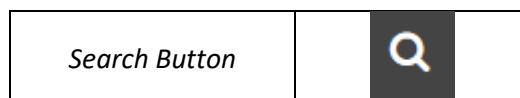# Searching for Forms

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.

Search Button	🔍

◈ 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.
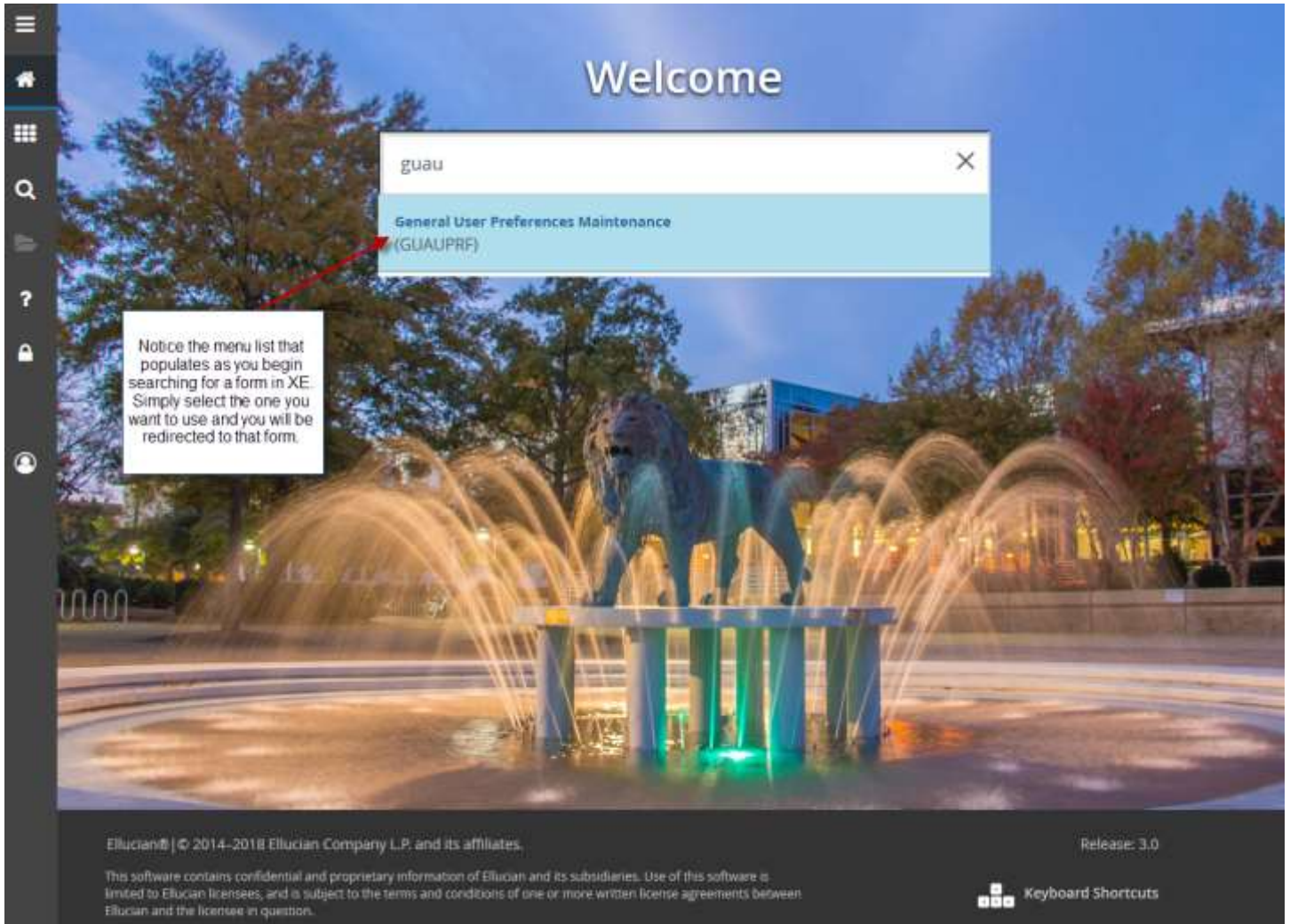
HELPFUL TIPS & TRICKS:
☞ It is not necessary to search for these forms in **ALL CAPS**, though CAPS is the standard in Banner.
☞ You may also press ENTER to proceed to the form.

◈ Upon completing your work within your originally selected form, simply click the *Home* Icon at the top of the screen to be redirected to the home screen so you may search for another form.

Old Dominion University Home Icon:	🏠