when either is pressed. Only a picture of the Banner window is printed.

To Use the Banner Print Function:

From the **Menu Bar** select **File > Print**  
or  
From the **Tool Bar** click the **Print** button.



The **Print** dialogue box will open.  
**Select** the number of copies needed.  
Press **OK**.  
The Banner window currently displayed  
will be printed.

**Note:** This basic printing function in Banner is similar to pressing **Alt + Print Screen** on the keyboard. A screen shot of the Banner window is captured and that is what prints.

## Appendices

### Appendix A: Examples of Banner Forms

**Note:** The username sets what forms the user can access when the user logs on. Not all users will have access to all of these forms.

Area	Form Name	Purpose/Description
Personal Data	SPAIDEN	<ul style="list-style-type: none"> <li>Generate a new general and/or student ID number.</li> <li>Look up a student by name.</li> <li>Display alternative names/IDs. (% used as a wildcard on name search.)</li> <li>Displays student addresses, gender, birth date, social security number, <i>confidentiality flag</i>, citizenship, ethnicity, marital status, deceased/date, etc.</li> </ul>
	GOAMTCH	<ul style="list-style-type: none"> <li>Search for existing records when generating new SPAIDEN records.</li> </ul>
Admissions	SAAADMS	<ul style="list-style-type: none"> <li>Display application information including, date applied, entry term, major, residency status, etc.</li> <li>Display missing information for the student.</li> </ul>
	SGASTDN	<ul style="list-style-type: none"> <li>Display student application information such as major, residency status, veterans information, etc.</li> </ul>
	SOAHSCH	<ul style="list-style-type: none"> <li>Display student high school information.</li> </ul>
	SPACMNT	<ul style="list-style-type: none"> <li>Display notes related to residency, billing, etc.</li> </ul>
Transfer	SOAPCOL	<ul style="list-style-type: none"> <li>Display other colleges the student attended, any transcripts received, and if transcripts have been reviewed.</li> </ul>
	SHATATR	<ul style="list-style-type: none"> <li>Display, by institution, transferring courses and equivalent <b>SLCC</b> courses.</li> </ul>
	SHATRNS	<ul style="list-style-type: none"> <li>Display transfer credit awarded.</li> </ul>
Registration	SOADEST	<ul style="list-style-type: none"> <li>Use to set destination printer for schedules, invoices, transcripts, enrollments, and compliance reports.</li> </ul>
	TOADEST	<ul style="list-style-type: none"> <li>Use to set destination printer for invoices, receipts, and student summary reports.</li> </ul>



SLCC Banner  
Basics and Navigation

Area	Form Name	Purpose/Description
	SOATEST	<ul style="list-style-type: none"> <li>Display scores of all tests the student has taken (CPT, ACT, etc.)</li> </ul>
	SOAHOLD	<ul style="list-style-type: none"> <li>Display hold type and reason.</li> </ul>
	SFARGRP	<ul style="list-style-type: none"> <li>Display registration dates by semester/term.</li> </ul>
	SFASRPO	<ul style="list-style-type: none"> <li>Display priority ticket information.</li> </ul>
Reg. (cont.)	SFASTCA	<ul style="list-style-type: none"> <li>Display student registration activity for the term.</li> </ul>
	SFAREGS	<ul style="list-style-type: none"> <li>Use <b>only</b> to register students, <b>not</b> to look up their schedule.</li> </ul>
	SWAREGS	<ul style="list-style-type: none"> <li>Use to print a schedule of classes for a student.</li> </ul>
	SFAREGQ	<ul style="list-style-type: none"> <li>Display a student's semester/term schedule.</li> </ul>
Tuition/ Account	SFAREGF	<ul style="list-style-type: none"> <li>Display tuition, fees and any other charges on student account for current term. (Must input ID number, next block &amp; enter.)</li> </ul>
	TSAAREV	<ul style="list-style-type: none"> <li>Display student's account detail.</li> </ul>
Class Look- up	STVMAJR	<ul style="list-style-type: none"> <li>Financial Aid program eligibility</li> </ul>
	SSASECQ	<ul style="list-style-type: none"> <li>Use to query class information (course, section, availability, etc.).</li> </ul>
	SSASECT	<ul style="list-style-type: none"> <li>Display specifics on a particular class – use CRN.</li> </ul>
	SCACRSE	<ul style="list-style-type: none"> <li>Display school and division in charge of course.</li> </ul>
	SFASLST	<ul style="list-style-type: none"> <li>Display class roster.</li> </ul>
	SFRSLST	<ul style="list-style-type: none"> <li>Print a class roster.</li> </ul>
	SIAASGQ	<ul style="list-style-type: none"> <li>Display faculty teaching schedule.</li> </ul>
	SFAREGQ	<ul style="list-style-type: none"> <li>Look up a student's schedule.</li> </ul>
Transcripts/ History	SHATERM	<ul style="list-style-type: none"> <li>Display a student's completed coursework by term.</li> </ul>
	SHACRSE	<ul style="list-style-type: none"> <li>Display semester/term schedule and grades.</li> </ul>
	SHASUBJ	<ul style="list-style-type: none"> <li>Display a student's coursework by subject.</li> </ul>
	SHARQTC	<ul style="list-style-type: none"> <li>Use to request a transcript.</li> </ul>
CAPP- Degree Audit	SMARQCM	<ul style="list-style-type: none"> <li>Use to create and view compliance requests.</li> <li>Create and view planned courses.</li> <li>Create and view hardcopy output requests.</li> <li>Display how many compliances have been run on the individual student.</li> </ul>

