

# **BLISS-210**

## **Banner**

### **Searching and Updating**

**Presented by**

**Chris Rapp**



# Agenda

- **Introductions**
- **Review of Banner Overview**
- **Doing People Searches**
- **Searching in other Forms**
- **Update/Add/Delete Records**
- **Questions**



# Who are you?

- **Name**
- **Office/Title**
- **How do you expect to use Banner?**
- **Something you do for FUN!!**



# **BLISS Training**

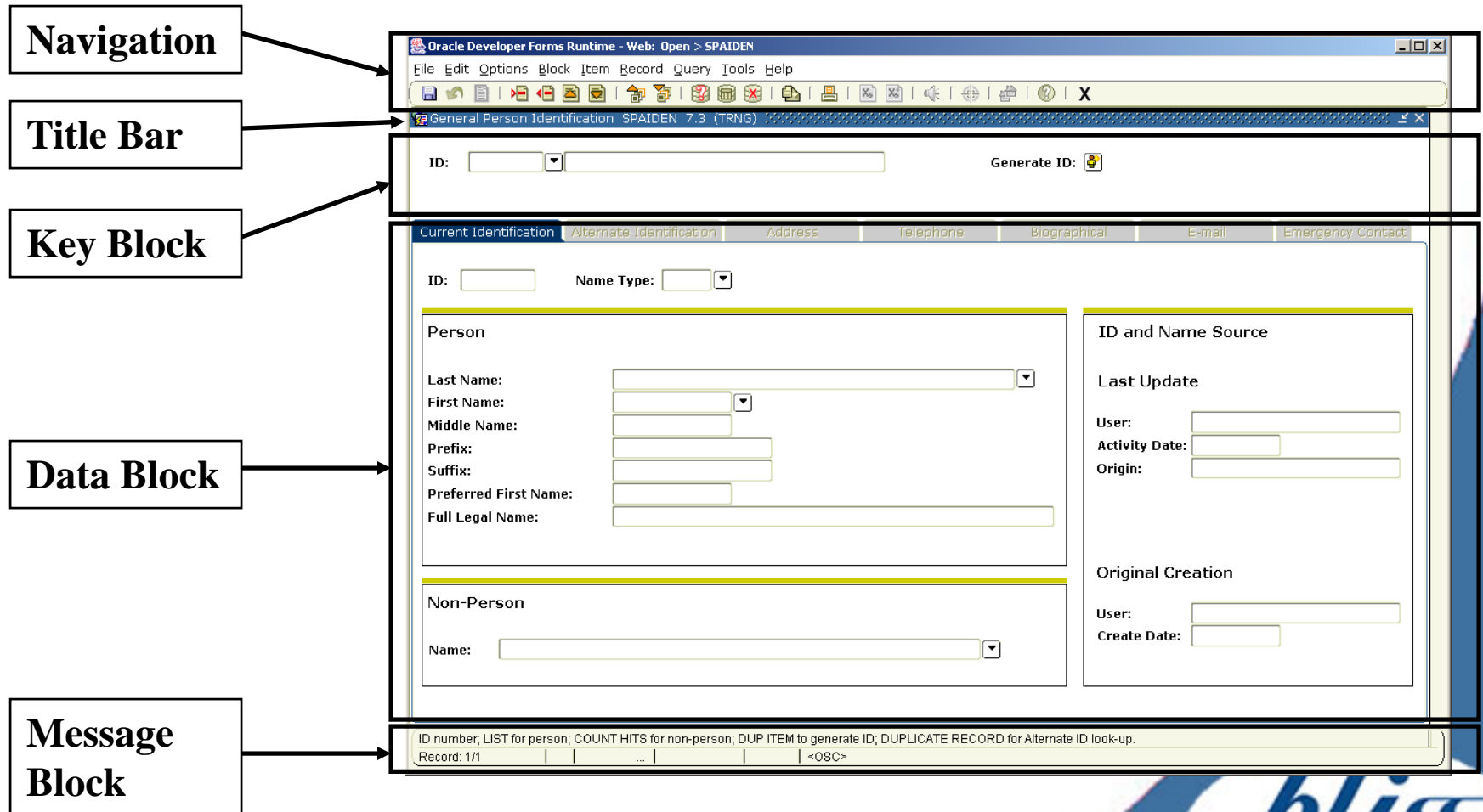
## **Banner Searching & Updating**

# **Review of BANNER**



# Banner Navigation

## Parts of a Form

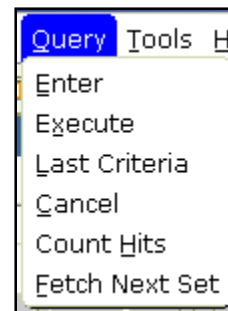
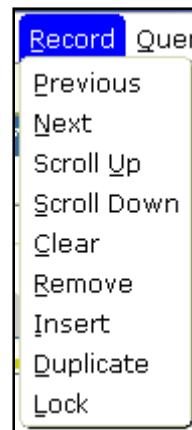
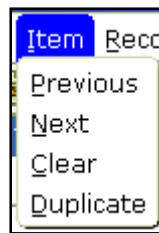
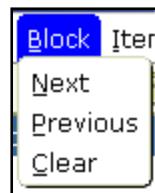
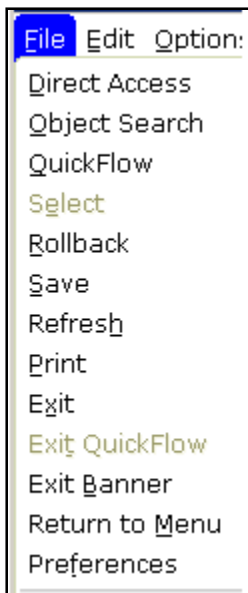


