# Banner Fundamentals



- -Form Naming
- -Menu
- -Navigation
- -Frequently Used Forms:
  - > General Student
  - ➤ Admissions
  - > Holds, Authorization/Permits, Registration

# Accessing Banner

Two ways to Access Banner:

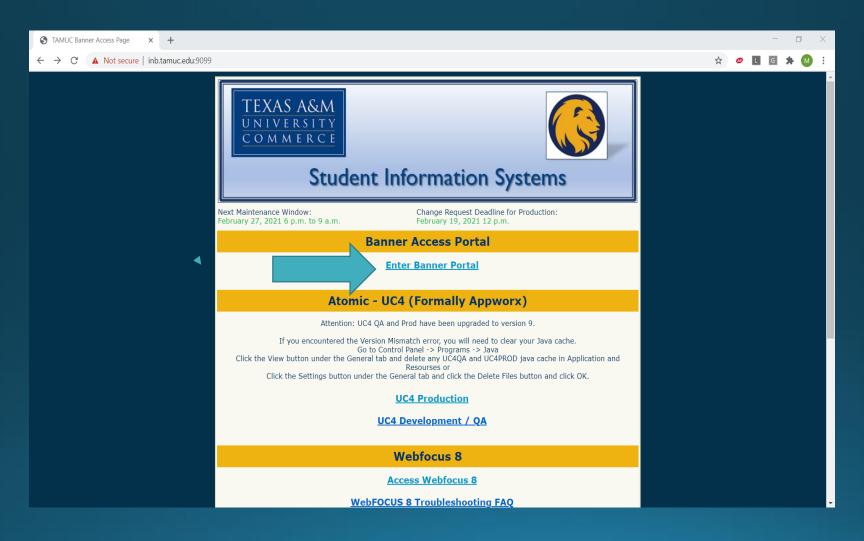
Through Apps in myLEO



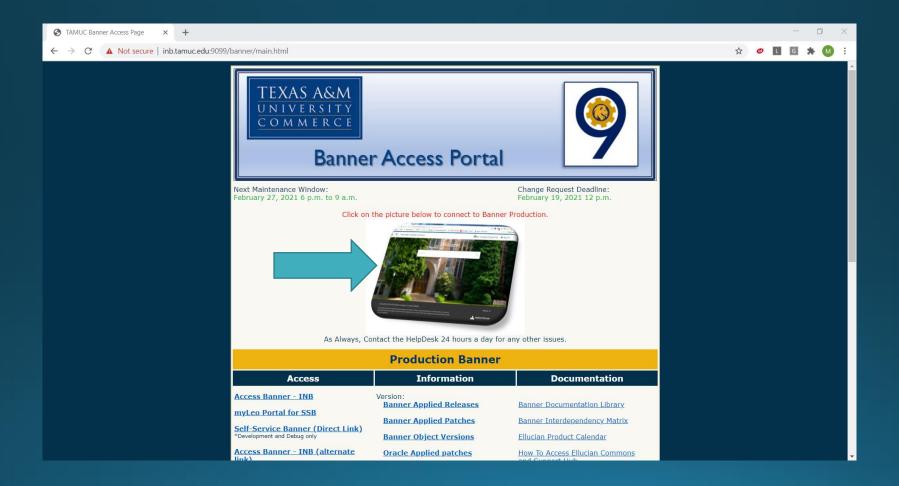
Using this link:

