



Banner Basics

Banner Basics Table of Contents

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Course Objective

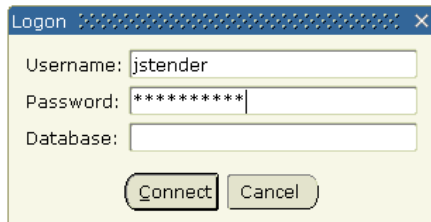
Banner Basics will teach the user how to properly launch and exit the Banner program, check to see if Banner is installed on a personal PC or laptop and arrange for installation if not already installed. The class will teach basic Banner navigation using the menu or direct access. The user will create a customized personal menu, in the training account. The user will be able to use the online Banner documentation.

SCT BANNER

Banner is a set of integrated database systems that can be configured to allow the DSC to perform its administrative functions in a highly efficient and creative manner. We have purchased the student records, student financial aid, accounts receivable, finance, human resource and alumni modules.

LOG ON

To log into Banner, go to www.dixie.edu, click on Faculty/Staff and choose “Connect to Banner Production System (PROD)”. (The first time you bring Banner up you will be prompted to download and install J Initiator, you must do this to logon to Banner.) The logon dialog window will appear asking for your Banner username and password.



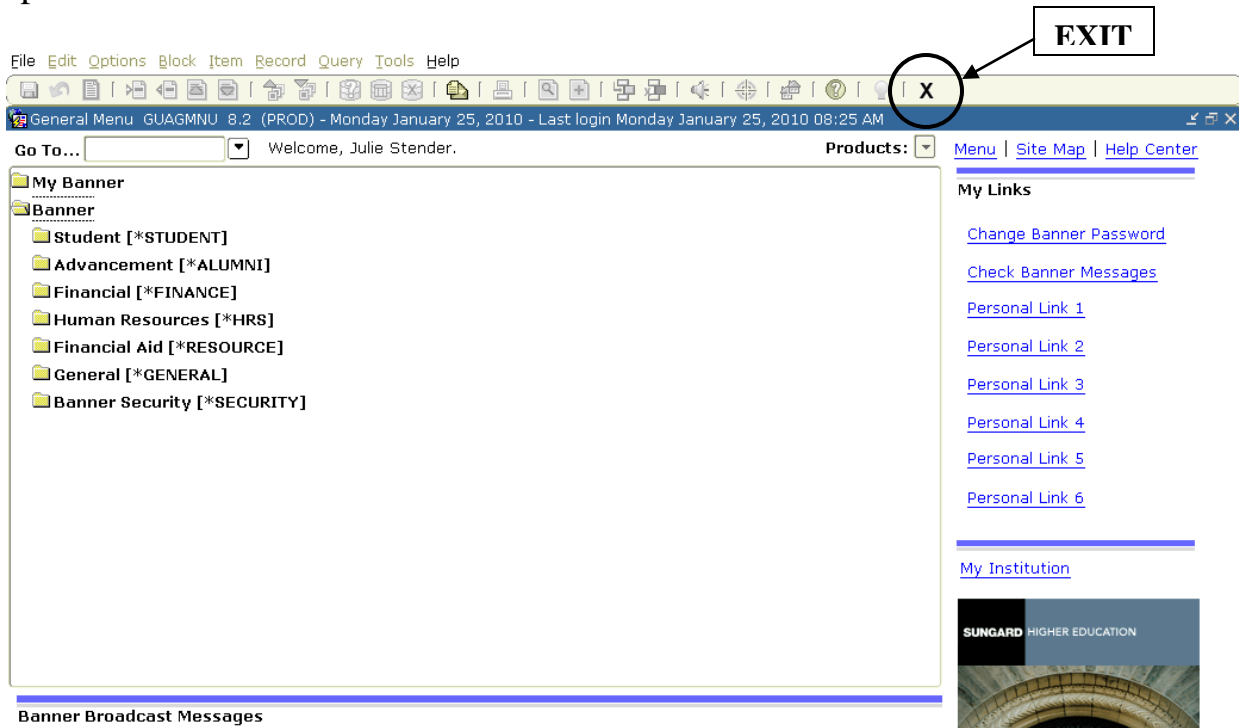
Enter your Banner Username. Press Tab.

Enter your Banner Password. Press Tab.

Choose **Connect or press **Enter**.**

EXITING BANNER

To exit Banner always use the 'X'. Using the close button, will leave processes open.