# Banner Navigation

## Using Drop-Down Menus

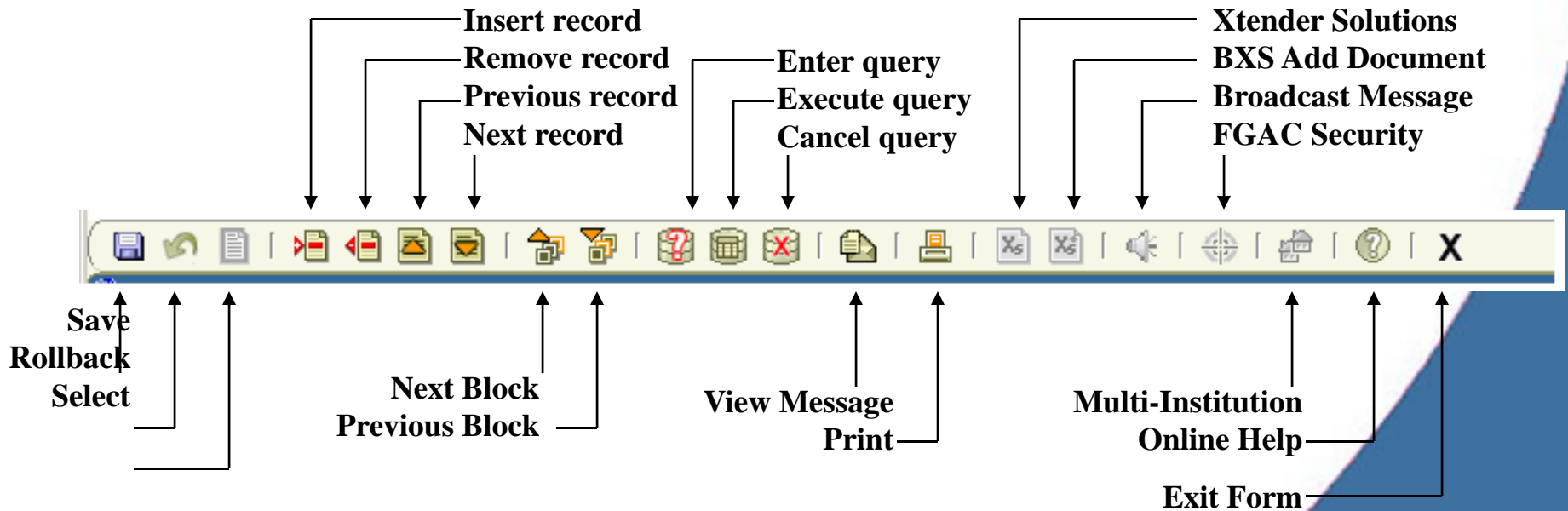
- Using the Menu Bar for navigation

File Edit Options Block Item Record Query Tools Help

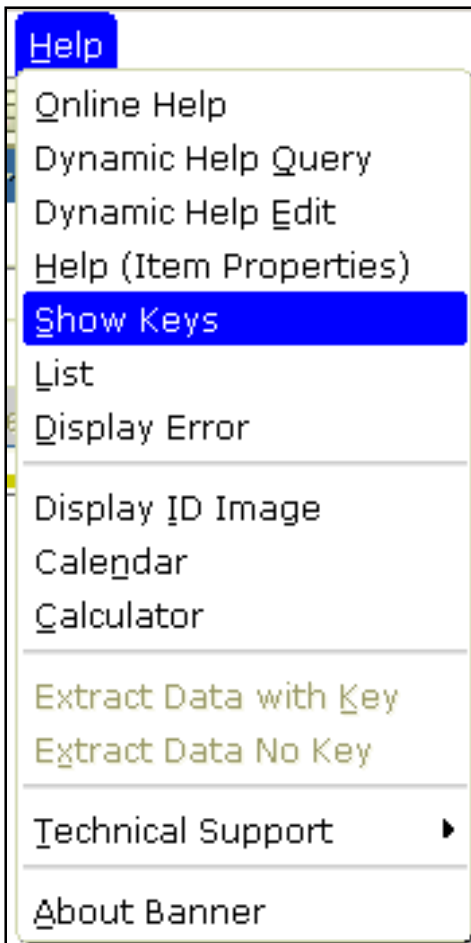


# Banner Navigation Using Icons

- Using the Tool Bar Icons



# Banner Navigation Using Key-Strokes



A screenshot of a window titled 'Keys'. It contains a table with two columns: 'Function' and 'Key'. The table lists various functions and their corresponding keyboard shortcuts.

Function	Key
Clear Block	Shift+F5
Clear Field	Ctrl+U
Clear Form	Shift+F7
Clear Record	Shift+F4
Display Error	Shift+F1
Display Navigation window	F5
Display VPD Code	Shift+Ctrl+F10
Edit	Ctrl+E
Exit	Ctrl+Q
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6
Function 7	Shift+Ctrl+F7
Function 8	Shift+Ctrl+F8
Function 9	Shift+Ctrl+F9
LIST	F9
Next Block/Query	Ctrl+PageDown
Next Primary Key	Shift+F3
Previous Block/Query	Ctrl+PageUp
Previous Field	Shift+Tab
Print	Shift+F8
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+F1
Update Record	Ctrl+U

# BLISS Training

## Banner Overview and Navigation

# Doing People Searches



# Banner People Searches

## Topics for this session

- **WHY**
  - Reduce duplicate records
- **WHERE**
  - Any form with an ID/Name field in the Key Block.
  - The SOAIDNS Form.

# Banner People Search

- Enter a Search String
- Use the percent symbol(s) ‘%’
  - Wild card of multiple positions.
- Use an Underscore symbol(s) ‘\_’
  - Wild card of a single position.

# BLISS 210

## Workshop 1 – Person Search



# BLISS-210

## Searching in other forms

- Any form allows a Query function.
- Most useful in Validation table, Inquiry and Multi-record forms.



# Getting Help

- Banner Documentation
  - On the <http://oraindex.sandiego.edu/> site, ‘Click here for the Documentation Servers’