SLCC Banner  
Basics and Navigation

Area	Form Name	Purpose/Description
	SMASADJ	<ul style="list-style-type: none"> <li>Use to create or view course substitutions and waivers that are entered into a student's program.</li> <li>Notations are made on this screen regarding reasons for course, substitutions, waivers, etc.</li> </ul>
	SMAPRLE	<ul style="list-style-type: none"> <li>Display a complete list of programs available to run a CAPP compliance.</li> </ul>
	SMIPROG	<ul style="list-style-type: none"> <li>Display a complete list of programs available to run a CAPP compliance.</li> </ul>
	SMICRTL	<ul style="list-style-type: none"> <li>Use to view on screen, by area, which areas have been met or not met.</li> </ul>
Graduation	SHADEGR	<ul style="list-style-type: none"> <li>Display student's graduation information.</li> </ul>
	SHADGMQ	<ul style="list-style-type: none"> <li>Display degree summary information.</li> </ul>
Time Entry	PHATIME	<ul style="list-style-type: none"> <li>Employee Time Entry form.</li> </ul>

Return to [Table of Contents](#)



## Appendix B: Banner Form Naming Matrix

Each Form used in Banner has a unique **Name** and **Description**. The **Form Name** is 7 letters. The following matrix is used to determine the form name and aid the user in identifying the purpose and/or description of a form.

<b>1<sup>st</sup> Letter</b> Identifies the <b>Primary System</b> owning the form.	<b>A</b> Advancement
	<b>F</b> Finance
	<b>G</b> General
	<b>P</b> HR/Payroll/Personnel
	<b>R</b> Financial Aid
	<b>S</b> Student

<b>2<sup>nd</sup> Letter</b> Identifies the <b>Module</b> owning the form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)
	<b>A</b> Advancement	<b>B</b> Budgeting	<b>A</b> Application
	<b>D</b> Designation	<b>C</b> Record Creation	<b>B</b> Budget
	<b>E</b> Event Management	<b>E</b> Electronic Data Exchange	<b>C</b> COBRA
	<b>F</b> Campaign	<b>F</b> Funds Management	<b>D</b> Benefit/Deduction
	<b>G</b> Pledge and Gift/Pledge Payment	<b>H</b> History and Transcripts	<b>E</b> Employee
		<b>J</b> Student Employment	<b>H</b> Time Reporting/History
	<b>L</b> Label	<b>L</b> Logging	<b>O</b> Overall
	<b>M</b> Prospect Management	<b>N</b> Need Analysis	<b>P</b> General Person
	<b>O</b> Organization	<b>O</b> Common Functions	<b>R</b> Electronic Approvals
	<b>P</b> Constituent/Person	<b>P</b> Packaging & Disbursements	<b>S</b> Security
	<b>S</b> Solicitor Organization	<b>R</b> Requirements Tracking	<b>T</b> Validation/Rule Table
	<b>T</b> Validation Form/Table	<b>S</b> Student System Shared Data	<b>U</b> Utility
	<b>U</b> Utility	<b>T</b> Validation Form/Table	<b>V</b> Reserved
	<b>V</b> Reserved	<b>U</b> Utility	<b>X</b> Tax Administration
	<b>X</b> Expected Matching Gift	<b>V</b> Reserved	