https://inb.tamuc.edu:9099/

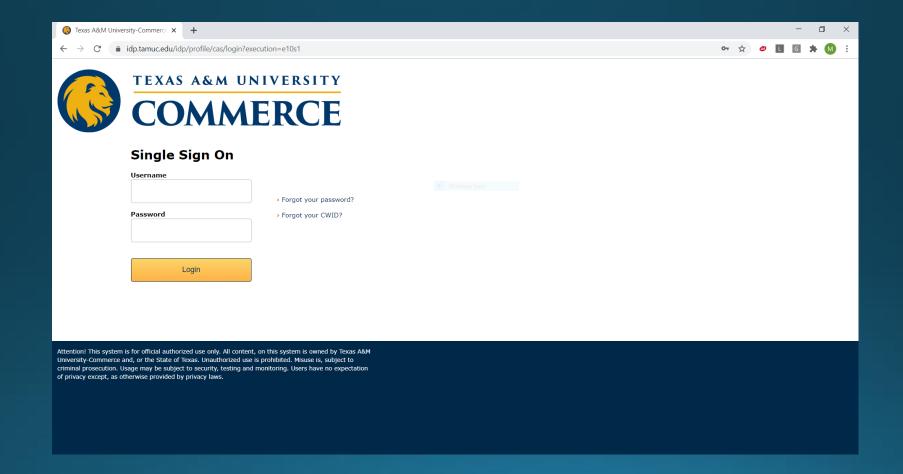
#### **Enter Banner Portal**

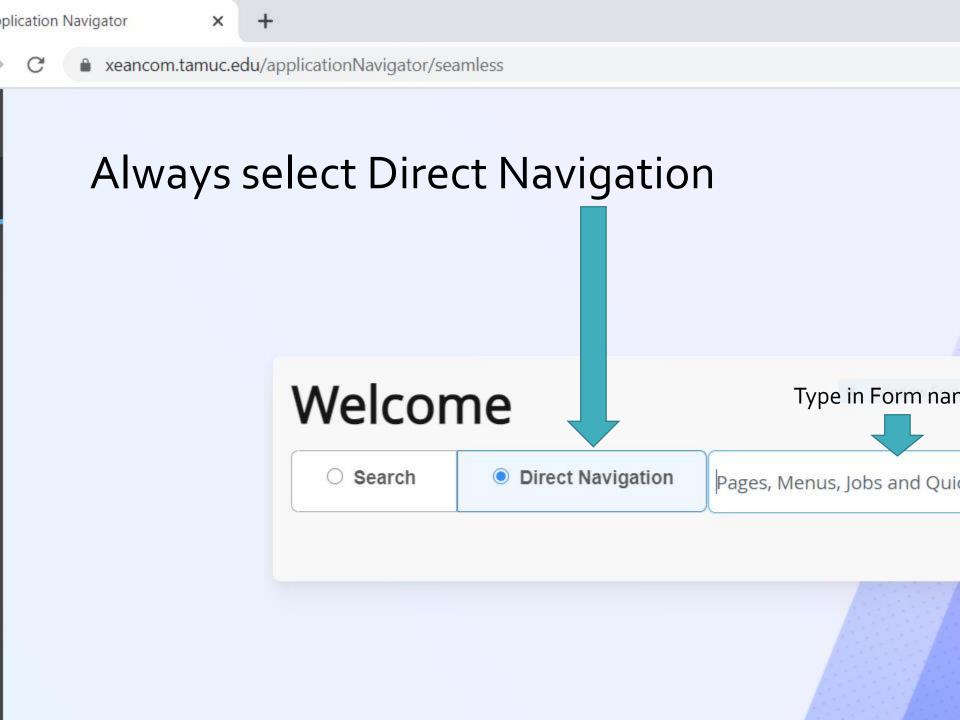


# Click on the picture:



## Sign on:





#### Forms

- What are they?
- "Day-to-day" forms
  - Application use these forms to enter, update, and query information. This is the most common type of form.
  - Inquiry Use these forms to look up existing information, often returning information to the calling form. You can access these forms from the main menu, from another form, with Direct Access, or with Object Search.
  - ➤ Query Use these forms to look up existing information, often returning information to the calling form. You must access these forms from another form. You <u>cannot</u> access them directly from the main menu, Direct Access, or Object Search.

Product Areas	
BANNER AREA	FIRST CHARACTER
General	G
Financial Aid	R
General Person	S
Accounts Receivable	Т

S\_\_\_\_\_

#### Naming Rules

- All forms / tables are 7 characters long
- First character is the area
- Second character is the module

	Student
Α	Admissions
C	Catalog
E	Support Services
F	Registration / Fee Assessment
G	General Student
Н	Grades / Academic History
ı	Faculty Load
L	Location Management
М	CAPP
0	Overall
Р	Person
R	Recruiting
S	Schedule
Т	Validation Form / Table

#### S\_\_\_\_\_

	Student Module
Α	Admissions
C	Catalog
Ε	Support Services
F	Registration / Fee Assessment
G	General Student
Н	Grades / Academic History
I	Faculty Load
L	Location Management
M	CAPP
0	Overall
Р	Person
R	Recruiting
S	Schedule
T	Validation Form / Table

