

Banner Navigation University of Georgia Office of the Registrar March 2014



TABLE OF CONTENTS

Preferences	5
My Banner	б
Basic Navigation	8
Parts of a Form	10
Common Banner Form Layout	10
Records	
Active Records	11
Insert a Row	11
Remove a Row	11
Searching for a Term	12
Searching for a Student	13
Searching for Values	14



Logging in

Steps for logging in

- 1. Log in to the VPN with your ArchPass via Cisco AnyConnect Secure Mobility Client.
- 2. Open an internet browser and enter the following address into the URL bar: <u>https://sis-inb-prod.uga.edu/.</u>
- 3. Click the Banner [PROD] link.



- 4. The UGA Central Authentication Service (CAS) page will be displayed.
- 5. Enter your MYID and MYID password and click to access the Banner Main Menu.

Passwo	d.		
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Banner Main Menu

Navigation can be achieved via various methods. The "Go To..." box in the Title Bar allows the fastest and easiest form of navigation. If you know the form name (i.e. SPAIDEN, SGASADD), you can type it directly in the box and hit enter to open the specific form.

You may also choose to navigate by opening an individual folder (i.e. Student or Resource) and then the subsequent folders within (i.e. General Person or General Student) until you locate your form you are looking for.

Oracle Fusion Middleware Forms Services		
Eile Edit Options Block Item Record Query Tools Help		
	X 1 🤉 1 🕲 1 🦷	
🙀 General Menu GUAGMNU 8.4.2 (TEST) - Friday, March 28, 2014 - Last login Thursday, March 27, 2014 02:55:34 PM		_ ⊡ >
Go To Welcome, Donna Mitchell.	Products:	Menu Site Map Help Center
My Banner		My Links
Banner		
Flexible Registration [*FLEXREG]		Change Banner Password
Student [*STUDENT]		Check Banner Messages
Financial Aid ("RESOURCE]		ConnectUGA Documentation
General ("GENERAL]		Personal Link 2
Banner Security [*SECURITY]		
Georgia Best mods [*GEORGIA]		Personal Link 3
		Personal Link 4
		Personal Link 5
		Personal Link 6
		My Institution
		ellucian
Banner Broadcast Messages		UNIVERSITY
Enter the object name; Press LIST for listing.		
Record: 1/1 <0SC>		



Preferences

It is often helpful for the seven letter form name (i.e. SPAIDEN, SGASADD) to appear out beside the title of the form. For example, in the screen shot below, the form names are listed in brackets. This is a preference that Banner does not automatically display.

Steps for setting up preferences

- 1. Click File > Preference.
- 2. Click the Display Form Name Menu button.
- Save your changes by clicking the Save icon, clicking File > Save, or pressing F10.
- 4. To see your changes, log out then log back into Banner





My Banner

My Banner allows you to create an easy to access personal menu of forms, jobs, reports, and menus.

Steps for adding a personal menu

1. Click the My Banner folder and select Empty: Select to build.

Go To		•	Welcome, Donn
My Bann	er		
	; Select to	build.	

2. Click into a blank Object field and type in a form name; tab. Repeat as necessary.

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🚊 My Bann						000000000000000000000000000000000000000	××
MITCHEL	.D's Personal Menu						
Type:	Dracle Forms module			Object	Description		_
	=			SPAIDEN	General Person Identification		
Object	Description			SGASADD	Additional Student Information		
TSA1098	1098-T Tax Information	A					
RNAOV10	2009-2010 Applicant Override						
READI10	2009-2010 Grant Disbursement/Acknowledgeme						
REAOR10	2009-2010 Grant Origination/Acknowledgement						
RNIMS10	2009-2010 Miscellaneous Results Inquiry						
RNANA10	2009-2010 Need Analysis						
RNAVR10	2009-2010 Need Analysis Document Verification						
RNRGL10	2009-2010 Need Analysis Global Policy Options						
RNAPR10	2009-2010 Need Analysis Processing						
RNARS10	2009-2010 Need Analysis Result	Þ					
RNASL10	2009-2010 Student Loan Data	•					
RNASU10	2009-2010 Supplemental Need Analysis						
RNAOV11	2010-2011 Applicant Override						
READI11	2010-2011 Grant Disbursement/Acknowledgeme						
REAOR11	2010-2011 Grant Origination/Acknowledgement						
RNIMS11	2010-2011 Miscellaneous Results Inquiry						
RNANA11	2010-2011 Need Analysis						
RNAVR11	2010-2011 Need Analysis Document Verification						
RNRGL11	2010-2011 Need Analysis Global Policy Options						
RNAPR11	2010-2011 Need Analysis Processing						
RNARS11	2010-2011 Need Analysis Result	-					