SLCC Banner  
Basics and Navigation

<b>2<sup>nd</sup> Letter</b> Identifies the <b>Module</b> owning the form. (Cont.)	Finance (F)	General (G)	Student (S)
	<b>A</b> Accounts Payable	<b>E</b> Event Management	<b>A</b> Admissions
	<b>B</b> Budget Development	<b>J</b> Job Submission	<b>C</b> Catalog
	<b>C</b> Cost Accounting	<b>L</b> Letter Generation	<b>E</b> Support services
	<b>E</b> Electronic Data Interchange	<b>O</b> Overall	<b>F</b> Registration/Fee Assessment
	<b>F</b> Fixed Assets	<b>P</b> Purge	<b>G</b> General Student
	<b>G</b> General Ledger	<b>S</b> Security	<b>H</b> Grades/Academic History
	<b>I</b> Investment Management	<b>T</b> Validation Form/Table	<b>I</b> Faculty Load
	<b>N</b> Endowment Management	<b>U</b> Utility	<b>K</b> Reserved – SCT International. UK
	<b>O</b> Operations	<b>V</b> Reserved	<b>L</b> location Management
	<b>P</b> Purchasing/Procurement	<b>X</b> Cross Product	<b>M</b> CAPP
	<b>R</b> Research Accounting		<b>O</b> Overall
	<b>S</b> Stores Inventory		<b>P</b> person
	<b>T</b> Validation Form/Table		<b>R</b> Recruiting
	<b>U</b> Utility		<b>S</b> Schedule
	<b>V</b> Reserved		<b>T</b> Validation Form/Table
	<b>X</b> Archive Purge		<b>U</b> Utility
			<b>V</b> Reserved – Can. Solution Ctr.
	<b>All Products</b>		
	<b>W</b> Reserved for client forms or modules used within a Banner application		
	<b>X</b> (character in Letter 1 position does not equal W, Y, or Z)		
	<b>Z</b>		

SLCC Banner  
Basics and Navigation

3 <sup>rd</sup> Letter Identifies the Type of form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table	B Base Table Batch COBOL process
	C Called/List Form	I Inquiry Form	I Inquiry Form
	I Inquiry Form	P Process/Report	P Process/Report
	P Process/Report	R Rule Table Repeating Rules Table Report	R Rule Table Repeating Rules Table Report/Process
	R Repeating Rules Table		
	T Temporary Table		
	V Validation Form View	T Temporary Table	V Validation Form/Table View
	V Validation Form View	V Validation Form/Table View	V Validation Form/Table View
	Finance (F)	General (G)	Student (S)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table Batch COBOL process	B Base Table
	I Inquiry Form	I Inquiry Form	I Inquiry Form
	M Maintenance Form	I Inquiry Form	P Process
	Q Query Form	O Online COBOL Process	Q Query Form
	R Rule Table Repeating Rules Table Report/Process	Q Query Form	R Rule Table Repeating Rules Table Report/Process
	R Rule Table Repeating Rules Table Report/Process	R Rule Table Repeating Rules Table Report/Process	R Rule Table Repeating Rules Table Report/Process
	V Validation Form/Table View	T General Maintenance Temporary Table	V Validation Form/Table View
	V Validation Form/Table View	T General Maintenance Temporary Table	V Validation Form/Table View
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	
		T General Maintenance Temporary Table	

**4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> letters:** These form a four letter abbreviation of the forms purpose. For example, IDEN = identification, REQN + requisition, etc.