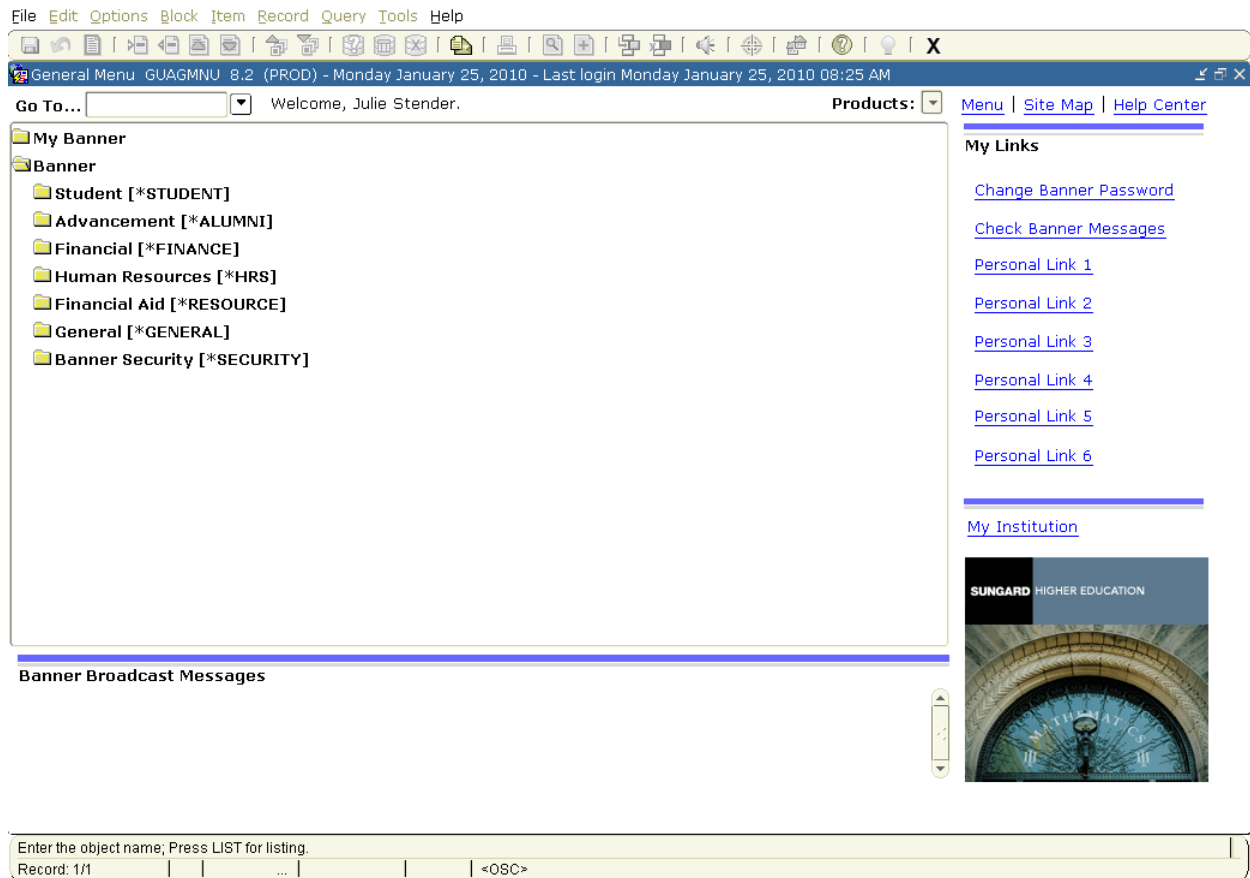
GENERAL NAVIGATION


The screenshot shows the SPAIDEN 8.2 (PROD) application window. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'General Person Identification SPAIDEN 8.2 (PROD)'. The interface includes a 'KEY BLOCK' at the top with an 'ID' field containing '00220949', a dropdown menu for 'Student, Test', and a 'Generate ID' button. Below this are tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active, showing fields for 'Person' (Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, Full Legal Name) and 'Non-Person' (Name). There are also sections for 'ID and Name Source' and 'Original Creation' with fields for 'Last Update', 'User', 'Activity Date', 'Origin', 'Create Date', and 'User'. At the bottom, there is an 'AUTO HINT LINE STATUS LINE' containing the text: 'ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up. Record: 1/1 | ... | <OSC>'. Annotations include: 'ROLLBACK' pointing to a circular icon in the toolbar; 'NEXT BLOCK' pointing to a circular icon in the toolbar; 'EXIT' pointing to a circular icon with an 'X' in the toolbar; 'KEY BLOCK' pointing to the top ID field area; 'NEXT BLOCK (CTRL PGDN OR CLICK IN THE FIRST FIELD TO MOVE TO THIS BLOCK)' pointing to the first field in the 'Person' section; and 'AUTO HINT LINE STATUS LINE' pointing to the bottom status bar.

<i>Terms</i>	<i>Definition</i>
Blocks	A block is a section of a form or window that contains related information.
Key Block	The first block contains key information. The key block determines what is entered or displayed on the rest of the form.
Next Block	To move from the key block to the next block, click in the <u>first</u> field of the next block, use CTRL PGDN or use NEXT BLOCK button.
Rollback	Clears all information (except the key block) and returns you to the first enterable field in the key block.
Blue Field Names (LOV)	Blue fields have a lookup feature. You can double-click the field to see the list or press F9. They are called LOV fields which is short for List of Values. Many Lists are defined on validation forms.
Exit	Click on the 'X' icon near the top right of the window or press CTRL Q.
Auto Hint Line	Displays a brief field description, error and processing messages and keyboard equivalents.
Status Line	Indicates record number, List of Values or query mode

MAIN MENU

When you have successfully logged into Banner, you see the Main Menu.



As you click on the ‘’ next to the menu item, the item will expand displaying a number of sub-menus. My Banner is customizable, allowing you to build your own menu of forms that relate to your specific needs.

Select the **Student System Menu**

Select the **General Person Menu**

This menu lists the basic forms used for data entry of all prospects, recruits and students. The data entered here is then available to other portions of Banner where such processes as recruiting, admissions, population selection, letter generation, financial aid, etc. are carried out. These are the forms that build the foundation of our Student system, so this is where we will start our journey into Banner.

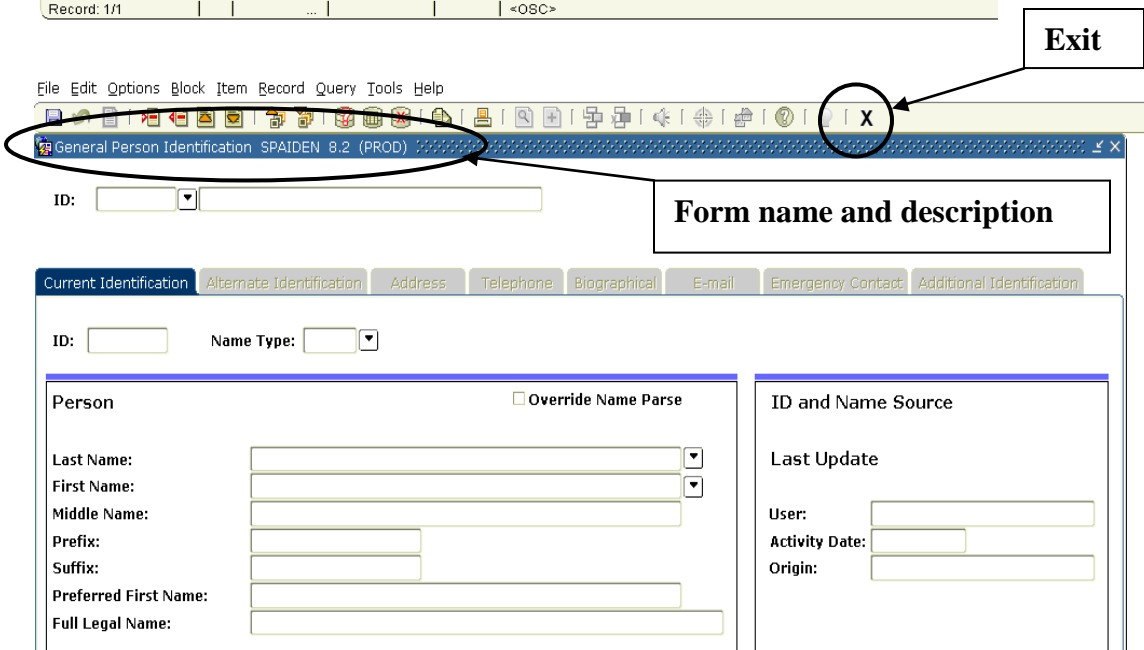
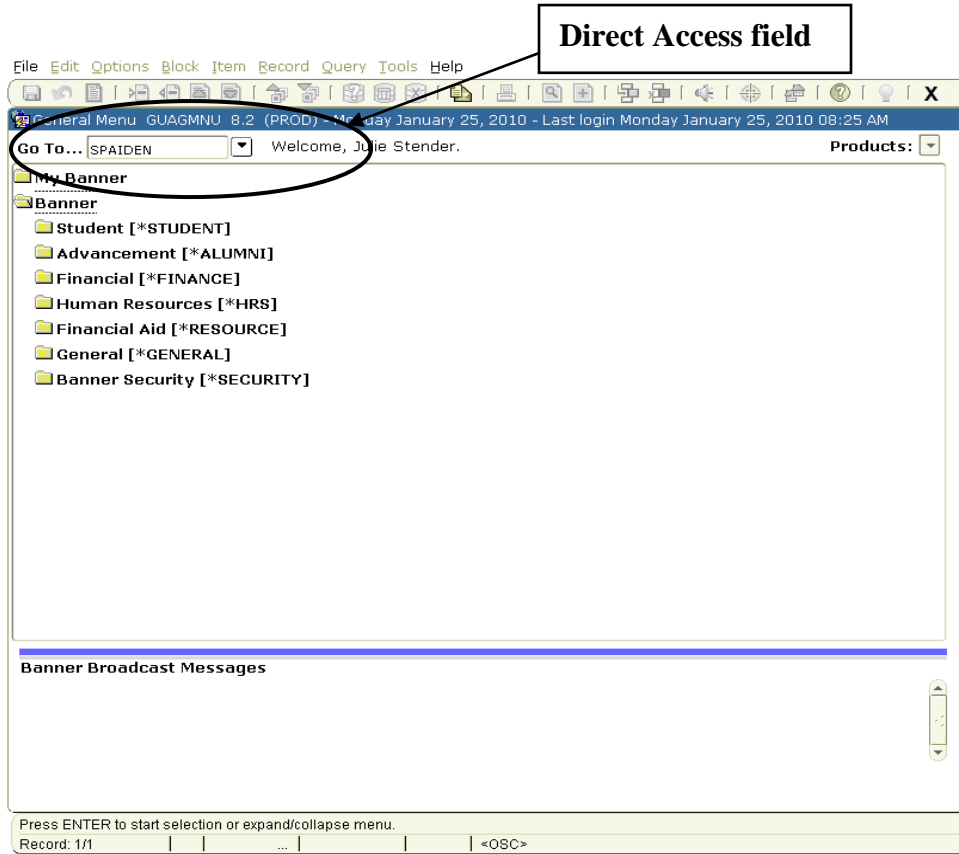
The ‘screens’ in Banner are called ‘forms.’