#### Naming Rules

- Third character is the type
- Remaining characters identify the form

	Student Type
Α	Application
В	Base Table
ı	Inquiry Form
Р	Process
R	Rules Form, Report
٧	Validation form

#### SPR\_\_\_\_

	Student Module
Α	Admissions
C	Catalog
Ε	Support Services
F	Registration / Fee Assessment
G	General Student
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#### Naming Rules

- Third character is the type
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	Student Type
Α	Application
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ı	Inquiry Form
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SPR\_\_\_\_

#### Student Module

**A** Admissions

**C** Catalog

**E** Support Services

**F** Registration / Fee Assessment

**G** General Student

**H** Grades / Academic History

I Faculty Load

L Location Management

M CAPP

O Overall

P Person

**R** Recruiting

**S** Schedule

T Validation Form / Table

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	Student Type
Α	Application
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R	Rules Form, Report
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S S R \_\_\_\_

#### **Student Module**

**A** Admissions

**C** Catalog

**E** Support Services

**F** Registration / Fee Assessment

**G** General Student

**H** Grades / Academic History

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L Location Management

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T Validation Form / Table

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	Student Type
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S C B \_ \_ \_ \_ S G B \_ \_ \_ \_ S S B \_ \_ \_ \_

STDN CRSE SECT

#### **Student Module** Admissions C Catalog Ε **Support Services** Registration / Fee Assessment General Student G Н Grades / Academic History Faculty Load Location Management M **CAPP** 0 Overall P Person Recruiting S Schedule Validation Form / Table

	Student Type
Α	Application
В	Base Table
I	Inquiry Form
Р	Process
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# Important Forms to Know

	Student
SAAADMS	SOAHOLD
SCACRSE	SOATEST
SFASLST	SOASBGI
SGAADVR	SPACMNT
SGASTDN	SPAIDEN
SHADEGR	SSASECT
SHADIPL	STVSBGI
SHAGAPP	STVTERM
SHATCKN	SZAREGS
SIAINST	

General
GJAPCTL
GLALETR
GOATPAC

AR
TBAACCD
TSADETL
TSAMASS
TSICSRV

## Naming Conventions

• 7 character form name - All forms use a 7-character name code to identify them. Each letter in the name signifies information about where the form is located and its purpose:

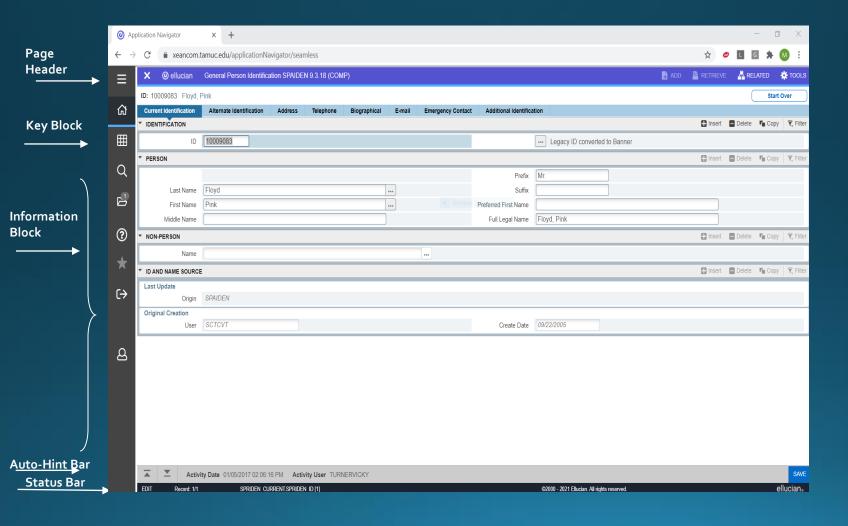
- $\triangleright$  Position 1 = system ownership; for example "S" = Student system
- ➤ Position 2 = module ownership; for example "P" = General Person
- ➤ Position 3 = type of form; i.e. "A" = Application form
- ➤ Position 4-7 = form identification; i.e. "CMNT" = comment

#### "SPACMNT"

## Form Components

- Blocks Area of information on a form; think of it as a paragraph on a page
  - Key block contains basic information
  - Subsequent blocks contain detailed information related to the key block
- Fields One item of information found in a block
- Records A collection of fields for one entity within a form