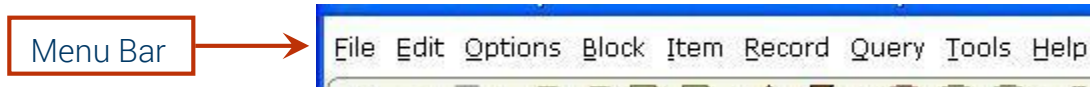
**Example:** Below are examples of 3 Forms and their Naming Structure:

SPAIDEN		GJRRPTS		FPIREQN	
S	Student	G	General	F	Finance
P	Person	J	Job Submission	P	Procurement
A	Application Form	R	Report/Process	I	Inquiry Form
IDEN	Identification	RPTS	Reports	REQN	Requisition Query

Return to [Table of Contents](#)

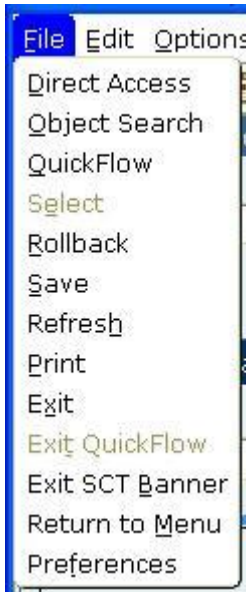
## Appendix C: Menu Bar Options

The **Menu Bar** contains **Drop-down Menus**. Each **Drop-down Menu** contains **Menu Options**. Clicking on a **Drop-down Menu** name opens its **Menu Options** list. Clicking on a **Menu Option** selects it.



### File Menu

The **File Drop-down Menu** contains standard Banner functions. The bottom of the File Drop-down Menu lists the last forms (up to 10) that were accessed in the current session. Selecting one of these forms will open it.

Menu Option	Function
	
Direct Access	Displays the <b>Direct Access Form (GUAPARM)</b> which is used to access a form by its name. See <a href="#">Direct Access</a> .
Object Search	Displays the <b>Object Search Form (GUIOBJJS)</b> which is used to search for a form with part of the name or description. See <a href="#">Object Search</a> .
QuickFlow	Displays the <b>QuickFlow Form (GUAQFLW)</b> which is used to access a QuickFlow.
Select	Returns the user to the calling form and enters the selected value into the form.
Rollback	<ul style="list-style-type: none"> <li>Application Forms – Clears all information except Key Block information.</li> <li>Validation Forms – Returns the cursor to the first enterable field in the form.</li> <li>Query Forms - Returns the cursor to the first enterable field in the calling form.</li> </ul>
Save	Saves all information entered since the last save.
Refresh	Clears the message line.
Print	Prints the current window with the date and time in the Title Bar.
Exit	<ul style="list-style-type: none"> <li>In <b>Forms</b> and <b>Windows</b> – Exits the Form or Window</li> <li>In <b>General Menu</b> – Exits Banner</li> <li>In <b>Query Mode</b> – Cancels the query and takes the form out of query mode.</li> </ul>

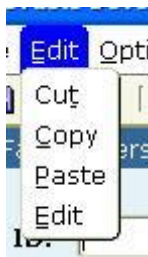
## SLCC Banner Basics and Navigation

---

Exit QuickFlow	Exits a QuickFlow.
Exit SCT Banner	Exits Banner.
Return to Menu	Returns the user to the General Menu Form (GUAGMNU).
Preferences	Displays the <b>General User Preferences Maintenance Form (GUAUPRF)</b> , used to customize Banner for personal preferences.

### Edit Menu

The **Edit Drop-down Menu** contains functions used to edit text items.



Menu Option	Function
Cut	Cuts selected text and places it on the computer clipboard.
Copy	Copies selected text and places it on the computer clipboard.
Paste	Copies the text from the computer clipboard to the selected area.
Edit	Displays the Editor window which is used to enter or update text.

### Options Menu

The **Options Menu** contains **Menu Options** that change based on the form currently open and where the cursor is located within the form. Some **Menu Options** access other blocks and windows within the current form. Other **Menu Options** access related forms outside the current form.

