

BLISS 210 – Banner Searching and Updating

Introductions

- Yourself and the participants
- Appropriate Audience for the Class
- Materials Supplied.

Brief Review of Banner 200

- Menu, and Navigation

Name Search in Banner

- Using Name search from the Key block
- Using Extended Search from the Key block
- Using SOAIDNS

Workshop 1

Searching for records in a Form

- Using a single field
- Using Multiple fields
- Using Operators

Workshop 2

Changing/Adding/Deleting Records

Workshop 3