ACCESSING FORMS

There are three ways to access forms in Banner.

1. DIRECT ACCESS FROM MAIN MENU.

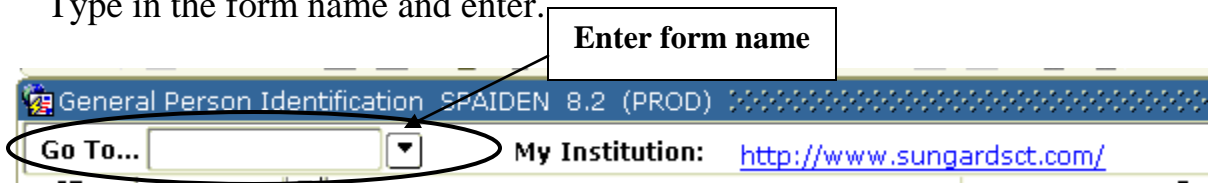
You can enter the form name in the **Direct Access** field and press **Enter**.
The Student Identification Form (screen 003) is SPAIDEN.



To move back to the Main Menu, choose the Exit button ('X').

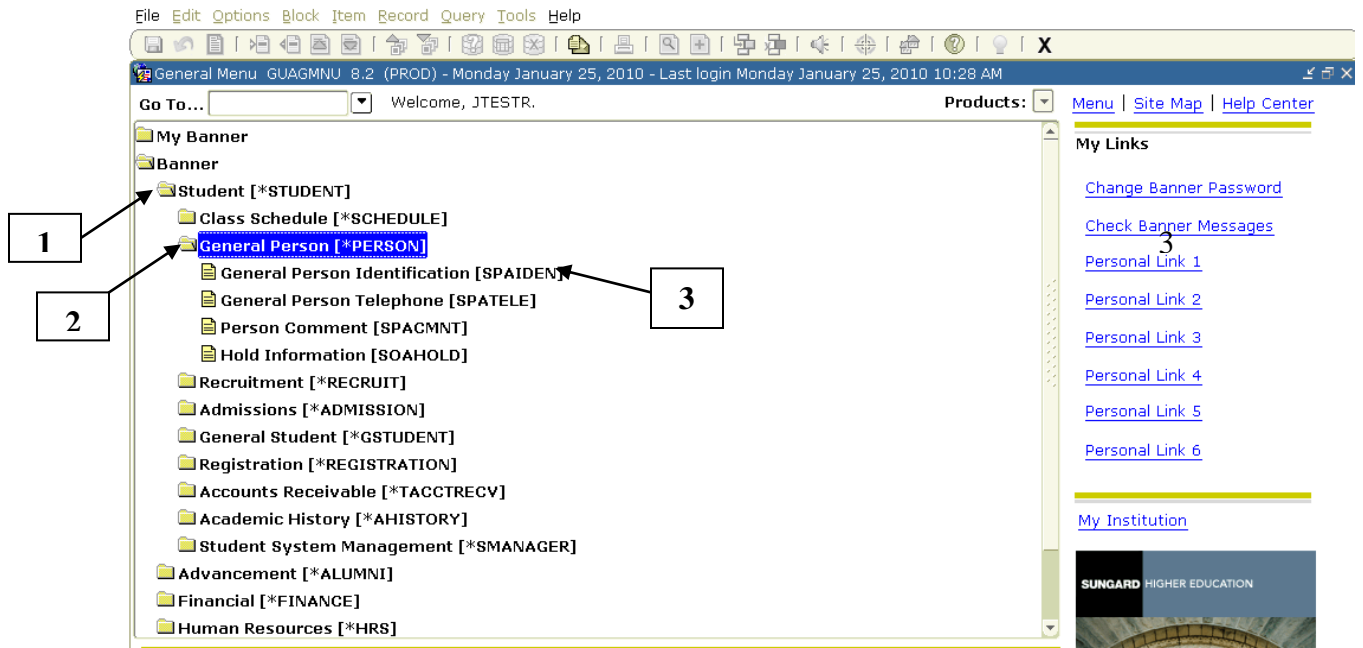
2. DIRECT ACCESS FROM A FORM

If you are not at the main menu that has the direct access field, choose File/Direct Access from the menu bar. You will see the following box. Type in the form name and enter.



3. ACCESS USING MENUS

To access forms from the main menu, choose Student, then General Person Menu. Next double click on the General Person Identification Form which is the SPAIDEN form.