## Block Menu

The **Block**, Drop-down Menu contains functions used to navigate among the blocks of information on a form.



Menu Option	Function
Next	Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
Previous	Moves the cursor to the previous block that has at least one enterable field. If the previous area is in another window, that window is opened.
Clear	Clears all information from the current block. (Information is not deleted from the database.)

## Item Menu

The **Item Drop-down Menu** contains functions used to navigate among the fields, also called items, on a form.




Menu Option	Function
Previous	Moves the cursor to the previous enterable field (item) in the current block.
Next	Moves the cursor to the next enterable field in the current block. Occasionally, Next Item moves the cursor to the first enterable field in the next block.
Clear	Clears all information from the current field. (Information is not deleted from the database.)
Duplicate	In a blank row of a repeating record, duplicates the contents of the same field in the previous record and copies it into the new record.




## Record Menu

The **Record Drop-down Menu** contains the functions used to work with records on a form.

	Menu Option	Function
	Previous	Moves the cursor to the first enterable field in the previous record.
	Next	Moves the cursor to the first enterable field in the next record of the current block. If the cursor is in the last record, a new record is created.
	Scroll Up	Scrolls a list of records up one page. The first displayed record prior to selecting Scroll Up will be displayed at the bottom of the list.
	Scroll Down	Scrolls a list of records down one page. The last displayed record prior to selecting Scroll Down will be displayed at the top of the list.
	Clear	Clears all information from the current record. (Information is not deleted from the database.)
	Remove	Deletes all information for the current record. Selecting Save then deletes the information from the database.
	Insert	Inserts a new blank record into the list of existing records.
	Duplicate	Duplicates the contents of all fields in the selected record and copies them into a new record.
	Lock	Temporarily locks the contents of a record so no other Banner user can update it. Save, Rollback, or Exit release the lock.

## Query Menu

The **Query Drop-down Menu** contains the functions used to search or query for information in the database based on specific search criteria.

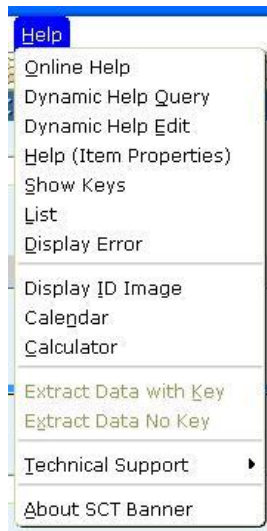
	Menu Option	Function
	Enter	Puts the form into query mode so search criteria can be entered.
	Execute	Initiates the search for information based on entered search criteria. Information matching the criteria is then displayed in a set of records.
	Last Criteria	Selecting this once clears any matching information. Selecting it a second time re-enters the criteria from your last search.
	Cancel	Cancels the query and takes the form out of query mode.
	Count Hits	Counts the number of records that match the search criteria and displays the number in the Auto Hint area.
	Fetch Next Set	If more records match the search criteria than fit in the window, replaces the current set of displayed records with the next set.

## Tools Menu

The **Tools Drop-down Menu** contains actions that can be performed with Banner Xtender Solutions as well as options to submit or release a **SCT WorkFlow**.

## SLCC Banner Basics and Navigation

### Help Menu



Menu Option	Function
Online Help	Opens the Banner Help Center web page with information for the current form.
Dynamic Help Query	Displays the Dynamic Help Form (GUAHELP) in query mode. This is used to display information for a field, block, or form.
Dynamic Help Edit	This is a maintenance function not available to all users. It is used to edit the Dynamic Help information displayed.
Help (Item or field Properties)	Displays the database item or field properties for the current field.
Show Keys	Displays a list of Functions and the keyboard key strokes to access them. The list will change based on the current form, window, and/or field.
List	If the cursor is currently in a field that has a LOV (list of values), the list will be displayed.
Display Error	If a database error occurs, displays the error code.
Display ID Image	If the cursor is in an ID field, displays an image associated with the ID if one is available.
Calendar	Displays the calendar.
Calculator	Displays the calculator.
Extract Data with Key	Extracts Banner data for the current block, with key data, to a spreadsheet.
Extract Data No Key	Extracts Banner data for the current block, without key data, to a spreadsheet.
Technical Support	Turns on a tool that helps the technical support staff track performance issues and expedite a resolution.
About SCT Banner	Displays the About SCT Banner Form (GUAABOT), which displays the current form, release number, date, and time.