  - Select either:
    - SGHE Banner Student
      - Contains the PDF/Bookshelf User Guides for all the Products.
      - Check the ‘SCT Banner General’ tab, then open the ‘SCT Banner Getting Started Guide / 7.2’
    - SGHE Banner Financial Aid
      - Contains the Release notes for the Financial Aid Upgrades



# Banner 101

## Getting Help

http://oraindex.sandiego.edu/oradoc/bdoc6x/bkshlf7x.pdf - Microsoft Internet Explorer provided by University of San Diego

http://oraindex.sandiego.edu/oradoc/bdoc6x/bkshlf7x.pdf

Live Search

1 / 12 118% Find

**Bookmarks**

- SCT Banner Documentation Bookshelf Getting Started Guide / December 2005
- SCT Banner Release Interdependency Matrix / December 2005
- What is New? / December 2005
- Banner Luminis Data Integration (LDI)
- CAST
- Campus Pipeline
- Luminis Channels for Banner
- Luminis LDI Common
- Luminis LDI for e-Procurement
- SCT Banner Accounts Receivable
- SCT Banner Advancement
- SCT Banner Advancement Self-Service
- SCT Banner Employee Self-Service
- SCT Banner Faculty Self-Service
- SCT Banner Finance
- SCT Banner Finance Self-Service
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**Main Menu**

Done Unknown Zone

# Banner 101

## Getting Help

- Banner Brown Baggers sessions
  - Wednesdays in Maher 112 from Noon to 1pm
- Scheduled Banner Training Sessions
  - Check the BLISS site for more information
- Your Banner Team Leaders



# Banner 101

## Getting Help

- Banner won't let me...I get an error when...
- So when contacting your Friendly IT person:
  - What instance are you in (trng, dev1, etc.)?
  - What form or process were you running?
  - What were you doing and what results were you expecting?
  - Are there any messages?
    - Auto-Hints, Dialog or Alert boxes?
    - Can you do a screen print (Alt + Print Screen)?