#### Form Overview

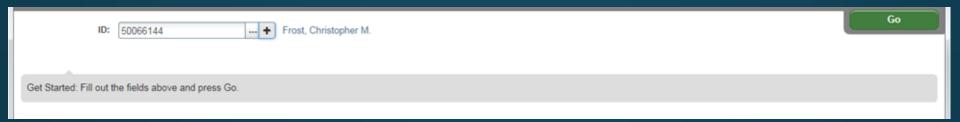


## Page Header



- Page close icon
- Page Title
  This is formatted per the preferences established on the User Preference (GUAUPRF) page.
- Add/Retrieve Icons These are used with Banner Document Management.
- Related Menu This displays a list of pages that can be accessed from this page (Options Menu in Banner 8).
- Tools Menu This includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.
- Notification Center

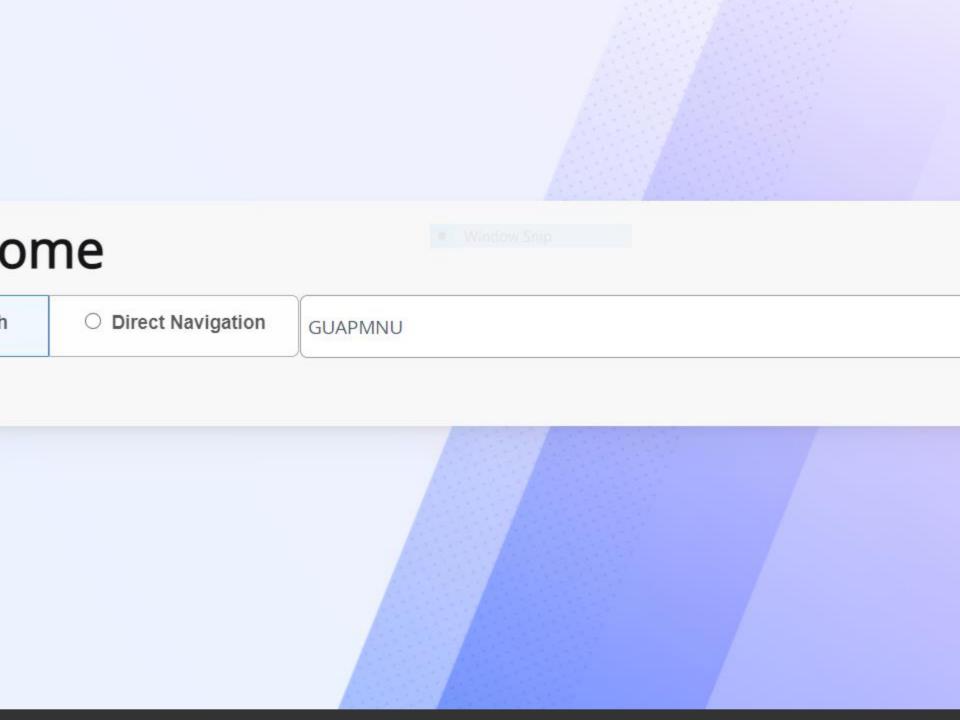
## Key Block



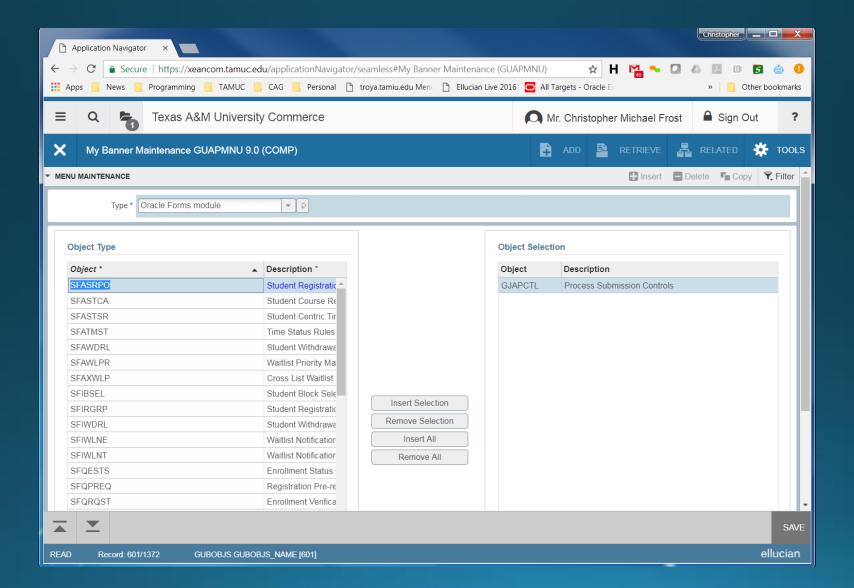
The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

