



BANNER GENERAL Four Things to Remember

Introduction

This document reviews four helpful tips that will make navigating Banner easier.

Auto Hint/Status Line

The Auto Hint/Status Line displays processing messages, errors and will display what field your cursor is in. If you are working in Banner and you are not getting the expected action, or you are not sure what to do next, look at the Auto Hint/Status Line.

The Auto Hint/Status Line is located at the bottom left-hand corner of any Banner form and the Main Menu.

The image contains two side-by-side screenshots of the Banner software interface. The left screenshot shows the 'My Banner' main menu with a red box around the text 'MAIN MENU'. The right screenshot shows the 'General Person Identification' form with a red box around the text 'BANNER FORM'. Both screenshots have callout boxes pointing to the 'Auto Hint/Status Line' at the bottom of the page.

Left Screenshot (Main Menu):

- Menu items: Student [*STUDENT], Advancement [*ALUMNI], Finance System Menu [*FINANCE], Human Resources [*HRS], Financial Aid [*RESOURCE], General [*GENERAL], Banner Security [*SECURITY], Document Management Suite [*BDMS]
- Auto Hint/Status Line: *ERROR* SPIDEN is invalid. LIST for valid choices.

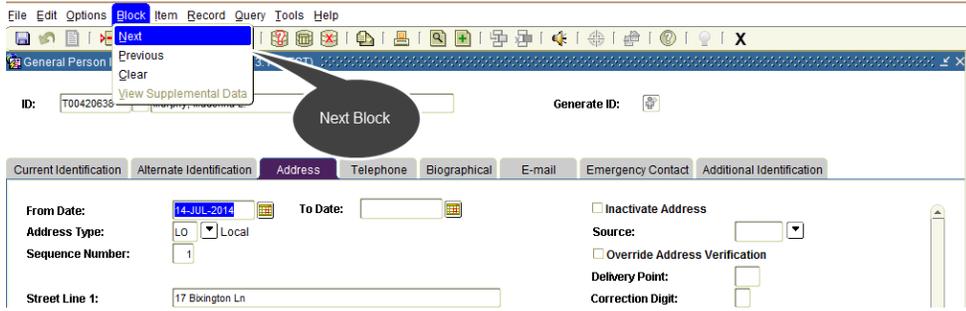
Right Screenshot (Form):

- Form fields: ID (T00420638), Address (17 Bixington Ln), City (Nashville), State (Tennessee), ZIP (37205), County (47037), Telephone Type (Local)
- Auto Hint/Status Line: Address start date, format (DD-MON-YYYY); blank is always effective.

Next Block

In order to view data in a Banner form, you must **Next Block***. There are three ways to Next Block.

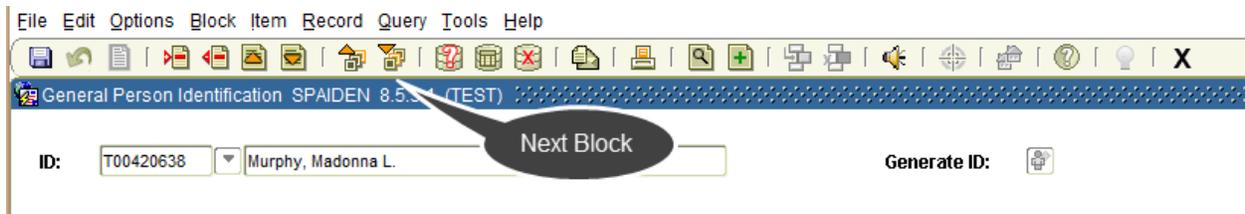
Next Block – Menu Item



1. Select the **Block Menu**
2. Select **Next**



Next Block – Toolbar



1. Select the **Next Block** icon



Next Block – Keystroke

Use the keystroke combination of the **<Ctrl>** and **<Page Down>** Keys to Next Block into a form.

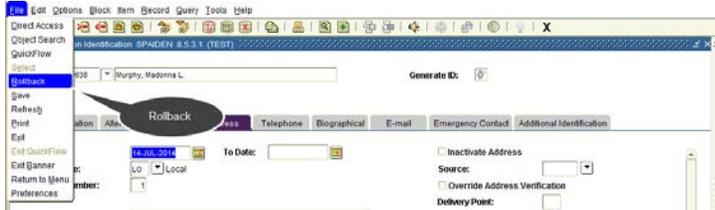


***NOTE:** Clicking into a form as a way to Next Block is not recommended. You may not end up in the section you need to be in.

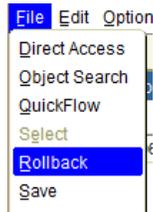
Rollback

Rollback to the Keyblock in Banner when you are finished working on a record, but want to stay in the form and work on another record. Your cursor will return to the Keyblock, which will let you enter the new information. Rollback is the only way to return to the Keyblock without closing out of a form and opening it again.

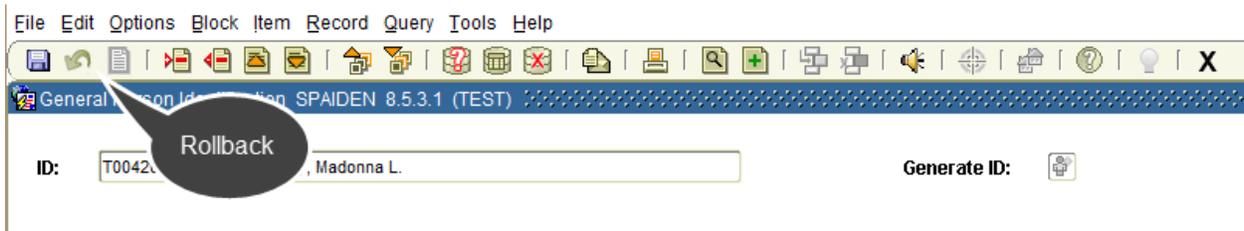
Rollback – Menu Item



1. Select **File**
2. Select **Rollback**



Rollback – Toolbar



1. Select the **Rollback** icon



Rollback – Keystroke

Use the keystroke combination of the <Shift> and <F7> Keys to Rollback.



Wildcard (%)

Sometimes you may not know exactly how a Banner form, a word or a name may be entered into the database. Use the **wildcard search** as a placeholder for any sequence of characters or words. Here are some examples of results using a wildcard search for SPAIDEN:

- SPA%
 - *Begins* with these three characters, but can end in anything
 - Results would include SPATELE, SPAPERS, SPAIDEN
- %IDEN
 - *Ends* with these four characters, but can begin with anything
 - Results would include APAIDEN, PPAIDEN, SPAIDEN
- %AIDE%
 - *Contains* these four characters – can begin or end with anything
 - Results would include AOAIIDEN, SOAIIDEN, SPAIDEN

Banner will never “imply” the Wildcard; therefore, when searching for some names, this special character will be useful. Here are some examples of results using a wildcard search for the name Christina, which can be spelled multiple ways:

- Chris%
 - Would retrieve any name that *begins* with these five characters, but can end in anything
 - Search results include Christopher, Christina, Christian
- %tina
 - Would retrieve any name that *ends* with these four characters, but can begin with anything
 - Search results include Christina, Kristina, Martina
- %rist%
 - Would retrieve any name that *contains* these four character
 - Search results include Krista, Christopher, Christina

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