3. Save your changes by clicking the Save icon, clicking File > Save, or pressing F10.



4. To see your changes under My Banner on the Banner Main Menu, log out then log back into Banner.

Go To	•	Welcome, Donna N
My Banner		
General Perso	n Identificati	on [SPAIDEN]
Additional Stu	dent Informa	tion [SGASADD]

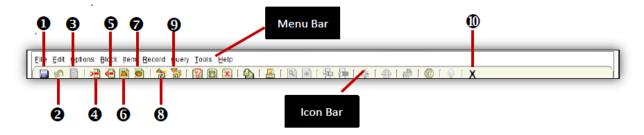
5. To make changes to My Banner, open the folder and click Orgainze My Banner.



Basic Navigation

Navigation in Banner is done by clicking an icon, selecting an option from the Menu Bar, or by using a keyboard shortcut.

Navigation Bar



Navigation Legend

Reference Number	lcon	Menu Bar	Shortcut Key	Reference Number	lcon	Menu Bar	Shortcut Key
0	Save	File > Save	F10	6	Previous Record	Record > Previous	PageUp
0	Rollback	File > Rollback	Shift + F7	Ø	Next Record	Record > Next	PageDown
6	Select	File > Select	Shift + F3	8	Previous Block	Block > Previous	Ctrl + PageUp
4	Insert Record	Record > Insert	F6	9	Next Block	Block > Next	Ctrl + PageDown
6	Remove Record	Record > Remove	Shift + F6	0	Exit	File > Exit	Ctrl + Q

1. Save: Banner requires you to save often. A good rule of thumb is to save before moving into a different block.

2. Rollback: Clears all information and returns your cursor to the first enterable field.

3. Select: To select an item (810 number, CRN, etc.) you may use the select button or double click in the field.

4. Insert Record: Used to insert a new record in a form when all records within a block are filled.

5. Remove Record: Once a record has been saved, remove record is used to delete the record.

6. Previous Record: Used to move to the previous record within the detail block. Does not move to the key block.

7. Next Record: Used to move to the next record within the detail block. Does not move from the key block.



8. Previous Block: To move backwards within a form, or to move your cursor back to the Key Block, you will use Previous Block.

9. Next Block: To move from the Key Block to the Detail Block, you will use Next Block.

10. Exit: If you would like to exit a form or query, you may do so by clicking the "X". Just make sure you select the "X" within Banner, not the one for your browser.



Parts of a Form

Banner consists of a series of forms where information is entered and/or viewed. The form types used for scheduling are application forms (used to enter, update, and query information) and query forms (used to search for information). These forms may contain tabs and/or be sub-divided into individual blocks. They all have a Message Bar at the bottom. Check the Message Bar for information such as field descriptions, error messages, and processing messages.

Common Banner Form Layout	Tabs
Cracle Fusion Middleware Forms Services: Open > SHAINST Elle Edit Options Block Item Becord Query Iools Help Form Course Maintenance SHAINST 8.5.6 (TEST) Term Header Information Cohort Information Stored GPA by Term Calculation	Term:
Term Header Data Added By: System Pre-Catalog Entry Record Status: Image: Status:	Date:
D Number; press LIST for name/ID search. Record: 1/1 <0SC>	



Records

Active Records

The active record of a form is highlighted.

Permit		CRN	Subject	Number	Section	User	Activity Date
PREREQ	Prerequisite Override		EDIT	4000		MITCHELD	28-FEB-2014
PREREQ	Prerequisite Override		PHYS	1111		MITCHELD	28-FEB-2014

Insert a Record

To insert another record of data to the form, do one of the following:

- Click the Insert Record icon
- Click Record > Insert
- Press F6
- Press the down arrow key

The new record will be highlighted.