Return to [Table of Contents](#)












### Appendix D: Tool Bar Buttons

SLCC Banner  
Basics and Navigation

The **Tool Bar** contains buttons that perform common functions. They provide quick access to Banner functions without using Menu Items in the Menu Bar or using keyboard key strokes.

Button	Name	Function
	Save	Saves all changes to a form, block, or field to the database since the last save.
	Rollback	<ul style="list-style-type: none"> <li>• Application Forms – Clears all information except Key Block information.</li> <li>• Validation Forms – Returns the cursor to the first enterable field in the form.</li> <li>• Query Forms - Returns the cursor to the first enterable field in the calling form.</li> </ul>
	Select	Returns the user to the calling form and enters the selected value into the form.
	Insert Record	Inserts a new blank record into the list of existing records.
	Remove Record	Deletes all information for the current record. Selecting Save then deletes the information from the database.
	Previous Record	Moves the cursor to the first enterable field in the previous record.
	Next Record	Moves the cursor to the first enterable field in the next record of the current block. If the cursor is in the last record, a new record is created.
	Previous Block	Moves the cursor to the previous block that has at least one enterable field. If the previous area is in another window, that window is opened.
	Next Block	Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
	Enter Query	Puts the form into query mode so search criteria can be entered.
	Execute Query	Initiates the search for information based on entered search criteria. Information matching the criteria is then displayed in a set of records.

SLCC Banner  
Basics and Navigation

	Cancel Query	Cancels the query and takes the form out of query mode.
	View/Send Message	Used to send messages to and receive messages from other Banner users. Can also be used to query messages.
	Print	Prints the current window with the date and time in the Title Bar.
	Set Banner Xtender Solutions (BXS)	Not used at SLCC.
	BXS – Add Document	Not used at SLCC.
	Workflow Submit	Adds a WorkFlow.
	Workflow Release	Releases a WorkFlow
	Broadcast Messages	Displays a broadcast message if available.
	FGAC Security	Not used at SLCC.
	Online Help	Opens the Banner Help Center web page with information for the current form.
	Exit	<ul style="list-style-type: none"> <li>When in any form other than the General Menu Form (GUAGMNU), exits that form and opens the General Menu Form.</li> <li>When in the General menu Form, exits Banner.</li> </ul>

Return to [Table of Contents](#)

## Appendix E: Keyboard Shortcuts

The following table contains **Keyboard Shortcuts** to commonly used **Commands and Functions**:

Command	Keyboard Shortcut	Function
Rollback	Shift + F7	<ul style="list-style-type: none"> <li>Application Forms – Clears all information except Key Block information.</li> <li>Validation Forms – Returns the cursor to the first enterable field in the form.</li> <li>Query Forms - Returns the cursor to the first enterable field in the calling form.</li> </ul>
Save	F10	Saves all changes to a form, block, or field to the database since the last save.
Exit	Ctrl + Q	<ul style="list-style-type: none"> <li>From any form except General Menu Form (GUAGMNU), exits that form and opens General Menu Form.</li> <li>When in General menu Form, exits Banner.</li> </ul>
List of Values	F9	Displays a list of valid choices for the field.
Navigation Window	F5	Displays a Navigation Window in the current form allowing quick access to another form.
Print	Shift + F8	Print the current form window.
Search	Shift + F2	View Search (Doesn't work on every form.
Run (Execute) Query	F8	Initiates the search for information based on entered search criteria. Information matching the criteria is then displayed in a set of records.
Enter (Clear) Query	F7	Establishes or clears a database search.
Next Block	Ctrl + Page Down	Moves cursor to next block that has at least one enterable field. If next area is in another window, that window is opened.
Previous Block	Ctrl + Page Up	Moves cursor to previous block that has at least one enterable field. If previous area is in another window, that window is opened.
Clear Data in Block	Shift + F5	Clears all the data in an entire block.

