

HOW DO I...

... NAVIGATE THROUGH BANNER

GENERAL INFORMATION

You can move around Banner in a number of ways. Banner operates in a Graphical User Interface (GUI) environment, a windows-based system which allows use of a mouse for processing. The environment supports the use of icons, buttons and scroll bars. Most functions also have a keyboard equivalent. The following chart shows which methods you can use to access objects (forms, jobs, menus, and QuickFlows), windows, information areas, and fields.

A form is where you enter and look up information in Banner. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs. A form has one or more windows. A window is a framed, rectangular area within a form. A separator bar distinguishes between blocks on a form. A window pane is an area that has more fields than can appear in the window at one time. Generally you move from one information area to another by making the appropriate selection from the **Options** pull-down menu, by using the **Next Block** icon on the toolbar, or by using the equivalent keystrokes (**Ctrl+Page Down**). Some forms also contain tabs.

Multiple windows can be open at the same time, depending on memory. Not all windows are the same size, so you may see parts of more than one window if multiple windows are open at the same time.

Can this method:	Access Objects?	Access Windows?	Access Information Areas?	Access Fields?
Menus	Yes	No	No	No
Direct Access ("Go to" field)	Yes	No	No	No
Object Search	Yes	No	No	No
File pull-down menu	Yes (forms only)	No	No	No
Options Navigation window	Yes (forms only)	Yes	Yes	No
QuickFlow	Yes	No	No	No
Icons	Yes	Yes	Yes	No
Mouse	No	Yes	Yes	Yes
Function keys	Yes	Yes	Yes	Yes

How to Navigate

ACTIONS/STEPS	NOTES/HINTS
1. Log in to Banner	Follow the instructions you were given when you received your account
2. Access the form you wish to use <input type="checkbox"/> through the menu OR <input type="checkbox"/> through Direct Access via the "Go to" field	On the Menu, you can double click on the form highlighted or press <ENTER> Use the 7 character name

		(i.e., FGAENCB)
ACTIONS/STEPS (continued) How to Navigate		NOTES/HINTS
3.	<p>Every form has the following parts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Menu bar - Once you are in the form you wish to use, the functions accessed from the pull-down menus can be used to complete your work. <input type="checkbox"/> Tool bar <input type="checkbox"/> Title bar <input type="checkbox"/> Information areas (blocks) <ul style="list-style-type: none"> ● Most information areas have a title on the line above the area with two exceptions <ol style="list-style-type: none"> 1. No title if only one information area 2. If a main window includes key information and only one other information area, the second information area does not have a title <input type="checkbox"/> Auto Hint and status lines 	<p>Use the mouse to click on the appropriate selection.</p> <p>Pull-down menus</p> <p>Contains icons</p> <p>Descriptive and 7 character name of form</p> <p>Section of a form that contains related information. A separator bar distinguishes between blocks of info on a form. Use the Next Block function to move from one area to another.</p> <p>Always located at the bottom of each window, briefly describes the field where the cursor is located. This message may include the purpose of the field, what you can do next, or how to move to another window or form. Error and processing messages also appear here.</p>
4.	<p>Complete all fields in the first information window. When the form has multiple windows, use the Next Block icon on the toolbar or the appropriate selection from the Options pull-down to move to the next information area of the form. Multiple Next Block commands may be necessary (see note).</p> <p>NOTE: Occasionally the Next Block function appears to move the cursor to another enterable field in the same information area. What appears to be one area is really two (2) areas in the forms code. Remember the separator bar?</p> <p>Complete all subsequent windows of the form.</p>	<p>The Options pull-down menu shows all items you can select but does not differentiate between windows of a form and forms you can link to, unless you have changed your Preferences.</p> <p>Remember to save your work.</p>
5.	<p>You may need to perform a query to find specific information to complete a field in the form.</p>	<p>F7 begins a query F8 executes the query</p>
6.	<p>When you finish working in Banner, exit the system.</p> <p>(NOTE: Banner automatically “times out” after a period of inactivity.)</p>	<p>Be sure to follow the instructions for logging out.</p>