CREATING A PERSONAL MENU

You can create a personal menu of items that are most important in your daily work under 'My Banner'. You can add or delete forms from your 'My Banner' Menu as you learn more about the forms you use most. Your 'My Banner' menu is tied to your ID so you can use it from any computer. A 'My Banner' menu can include forms, jobs, menus and QuickFlows.

The My Banner Maintenance Form (**GUAPMNU**) lets you create and change your 'My Banner' menu.

Step 1: Accessing the form.


Using Direct Access: Type **GUAPMNU** in Direct Access window and press Enter to create or change your 'My Banner' menu.

Using Menu Access: Choose General System Menu, System Functions / Administration Menu, Menu/Preference Maintenance and then My Banner Maintenance Form.

The following window will appear:

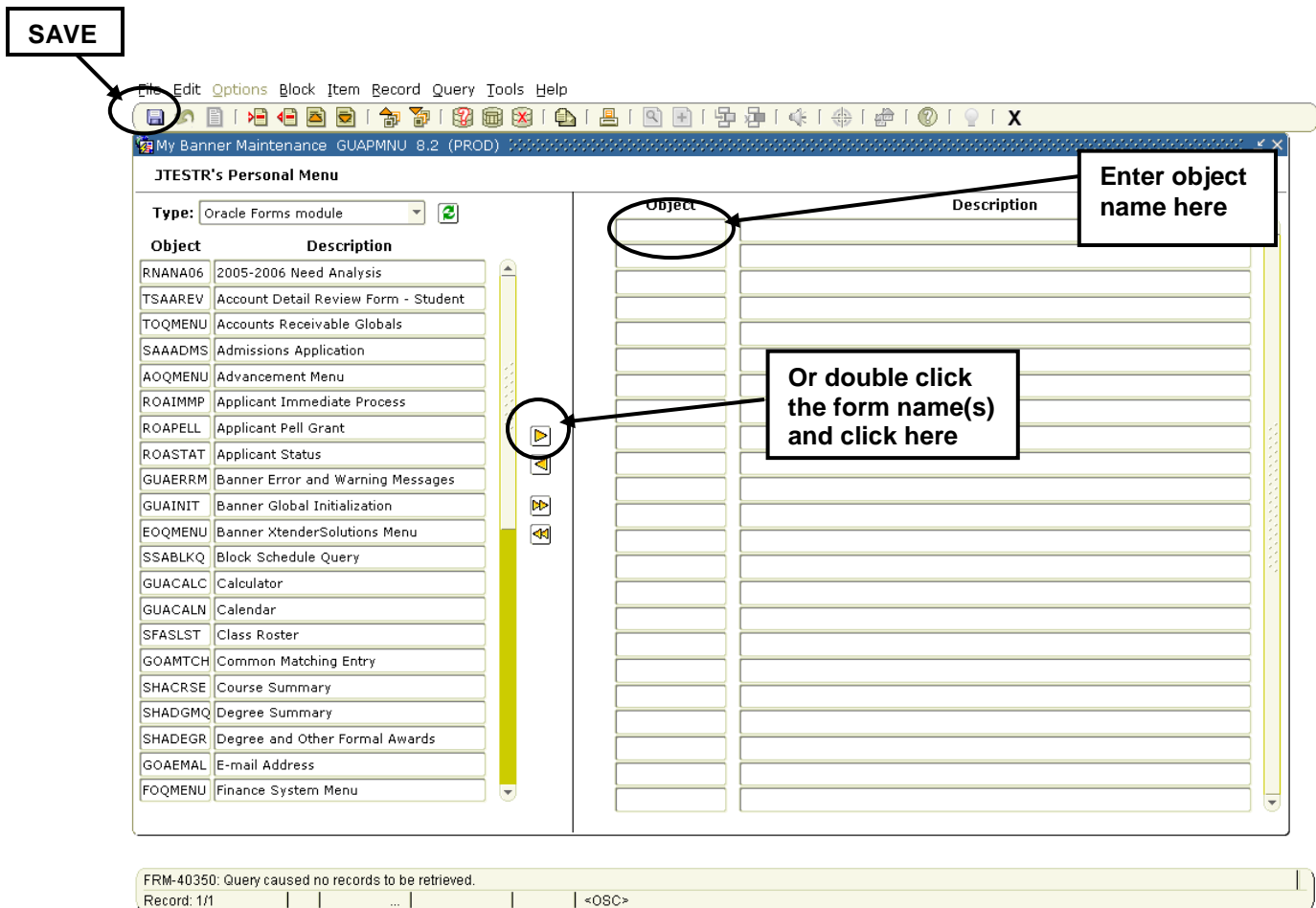
Object	Description
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Maintenance
RNAOV05	2004-2005 Applicant Override
RNRGL05	2004-2005 INAS Global Policy Options Ru
RNIMS05	2004-2005 Miscellaneous Results Inquiry
RNANA05	2004-2005 Need Analysis
RNAVR05	2004-2005 Need Analysis Document Veri
RNAPR05	2004-2005 Need Analysis Processing
READI05	2004-2005 Pell Disbursement/Acknowled
REAOR05	2004-2005 Pell Origination/Acknowledger
RNASL05	2004-2005 Student Loan Data
RNASU05	2004-2005 Supplemental Need Analysis
RNAOV06	2005-2006 Applicant Override
RNRGL06	2005-2006 INAS Global Policy Options Ru
RNIMS06	2005-2006 Miscellaneous Results Inquiry
RNANA06	2005-2006 Need Analysis
RNAVR06	2005-2006 Need Analysis Document Veri
RNAPR06	2005-2006 Need Analysis Processing
READI06	2005-2006 Pell Disbursement/Acknowled
REAOR06	2005-2006 Pell Origination/Acknowledger
RNASL06	2005-2006 Student Loan Data

Step 2: Adding items to your Personal Menu

- Place the cursor in the blank Name field in the right pane.
- Type in the object's 7 character name (Example - SPAIDEN) (or double click on one or more form names and click ).
- Press **Enter**. (The object's type, description, and name appear in the right pane.)
- (Optional) Customize the object description.
- Save** the additions or changes by choosing the **Save** button, F10 or File/Save from the menu.
- To add additional entries, press the key **DOWN ARROW**.
Note: Repeat b – f to add more entries. **SAVE** before exiting.

Step 3: EXIT.

Select the 'X'.



