




















### Banner Toolbar Icons

Icon	Function
	Save record – Save changes and continue processing.
	Roll Back – Return to the Key Block of the form.
	Select Record – Select the record and return it to the form.
	Insert Record – Open the form or row to allow a new record to be entered.
	Remove Record – Deletes the current record.
	Previous Record – moves the cursor to the previous record in the block.
	Next Record – Moves the cursor to the next record in the block.
	Previous Block – Moves the cursor to the previous block/tab in the form.
	Next Block – Moves the cursor to the next block/tab in the form.
	Enter Query – Clears the form and puts you into enter query mode.
	Execute Query – Searches and displays the database for records.
	Cancel Query – Cancel Query mode and return to Enter mode.
	View Message – Takes you to the General Message form (GUAMESG).
	Print – Prints the current form to the default printer.
	Extender – Takes you to the Extender Menu.
	Add BXS Document – Takes you to the Extender add document form.
	FGAS – Fine Grain Access Security Control.
	Extended Help –Documentation relating to the form, block, or field.
	Exit – Exit the form or Banner.

### Keyboard Equivalent Functions

Operation	Key Strokes
Save	F10
Rollback	Shift + F7
Select Record/Value	Shift + F3
Insert Record	F6
Delete Record	Shift + F6
Previous Record	Up Arrow
Next Record	Down Arrow
Previous Block	CTRL + Page Up
Next Block	CTRL + Page Down
Enter Query	F7
Execute Query	F8
Cancel Query	CTRL + Q
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
No Key Equivalent	
Exit Form	CTRL + Q

### Additional Keyboard Commands

Operation	Key Strokes
Next Field	TAB
Previous Field	Shift + TAB
Next Page of Records	Page Down
Previous Page of Records	Page Up
Clear Record	Shift + F4
Clear Field	CTRL + U
Edit Field	CTRL + E
Copy Value	CTRL + C
Paste Value	CTRL + V

### Banner Drop-Down Menu Options

Menu	Option
<b>File</b>	Direct Access
	Object Search
	QuickFlow
	Select
	Rollback
	Save
	Refresh
	Print
	Exit
	Exit QuickFlow
	Exit Banner
	Return to Menu
	Preferences
<b>Edit</b>	Cut
	Copy
	Paste

<b>Block</b>	Next
	Previous
	Clear
<b>Item</b>	Previous
	Next
	Clear
	Duplicate
<b>Record</b>	Previous
	Next
	Scroll Up
	Scroll Down
	Clear
	Remove
	Insert
	Duplicate
	Lock
<b>Query</b>	Enter
	Execute
	Last Criteria
	Cancel
	Count Hits
	Fetch Next Set
<b>Tools</b>	Xtender Solutions
	WorkFlow
<b>Online Help</b>	Dynamic Help Query
	Dynamic Help Edit
	Help (Item Properties)
	Show Keys
	List
	Display Error
	Display ID Image
	Calendar
	Calculator
	Extract Data With Key
	Extract Data No Key
	Technical Support
	About Banner

## MySanDiego/Banner Administrative User Quick Reference



Login to MySanDiego:

Type the following in the Address line of your Internet browser:

<https://my.sandiego.edu/>

this Web Page will display:



Enter your User name and Password:



If you do not yet have an Account, click on the 'Open an Account (USD Employee)' option.

Click on the Faculty or Employee Tab.



The channel that should be available is:

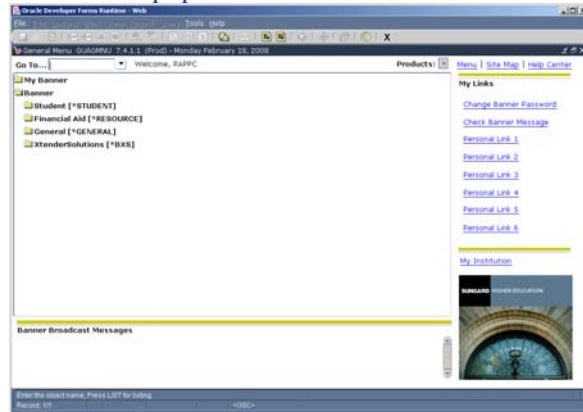
**Banner Production Systems**

- Production
- Xtender Imaging Solutions

First Time Xtender Users: If you are using Xtender for the first time, you will need to login to Banner and sync your password with Xtender. To do this, log into Banner and click on the Banner Xtender Solutions Icon. After this, please use the Xtender Imaging Solutions link above.

Click on the link to the Banner version you wish to access. If you do not have a Banner INB account, use the form at this link:

[http://www.sandiego.edu/bliss/training\\_documentation/forms.php](http://www.sandiego.edu/bliss/training_documentation/forms.php)



## General Banner Tips

To report problems in Banner, send an e-mail to: [BLISS@sandiego.edu](mailto:BLISS@sandiego.edu)

Wild card characters for Queries are:

% (Percent) Any value – Multiple Positions  
\_ (Underscore) Any Value – One Position

### Examples:

Search On	Using	Returns
Last Name	O%brien	O'Brien Obrien
Course Title	%Intro%	Intro to Chemistry Introductory Math Microbiology, an Introduction
Course Subject	LW__	Any subject starting with LW

### Dates

Displayed as DD-MON-YYYY

May be entered as:

MMDDYY

MMDDYYYY

The letter 'T' will default to Today's Date.

### Messages

Always look at the Auto Hints Line at the bottom of the form for error and informational messages.

### Commonly Used Menus/Forms

Description	Menu or Form
<b>General Person</b>	<b>*PERSON</b>
- General Person Ident.	SPAIDEN
Alternate ID/Name	(Tab)
Address	
Telephone	
Biographical	

E-Mail	
Emergency Contact	
- Address Summary	SOADDRQ
- Emergency Contact	SPAEMRG
- General Person-Bio.	SPAPERS
- Telephone	SPATELE
- Hold Information	SOAHOLD
- Appointments/Contacts	SOAAPPT
- Person Contact	SPACMNT
<b>Admissions</b>	<b>*ADMISSIONS</b>
- Admissions Application	SAAADMS
- Quick Admit	SAAQUIK
- Student Mail	SUAMAIL
<b>Educational Background</b>	<b>*EDBACK</b>
- High School Information	SOAHSCH
- Prior College	SOACOLL
- Test Score Information	SOATEST
<b>General Student</b>	<b>*GSTUDENT</b>
- General Student Info.	SGASTDN
- Additional Student Info	SGASADD
- Student Advisor	SGAADVR
<b>Catalog and Schedule</b>	<b>*CATALOG</b> <b>*SCHEDULE</b>
- Basic Course Information	SCACRSE
- Course Detail Information	SCADETL
- Section Information	SSASECT
- Section Detail	SSADETL
<b>Registration</b>	<b>*REGISTRATION</b>
- Class Attendance Roster	SFAALST
- Class Roster	SFASLST
- Student Crse Registration	SFAREGS
- Reg. Permit-Override	SFASRPO
- Student Crse Reg Audit	SFAREGA
<b>Academic History</b>	<b>*AHISTORY</b>
- Course Summary	SHACRSE
- Degree Records	SHADEGR
- Diploma	SHADIPL
- Term Course Maint.	SHAINST
<b>Student Accounts</b>	<b>TSAAREV</b>
<b>Financial Aid</b>	<b>ROASTAT</b>