To access the body of the page, populate the key block data and then click Go (Enter)

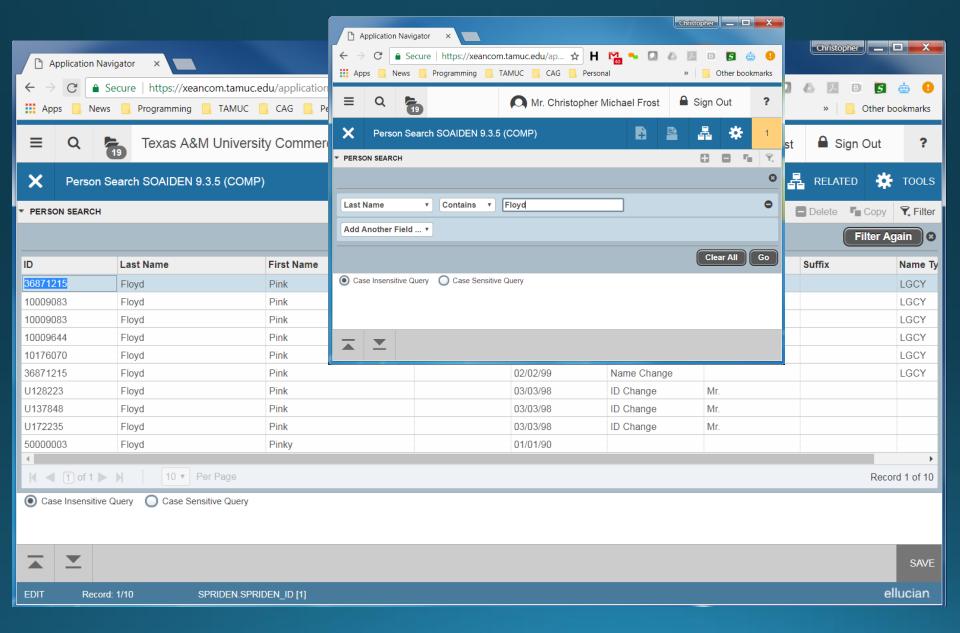
You can return to the key block if you are in the body of a page by clicking **Start Over (F5)**.



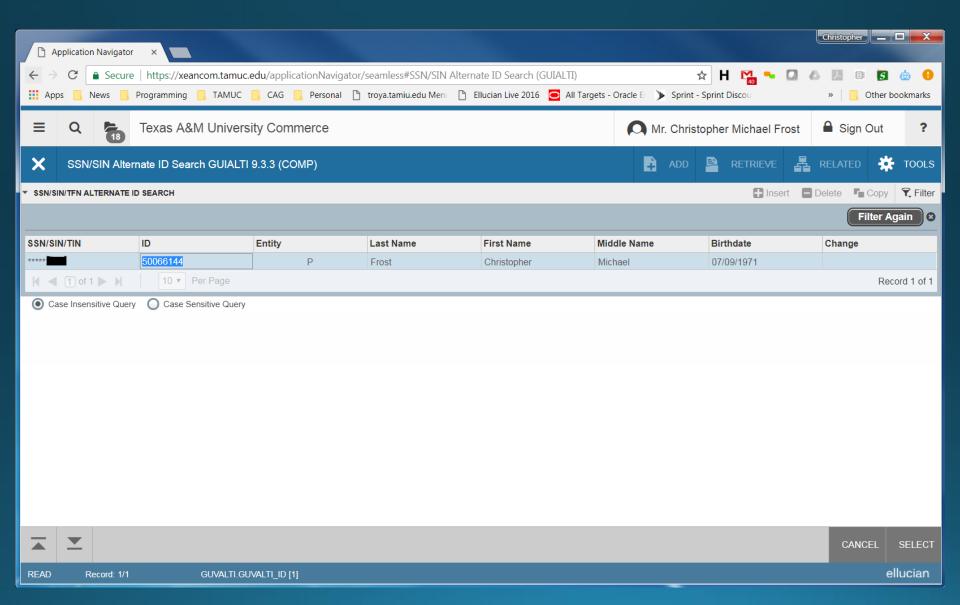
## Personal Menu (GUAPMNU)