SAVE

File Edit Options Block Item Record Query Tools Help

My Banner Maintenance GUAPMNU 8.2 (PROD)

JTESTR's Personal Menu

Type: Oracle Forms module

Object	Description
RNANA06	2005-2006 Need Analysis
TSAAREV	Account Detail Review Form - Student
TOQMENU	Accounts Receivable Globals
SAAADMS	Admissions Application
AOQMENU	Advancement Menu
ROAIMMP	Applicant Immediate Process
ROAPELL	Applicant Pell Grant
ROASTAT	Applicant Status
GUAERRM	Banner Error and Warning Messages
GUAINIT	Banner Global Initialization
EOQMENU	Banner XtenderSolutions Menu
SSABLKQ	Block Schedule Query
GUACALC	Calculator
GUACALN	Calendar
SFASLST	Class Roster
GOAMTCH	Common Matching Entry
SHACRSE	Course Summary
SHADGMQ	Degree Summary
SHADEGR	Degree and Other Formal Awards
GOAEMAL	E-mail Address
FOQMENU	Finance System Menu

Enter object name here

Or double click the form name(s) and click here

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 | ... | <OSC>

Banner has an option that allows you to have Banner open directly to your 'My Banner' Menu rather than the default Menu.

To make your 'My Banner' Menu the default menu:

- From the main menu in Banner, select **File**, select **Preferences**, and select **Menu Settings**.
- In the User Default area, type in ***PERSONAL**, select **OK**.

Deleting an object from your 'My Banner' Menu

1. In the right pane, select each object (will appear white) you want to delete.
2. Click the **Remove Selection** button in the middle of the form. The selected objects are deleted.
3. Select the **SAVE** function.

SAVE

The screenshot shows the Banner Maintenance interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Banner Maintenance GUAPMNU 8.2 (PROD)'. The interface is divided into two panes. The left pane is titled 'JTESTR's Personal Menu' and contains a table with columns 'Object' and 'Description'. The right pane is titled 'Object' and 'Description' and contains a table with columns 'Object' and 'Description'. The 'Object' column in the right pane has a list of objects, with 'RNANA06' selected. A callout box labeled 'Remove Selection' points to a button in the middle of the right pane. At the bottom of the interface, there is a status bar with the text 'Enter Object Name; List to Search.' and 'Record: 1/9'.

Object	Description
RNANA06	2005-2006 Need Analysis
TSAAREV	Account Detail Review Form - Student
TOQMENU	Accounts Receivable Globals
SAAADMS	Admissions Application
AQMENU	Advancement Menu
ROAIMMP	Applicant Immediate Process
ROAPELL	Applicant Pell Grant
ROASTAT	Applicant Status
GUAERRM	Banner Error and Warning Messages
GUAINIT	Banner Global Initialization
EQQMENU	Banner XtenderSolutions Menu
SSABLKQ	Block Schedule Query
GUACALC	Calculator
GUACALN	Calendar
SFASLST	Class Roster
GOAMTCH	Common Matching Entry
SHACRSE	Course Summary
SHADGMQ	Degree Summary
SHADEGR	Degree and Other Formal Awards
GOEMAL	E-mail Address
FOQMENU	Finance System Menu

Object	Description
RNANA06	2005-2006 Need Analysis
SOAHOLD	Holds Query-Only
SGASTDQ	General Student Summary
SGASTDN	General Student
SPATELE	General Person Telephone
SPAIDEN	General Person Identification
SHADEGR	Degree and Other Formal Awards
SHADGMQ	Degree Summary
TSAAREV	Account Detail Review Form - Student

STUDENT SEARCH

With this search feature you can search using an ID number, Social Security number, or name. Using a wildcard (%), you can also search by partial ID, social security number or name. You can reduce your search based on criteria such as city, state, zip code, date of birth, or gender. This search feature is NOT case sensitive. You get the same results if you enter upper or lower case letters. You can search using any form that has ID and Name in the Key Block such as SPAIDEN, SPAPERS, SPATELE, etc.

ID SEARCH

To search using a complete ID:

1. Enter the complete ID (00220949) in the ID field.
2. Press ENTER.

Note: You will need to enter any leading zeros. Note: To clear the key block, select **Record** from the menu, then select **Clear** or highlight the Id and press the delete key.

To search using a partial ID:

1. Enter a partial ID in the ID field. You must use the wildcard “%” to represent any number of unspecified characters. Example: 0021% to search for all IDs that start with “0021.”
2. Press ENTER.

ENTER ID HERE

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (PROD)

ID: 00220949 Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: Name Type:

Person Override Name Parse

Last Name: First Name: Middle Name: Prefix: Suffix: Preferred First Name: Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User: Activity Date: Origin:

Original Creation


User: Create Date:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.

Record: 1/1 ... <OSC>

Social Security Search

In the Key Block of most forms that allow you to do an ID or Name search, click the flashlight icon to the right of the name field. This will bring up a dialog window asking if you want to do a person search or Alternate Id Search. Choose “Alternate Id Search.”

Type in the social security number and press F8 on the keyboard to execute the query. The search returns the individual you are looking for. Double-click on the social security number and the system goes back to the key block or click  **Or click here to execute the query**

File Edit Options Block Item Record Query Tools Help

SSN/SIN Alternate ID Search GUI/ALTI 8.2 (PROD)

SSN/SIN/TIN	ID	Entity	Last Name	First Name	Middle Name	Birthdate	Change

Case Insensitive Query Case Sensitive Query **Notice message on Auto Hint Line**

Enter a query, press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

NAME SEARCH

To search using a complete NAME:

1. Make sure the ID field is blank. (To clear, select **Record**, select **Clear**.)
2. Tab to the Name field (unlabeled field next to the ID field).
3. Enter the full name.
(Format is **last, first, middle** with a comma between each part of the name. Spaces are optional.)
EXAMPLE: Hartsfield, Michael, Kirk for Michael Kirk Hartsfield
4. Press **ENTER**.

To search using a partial NAME:

1. Make sure the ID field is blank. (To clear, select **Record**, select **Clear**.)
2. Tab to the Name field (unlabeled field next to the ID field).
3. Enter a partial name in the Name field using the “%” as a wildcard.

Examples:

- | | |
|------------|---|
| Smith, J% | To search for all entries with the last name “Smith” and first names that start the “J” |
| %,Esther | To search for all entries with the first name of “Esther” |
| %,%,Esther | To search for all entries with the middle name of “Esther” |
| mag%,P% | To search for all entries with last name that starts with “Mag” and first names that start with “P” |

4. Press **ENTER**.

NOTE: To clear a search and start over, choose **Record** from the menu, choose **Clear** or highlight the ID number and press the DELETE key..

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (PROD)

ID: [stender, julie] Generate ID: [🔍]

ENTER NAME HERE

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: [] Name Type: []

Person Override Name Parse

Last Name: []
First Name: []
Middle Name: []
Prefix: []
Suffix: []
Preferred First Name: []
Full Legal Name: []

Non-Person

Name: []

ID and Name Source

Last Update

User: []
Activity Date: []
Origin: []

Original Creation

User: []
Create Date: []

Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.
Record: 1/1 | ... | <OSC>

RESULTS OF THE SEARCH

- If **one match** is found, the ID and name are returned to the form.
- If **no match** is found, “*ERROR* ID is invalid” appears in the Auto Hint line.
- If **multiple matches** are found, the **ID and Name Extended Search window** appears. The field next to the Search Results field shows the number of matches.