Remove a Record

To remove a record of data on a form, do one of the following:

- Click the Remove Record icon
- Click Record > Remove
- Press Shift + F6

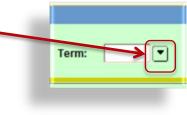


Searching for a Term

Many Banner forms require a term in the key block.

Steps for searching terms

- 1. Click the box next to the Term field to open a list of Term codes.
- 2. Search options are:
 - a. Type the year of the term in front of the percent sign in the Find field, click the Find button, click the desired term so that it is highlighted, then click OK.



ind 2014%	5		
Code	Description	Start Date	End
999999	The End of Time	01-JAN-2999	15-1
201908	Fall 2019	01-AUG-2019	31-[
201905	Summer 2019	15-MAY-2019	15-4
201902	Spring 2019	01-JAN-2019	31-1
201808	Fall 2018	01-AUG-2018	31-[
201805	Summer 2018	15-MAY-2018	15-4
201802	Spring 2018	01-JAN-2018	31-1
201708	Fall 2017	01-AUG-2017	31-6

b. Scroll until you see the desired term, click the term so that it is highlighted, then click OK.

nd%					
Code	Description	Start Date	End		
201505	Summer 2015	15-MAY-2015	15-A		
201502	Spring 2015	01-JAN-2015	31-1		
201408	Fall 2014	01-AUG-2014	31-0		
201405	Summer 2014	15-MAY-2014	15-/	_	Scroll bar
201402	Spring 2014	01-JAN-2014	31-1		
201308	Fall 2013	01-AUG-2013	31-0		
201305	Summer 2013	14-MAY-2013	01-/		
01302	Spring 2013	07-JAN-2013	07-1		

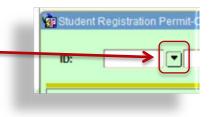


Searching for a Student

Many Banner forms require a student id in the key block.

Steps for searching student ids

- 1. Click the box next to the ID field to open the name search query form.
- 2. Search options are:
 - a. Type the student's first and/or last name into the appropriate field(s).



b. Perform a search with partial information by using the % wildcard.

oracle Fusion Mide	dleware Forms Services: Open > SFASRPO	- SOAIDEN			L	- 0	23
Eile Edit Options Blo	ck item Record Query Tools Help						
🕞 🔊 📋 i 🖂 📢	8 8 8 8 8 8 8			х			
Person Search SOAI	DEN 8.5.6 (TEST)						ΞX
ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type	
	Mtchel	D%					

- 3. Run the query by clicking the Execute Query icon, clicking Query > Execute, or by pressing F8 on your keyboard.
- 4. Click the desired name so that it is highlight.
- 5. Click the Select icon, click File > Select, or press Shift + F3 on your keyboard.



Searching for Values

Many form fields give users the option to search for values that are valid for the field. A search box will be located either above or to the right of the field.

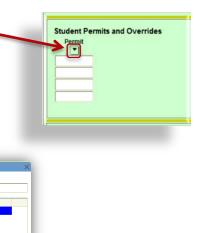
Steps for searching values

- 1. Click the box to display a list of values.
- 2. In many cases, the list of values displays immediately. Search options are:
 - a. If you can see the desired value, click it so that it is highlighted then click the OK button.

Find%

Undergradua

Eind)



b. Type the desired value into the Find box, click the Find button, click the desired value so that it is highlighted, then click the OK button. You may also search by adding partial information into the Find box using the % wildcard.

OK Cancel

Find[b%		
Code	Description	VR Msc
BBA	Business Administration	
3BA	Business Administration	
BCH	Biochemistry	
всн	Biochemistry	
BCHE	Biochemical Engineering	
BCMB	Biochem and Molecular Biol	
BEN	Biological Engineering	
BEN	Biological Engineering	

- 3. In others cases, you are required to choose from two or more lists of values.
 - a. Click desired option.
 - b. Follow step 2 above.