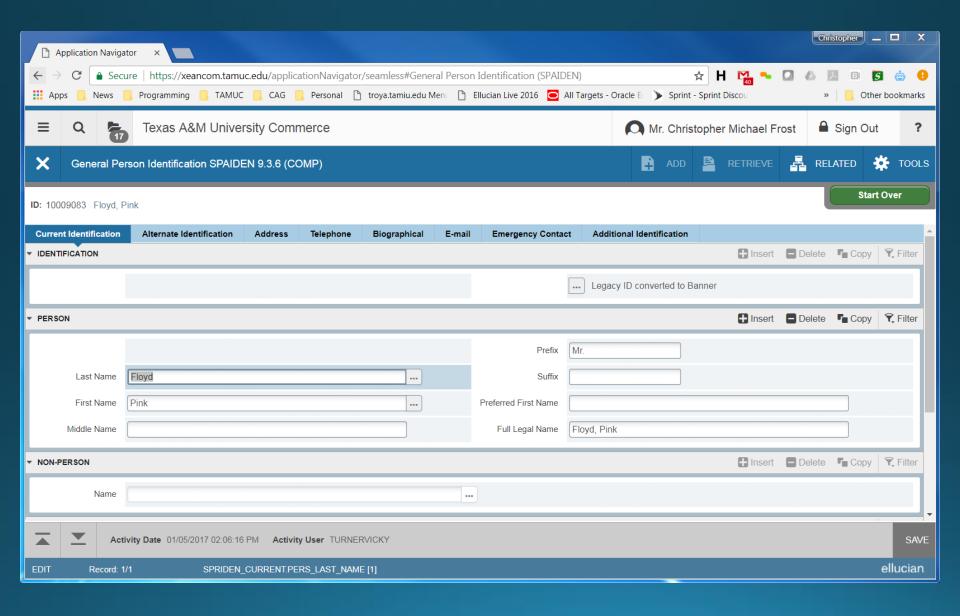
## Person Search (SOAIDEN)



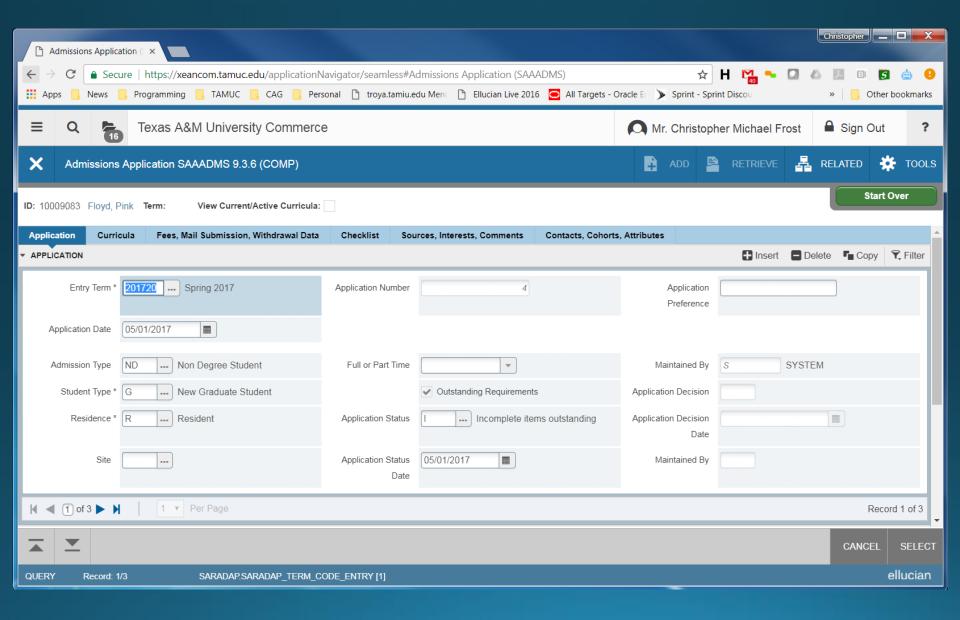
## Person [SSN] Search (GUIALTI)