Extended Search

1. Pull down the list of matches in the Search Results field.
(Indented names are previous ids or names such as maiden name or alternate ids (SS#))
2. Scroll to the entry.
3. Click the desired entry and the entry information is returned to the SPAIDEN form.

REDUCING THE SEARCH FURTHER

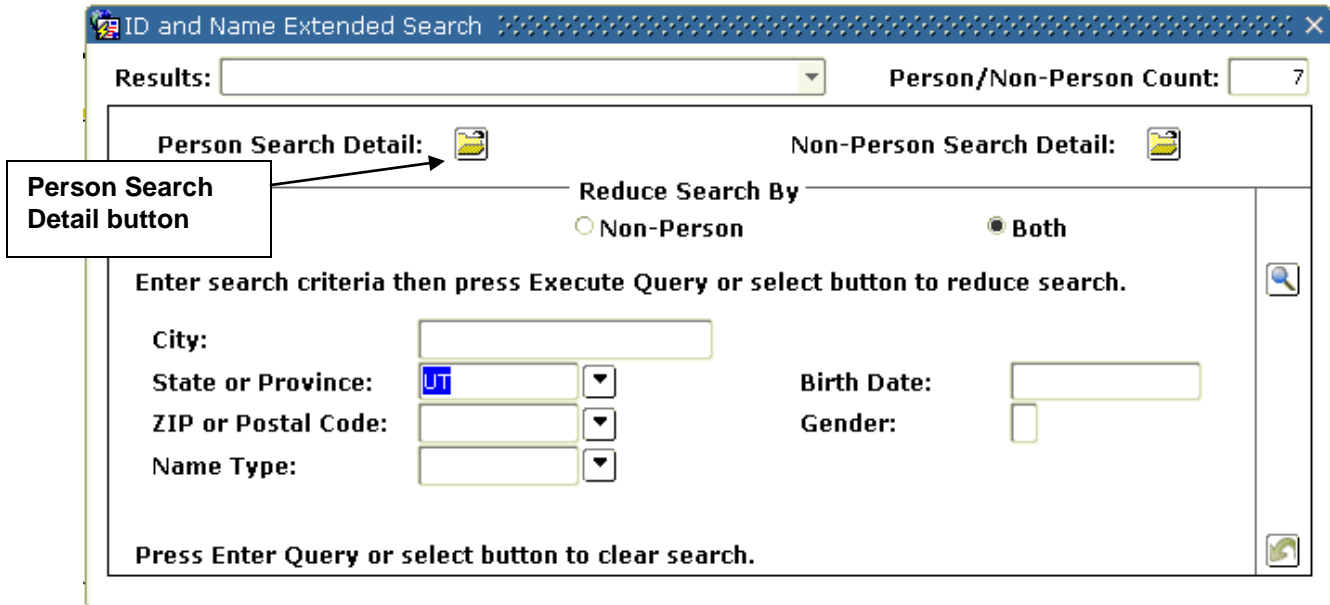
If you need to narrow the search further, the ID and Name Search window offers several options. If you know the City, State, Zip code, Social Security Number, birth date or gender, you can further narrow your search. Enter the information and choose Query/Execute from the Toolbar menu or press F8.

Search Tips:

- **STATE** - To search by STATE (double-click for State validation table) or use the two-letter state codes. Example: VA
- **NAME TYPE** - To Search by Name Type (double-click for Name Type for a table of valid types)
- **SOCIAL SECURITY** - Search by Social Security Number (Format: 222035887 no dashes, slashes or spaces) You can use the % wildcard. Ex: 227%.
- **BIRTH DATE** - Search by Date of Birth (Format: MMDDYYYY) (Birth dates after 1950 you can use MMDDYY)
- **GENDER** – To Search by GENDER use “F” for female, “M” for male.

SOAIDEN SEARCH

Another way to narrow the search is to use SOAIDEN (Search Form). Choose the Person Search Detail button (see below).



You will see the following screen. SOAIDEN presents all the choices that met the criteria.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator Type
00062335	Avery	Karen		16-APR-1964	
00214555	Avery	Karen		16-APR-1964	I LGCY
00214555	Avery	Katherine	Rachelle	12-FEB-1991	
00214555	Avery	Katherine	Rachelle	12-FEB-1991	I
JOANOFARC	Avery	Katherine	Rachelle	12-FEB-1991	I
00085055	Avery	Kathie	D	11-MAY-1951	
00085055	Avery	Kathie	D	11-MAY-1951	I LGCY
00072116	Avery	Kim	Diane	02-AUG-1958	
00072116	Avery	Kim	Diane	02-AUG-1958	I LGCY
00037511	Avery	Kimberly	A	14-DEC-1968	
00037511	Avery	Kimberly	A	14-DEC-1968	I LGCY
00097487	Avery	Kristin		14-APR-1981	
00097487	Avery	Kristin		14-APR-1981	I LGCY
00002972	Avery	Kristy	L	07-FEB-1985	I
00002972	Avery	Kristy	Lee	07-FEB-1985	I
00021415	Avery				
00021415	Avery				I LGCY

