Searching for Forms

In Banner INB, we categorized and search for forms by their 7-letter Form Name. We are now able to search for the forms for both the Student and the Finance modules by their descriptive name as well. Below will explain the step-by-step instructions of how to do so in the XE Interface. The latter half of this handout will provide further instruction on how to navigate the INB interface for the student forms module. See the steps below, and as always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

From the Banner XE Homepage, type your search criteria into the search block in the middle of the screen.
- You may use wildcards (%) and _) in this section if you do not know the full Descriptive Title of the form you are searching for.
- You may search for forms by Key Word, Descriptive Title of the Form, or the 7-Letter Form Name.

HELPFUL TIPS & TRICKS: You may also use the magnifying glass Search Button in the top left-side of the screen to search for forms! The same search criteria may be used as mentioned above.
Once you begin your search, a menu list will pop up below the Search Block with all forms that meet your search criteria. Simply select the appropriate form from the menu and you will be redirected to that form.

**HELPFUL TIPS & TRICKS:**

- It is not necessary to search for these forms in **ALL CAPS**, though CAPS is the standard in Banner.
- You may also press ENTER to proceed to the form.

Upon completing your work within your originally selected form, simply click the Old Dominion University link at the top of the screen to be redirected to the home screen so you may search for another form.
You may search for Student Forms from the main Banner XE Home Screen. However, you will be redirected to the Banner INB interface upon doing so. If you plan to continue using the Student Module, you will use the Banner INB Home Page to navigate. For further instructions, see below.

Follow the steps above to start an initial search for a Student Form within Banner XE.

After selecting the desired form from the menu list, you will be redirected to the Student Form within the INB Interface (see below).

Once you are redirected to the Student Form, you may proceed with your work within the form.

HELPFUL TIPS & TRICKS:

If you will continue to work with Student Forms, you may use the internal X on the Banner INB page to go back to the Banner INB Home Screen and continue searching for Student Forms.

You may also click the Old Dominion University link to go back to the Banner XE Home Screen and search for Student Forms this way.
If you decide to press the internal X in the Banner INB interface, you will be redirected to the Banner INB Home Screen. In Banner INB, you generally search for the forms by their 7-Letter Form Name (i.e.: SPAIDEN). Simply type the 7-character form name into the Go To box located at the top left side of the screen (see below) and press Enter. You will then be redirected to the form.

HELPFUL TIPS & TRICKS:

 Check the Office of Finance Website under the Banner General Student training page for an extensive list of Student Forms, listed by both the Descriptive and the 7-Letter Form Names.

 You may also perform an Object Search in INB to search for a form by its descriptive name.

  o Select the Details Icon: Details Icon

  o You will be redirected to the Object Search [GUIBOJS] Form (see below). Type the descriptive form name into the Description field and then press F8 to start the query for your chosen form.

    ▪ You may also search in the Name field, but be sure to use the wildcards when doing so!

    ▪ Remember to use the wildcards (% or _) to define your search. That way if you aren’t sure what the full code or descriptive name of the object is, you can obtain a list of objects from which to select. Also remember that Banner is case sensitive. NAMES DISPLAY IN ALL CAPS. DESCRIPTIONS DISPLAY IN MIXED CASE.

  o Once you locate the appropriate form, double-click that line item and you will be redirected to that form.