

# BLISS - 200

## Workshop 3 – Navigating Forms

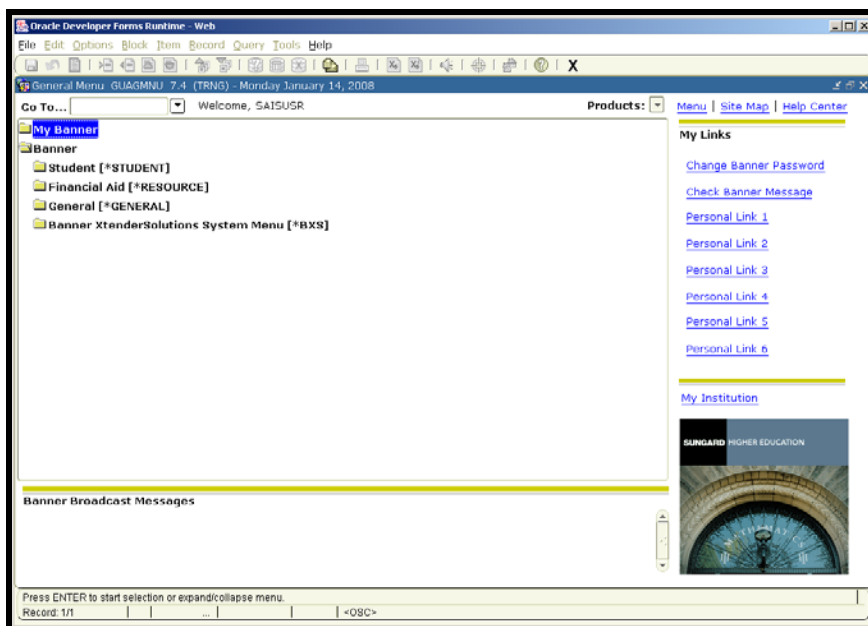


### Overview:

In this workshop you will gain practice in using the navigation tools (keystrokes, icons and menu options) to move through the various parts of a Banner form. This workshop activity will build on the previous activities in this course.

### Special Instructions:

Log into the Banner TRNG instance with the User ID assigned to you by the instructor. If you are not sure how to do this, review the ‘Logging into Banner’ instructions in Workshop1 of this course. Once you have logged into Banner you should see the main menu page (GUAGMNU):




### Activity I: Key Block values

Step	Action	Results
1.	Navigate to the SCARRES (Course Registration Restrictions) form. Remember you can use direct access or the menu folders to get to the form.	Banner displays the SCARRES form. The cursor is in the Subject field in the KEY Block.
2.	Enter ‘ACCT’ in the Subject field and press the TAB key.	The cursor moves to the Course field.
3.	Enter 101 in the Course Field and press the tab key.	The cursor moves to the Term field.


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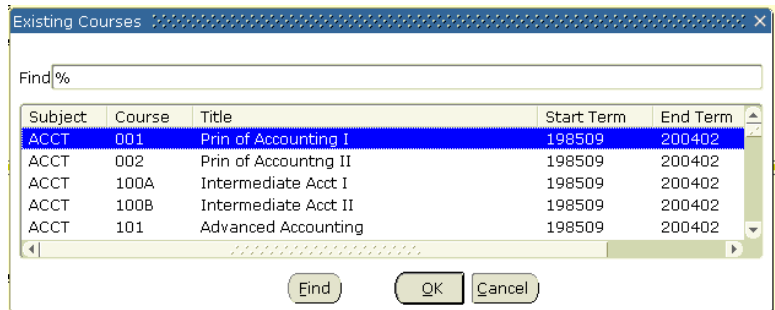
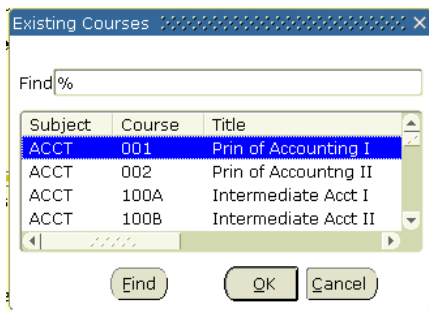
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Step	Action	Results
4.	Perform a Next-Block function (you may use the Icon  , the Block dropdown menu, or the CTRL+Pagedown keys).	The cursor moves to the Subject field and the Auto-Hints line at the bottom of the form says:  “*ERROR* Valid subject, course & term must be entered.”

Note: All the fields in a Key Block are not necessarily required for processing. However if you forget a key block field that is required in the form, Banner will not let you out of the key block until all required values have been supplied.

Step	Action	Results
5.	With the cursor in the Subject field, use either the LOV button  , the Query Dropdown and select the ‘Count Hits’ option, or you can double click the mouse in the Subject field.	Banner Displays the Existing Course search window.  Note: You can use the mouse on one edge of the window to ‘expand’ the view.



Step	Action	Results
6.	Select the ACCT 101 course from the window. You can click on the line, then click the OK button, you can just double click on the ACCT101 line, or you can use the down-arrow to move to the ACCT101 line and then click the OK button.	The subject ACCT, course 101, and Start Term 198509 values will be placed in the Key Block Fields along with the associated tile of the course.
7.	Perform a Next block Function.	Banner moves to the College Restrictions Block and the ‘Exclude’ radio button in highlighted.

### Summary:


You have learned how to enter values in a key block and navigate from the key block into the information block(s) of the form.

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### Activity II: Navigation in the Information Block(s)

Step	Action	Results
1.	You should be in the College Restrictions of the block of the SCARRES form.	
2.	Press the Tab Key.	The Cursor moves to the College field
3.	Press the Tab Key.	The Cursor remains in the College field.  Note the message in the Auto-Hints Line: "FRM-40202: Field must be entered."  To continue in this block of the form, Banner requires a value in this field. However, you can move to other blocks without adding a record to the current block.
4.	Perform a Next Block Function.	The cursor to the Exclude field of the Major Restrictions Block.
5.	Perform another Next Block function.	The cursor moves to the Exclude field of the Class Restrictions block. Note that the Class and Level tab at the top of the form is now active.
6.	Continue to perform next block functions until you return to the 'College Restrictions' block.	The cursor will move from block to block.
7.	Perform a previous block function.	The cursor will move to the Exclude radio button in the 'Campus Restrictions' block.
8.	Using the Options Drop-down menu, select the 'Course Level Restrictions' option.	The cursor moves to the Exclude radio button on the Level Restrictions block.
9.	To return to the Key block, perform the 'Rollback' function (Icon  , File dropdown menu, or the Shif+F7 keys).	The cursor returns to the Subject field in the key block.

### Summary:

You have learned how to use the next block, previous block and Rollback features to navigate within a form.