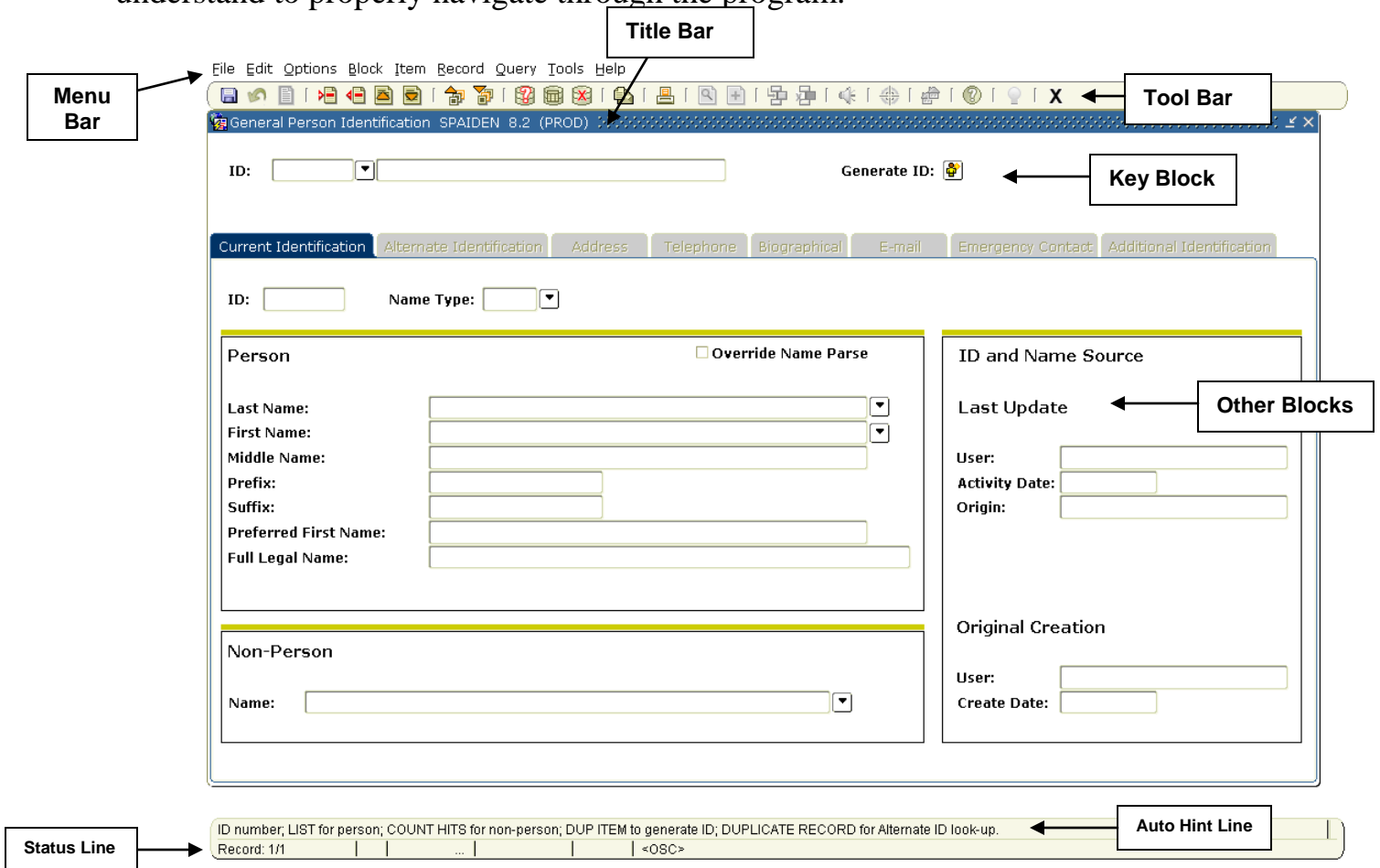
This field identifies whether the type of change made was a name change or ID change. I = ID change N = name change 3 = 3rd party id or dmail name

Case Insensitive Query Case Sensitive Query Performing Query On Name: K% AVERY

Record: 1/17 <OSC>

Key Screen Components

The Banner window consists of several key components which we must understand to properly navigate through the program.



Menu Bar

File Edit Options Block Item Record Query Tools Help The menu bar allows for menu driven access to various functions within Banner. Click a menu item on the menu bar to reveal the menu options, then click an option to select it. You can also access a menu using keyboard shortcuts. By typing the "alt" key plus the underlined letter on the menu item you can open that menu. You can then use the arrow keys on the keyboard to select the desired menu item and hit "Enter" to select it.

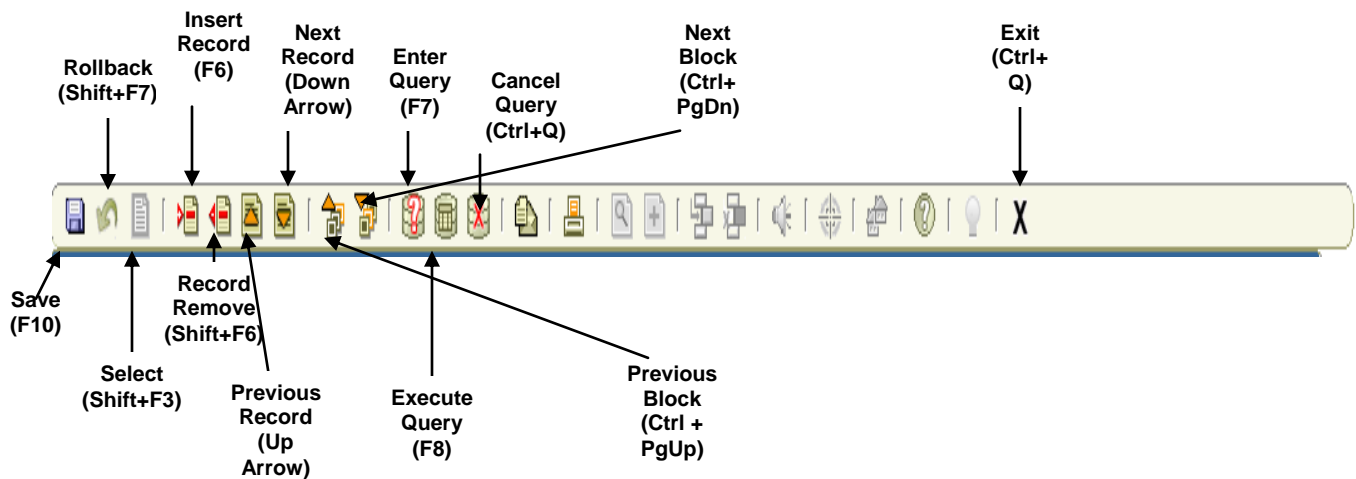
Title Bar



The title bar appears at the top of each window with the name of the window or form. The buttons to the right of the title bar are standard Windows controls for resizing or closing the window.

Horizontal Toolbar

The horizontal toolbar allows for icon driven access to various features and functions in Banner. Below is a layout of the standard icon buttons on the horizontal toolbar:



Auto Hint Line

In the Banner window you will always find a context sensitive Auto Hint line. This line will present information about the currently open form, block, or function. Look here for clues on how to complete a form, finish a query, or execute an operation. If you ever get “hung up” on a screen that won’t seem to respond to your commands, check here for error messages or instructions on how to proceed.

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Status Line

Just below the auto hint is the status line. This contains information about the record you are in, or the operation being performed.

Form Components

A form may consist of the following components. Some are required, some are optional:

Window Area

the entire framed presentation of the form. More than one window can be open at once. Windows can be resized and moved.

Root Window

the first window of the form. ALL forms have a Root Window.

Branch Window

any window on the form which is not the Root Window, Dialog Box, or Alert Box. A form may have multiple windows that can be accessed in several different ways depending on the type of window designed. A common way is by using the NEXT BLOCK function.

NAVIGATION ALERT: If the Branch Window Title Bar has the same form name as the one on the Root Window, the EXIT function will cause you to exit from the form.

Window Pane

Areas of a form that have more columns than can appear in a window at one time. A Horizontal Scroll Bar appears underneath a windowpane.