SLCC Banner  
Basics and Navigation

---

Insert Record	F6	Insert a new, blank record in a table
Clear Record	Shift + F4	Clears all fields in a record.
Delete Record	Shift +F6	Deletes the selected record.
Next Record	Down Arrow	Selects next record in a list of records.
Previous Record	Up Arrow	Selects the previous record in a list of records.
Select Record	Shift + F3	Selects the current record.
Record-Scroll Down	Ctrl + L	Scrolls down through a list of records.
Record-Scroll Up	Ctrl + P	Scrolls up through a list of records.
Next Field	Tab	Moves the cursor to the next enterable field in the form.
Previous Field	Shift + Tab	Moves the cursor to the previous enterable field in the form.
Clear Field	Ctrl + U	Clears the data in a field

Return to [Table of Contents](#)



## Appendix F: Tips and Tricks

This appendix contains tips and tricks for using Banner.

**Note:** If you have a tip or trick to add, please submit it to OIT, extension 4560.

### Entering Information:

Topic	Tip / Trick
System Date	In most date fields, entering a single non-numeric character will display the current date. Remember, <b>D</b> for Date or <b>T</b> for Today. <del>Forget what day it is? Enter 2 in a date field and Banner will display</del>
Dates within the Current Month	Enter 2 digits in a date field and Banner will assume the current month and year. Entering 05 in September 2011 will display 05-Sep-2011.
Dates within the Current Year	Enter 4 digits in a date field and Banner will assume the current year. Entering 0509 in 2011 will display 05-Sep-2011.
Populating Records on Forms	After entering the SSN, click in the first enterable field and the record will be populated. <b>Note:</b> This works on about 80% of forms. <del>Remember to proceed out of a Key Block by using the Next Block</del>
Displaying a Field's LOV (List of Values)	Double clicking in a field that has a LOV will display the valid values for the field.
Auto Hint and Status Line	Pay attention to messages in these two areas. Help messages and other information are continually displayed here.
UTM Term Code	A six digit code is assigned to each term. 1 <sup>st</sup> four digits = Year, 2 <sup>nd</sup> two digits = Term. <del>20 = Spring 20 = Summer 40 = Fall 50 = Full Year</del>

### Navigation

Topic	Tip / Trick
Open Multiple Forms	From the <b>Menu Bar</b> , select <b>File &gt; Direct Access</b> . Enter the form name, and click <b>Start</b> . The new form will open but the previous form will remain running in the background. <b>Note:</b> Only one form may be displayed at a time.
Shortcuts in the Go To field	Enter <b>Site</b> to navigate to the Site Map.
	Enter <b>Tree</b> to navigate from the Site Map to the Product Tree.
	Enter <b>Refresh</b> to refresh Personal Menu after changes, return to General Menu, or refresh the Site Map.

## SLCC Banner Basics and Navigation

	Press the <i>Up</i> or <i>Down</i> arrow keys to navigate to any of the last 10 forms accessed.
	Enter the <b>Menu</b> name to expand that menu.
	Enter <b>Exit</b> to end your Banner session.
Rollback	Use <i>Rollback</i> to clear the record and return to the Key Block.
Calendar	Double clicking in a date field will open the Calendar.
Calculator	Double clicking in a number field will open the Calculator.


## Queries

Enter Query	Always click the Enter Query button before entering and executing a query. This ensures the form is in query mode.
Re-executing a Query	If no record has been selected after a query, perform two Enter Query functions in a row. The first will clear the records; the second will retrieve the last set of criteria.
Wildcards	Use the _ (underscore) character to represent a single character and the % (percent) symbol to represent any number of continuous characters.

## Logging In/Out

Enter <i>Exit</i> to quit Banner	Enter <b>Exit</b> in the <b>Go To</b> field to quit Banner and end the session.
----------------------------------	---

## Miscellaneous

Display	<ul style="list-style-type: none"> <li>Maximize your Banner Title bar window. Upper left corner should look like this.</li> <li>The computer monitor's minimum display setting should be 600x800 and set to small fonts.</li> </ul> 
---------	---

[Return to Table of Contents](#)