Information Area

Is an area on a form that contains related information. A form may have more than one block. A block may be separated by a “Block Title”, or by a solid line. Using Next Block or Previous Block functions controls navigation between blocks. These are activated by clicking in the first data enterable field in the area, choosing the appropriate icon, or selecting the block options from the block menu.

Key Information

Is the first block on many BANNER forms. The information keyed into this area is the deciding factor for what will be displayed in the rest of the form. Since the key is one of the most basic elements on a form, it is always displayed. On forms that have more than one window, subsequent windows are displayed beneath the key which remains static.

When the cursor is in the key block, the enterable fields are enabled; once you’ve moved the cursor to another area, the enterable fields in the key are disabled.

Naming Conventions

Banner forms, reports, jobs, and tables have seven character names with the following structure:

Examples:

Positions 4, 5, 6, and 7 uniquely identify the form, report, job, or table.

SPAIDEN

S Student

P Person

A Application

IDEN Identification

SHRROLL

S Student

H Grades/Acad. Hist.

R Report

ROLL Grade Roll

STVSTAT

S Student

T Validation form/table

V Validation form/table

STAT State/Prov. Code

Position 1 identifies the primary system owning the form, report, job, or table.	A Alumni/Development	L Occupational Tax/Lic.	U Utilities
	B Property Tax	N Position Control	V Voice Response
	C Courts	O Customer Contact	X Records Indexing
	D Cash Drawer	P HR/Payroll/Personnel	W Reserved for client
	F Finance	Q Electronic Work Queue	Y applications that co-exist
	G General	R Financial Aid	Z with Banner2000
	I Information Access	S Student	
	K Work Management	T Accounts Receivable	
Position 2 identifies the module owning the form, report, job, or table.	General (G)	Student (S)	Finance (F)
	E Event Management	A Admissions	A Accounts Payable
	J Job Submission	C Catalog	B Budget Development
	L Letter Generation	E Support Services	C Cost Accounting
	O Overall	F Registration/Fee Assessment	E Electronic Data Interchange
	P Purge	G General Student	F Fixed Assets
	S Security	H Grades/Academic History	G General Ledger
	T Validation form/table	I Faculty Load	I Investment Management
	U Utility	K Reserved for SCT Intl.-UK	O Operations
	X Cross product	L Location Management	P Purchasing/Procurement
	Accounts Receivable (T)	M CAPP	R Research Accounting
	F Finance Accounts Receivable	O Overall	S Stores Inventory
	G General Accounts Receivable	P Person	T Validation form/table
	O Overall	R Recruiting	U Utility
	S Student Accounts Receivable	S Schedule	X Archive/Purge
	T Validation form/table	T Validation form/table	
	U Utility	U Utility	
	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)	Alumni/Development (A)
	B Budgeting	A Application	A Membership
	C Record Creation	B Budget	D Designation
	E Electronic Data Exchange	C COBRA	E Event Management
	F Funds Management	D Benefit/Deductions	F Campaign
	H History and Transcripts	E Employee	G Pledge and Gift/Pledge Payment
	J Student Employment	H Time Reporting/History	
	L Logging	O Overall	M Prospect Management
	N Need Analysis	P General Person	O Organization
	O Common Functions	R Electronic Approvals	P Constituent/Person
	P Packaging & Disbursements	S Security	S Solicitor Organization
	R Requirements Tracking	T Validation/rule table	T Validation form/table

	S Student System Shared Data	U Utility	U Utility
	T Validation form/table	X Tax Administration	X Expected Matching Gift
	U Utility		Information Access (I)
			S Student
			R Financial Aid
	All Products W Reserved for client forms or modules used within a Banner2000 application Y (character in position 1 does not equal W, Y, or Z) Z		
Position 3 identifies the type of form, report, job, or table.	General (G)	Student (S)	Finance (F)
	A Application form	A Application form	A Application form
	B Base table Batch COBOL process	B Base table	B Base table
	I Inquiry form	I Inquiry form	I Inquiry form
	O Online COBOL process	P Process	M Maintenance form
	Q Query form	Q Query form	Q Query form
	R Rule table Repeating table Report/process	R Rule table Repeating table Report/process	R Rule table Repeating table Report/process
	T General maintenance Temporary table	V Validation form/table View	V Validation form/table View
	V Valdtn form/table View		
		Accounts Receivable (T)	
	A Application form	P Process	R Report
	I Inquiry form	Q Query form	V Validation form/table
	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)	Alumni/Development (A)
	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	C Called/list form
	P Process/report	P Process	I Inquiry form
	R Rule table Repeating rules table Report	R Rule table Repeating table Report/process	P Process/report
	T Temporary table	V Validation form/table	R Repeating rules table
	V Validation form/table View		T Temporary table
		Information Access	V Validation form/table View
		R Report	

Tips and Techniques

Do not Power Off or Reboot. If you are stuck, or if the system does not seem to be responding, do not turn off your equipment or reboot your microcomputer. Do not select the Break key. Although these actions appear to fix the problem on your end, the computer thinks you should still be out there and will try to find you, but never does. Thus, the computer is wasting resources in a hopeless search for you and slowing down response time for everybody else. More resources are also expended when you log back on and get back into the system.

What you should do instead:

- First, check the Auto Hint line and the Status line for any messages you might have missed. If there is a message, respond to it (e.g., type a Y or and N) or do whatever the message tells you to do.

- Ask other people who are working in the system if they are experiencing slow response time.
- If only you seem to be stuck, then try to exit by selecting Exit/Cancel. Control-Alt-Delete will also work as an exit on PC systems.

Error Messages

The Auto Hint line near the bottom of the screen displays diagnostic and error messages. Three major causes for an error message to appear are:

- Selecting the wrong function key
- A data entry error
- A problem with the database

Oracle Errors – An Oracle error is often an indication of a serious database problem. (Oracle is the database software used by the BANNER system.) The error message begins with the words ORACLE ERROR. First copy down the message and write down the name of the form and the name of the field in which you were working. Next, select “Display Error”. Look for a message starting with ORA followed by a number, then a short description of the problem. For example, ORA-01031: insufficient privileges. Copy down this message, too. If you have a local printer attached to your terminal or PC, do a screen print. If not, try to copy down the information on the screen.

Keyboard Shortcuts

Key	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Open	Help		Duplicate Field/Item	Duplicate Record		Insert Record	Enter Query	Execute Query	List	Save
Shift	Display Error	Count Query Hits	Select	Clear Record	Clear Block	Remove Record	Rollback	Print		
Ctrl	Show Keys									

Key	q	Page up	Page dn	Esc	Tab	p	l	Left Mouse double-click
Open				Cancel	Next Field			On date field=calendar On amount field=calculator On LOV field=LOV
Shift					Previous Field			Dynamic Help
Ctrl	Exit or Cancel Query	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Down	