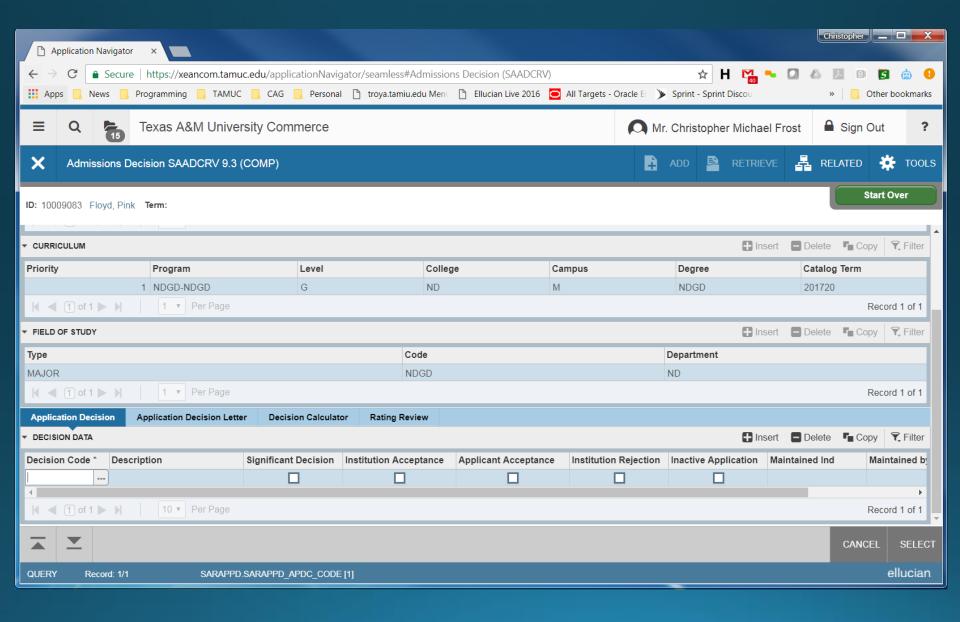
## Person Info (SPAIDEN)



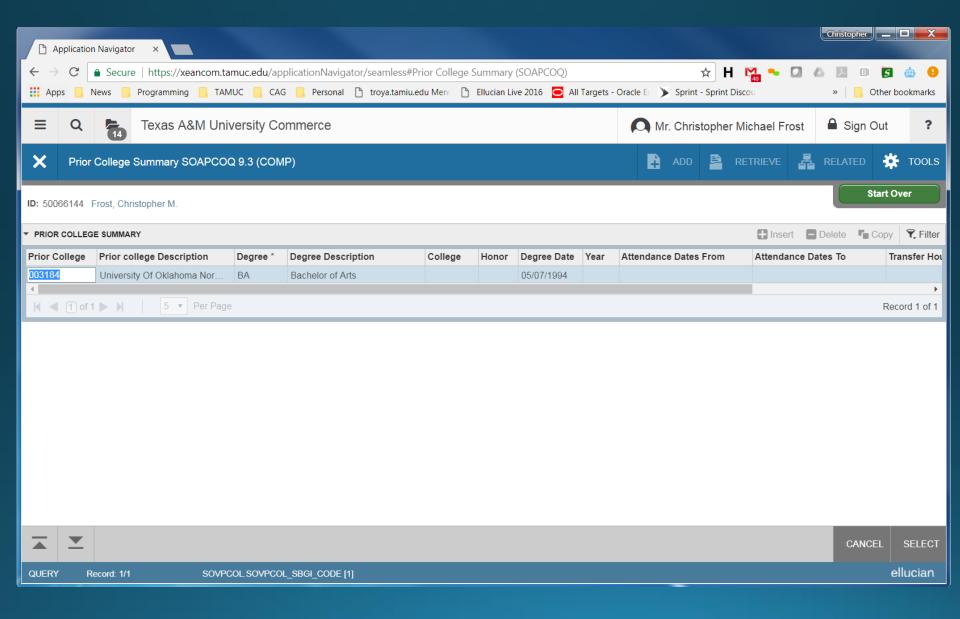
## Admissions Application (SAAADMS)



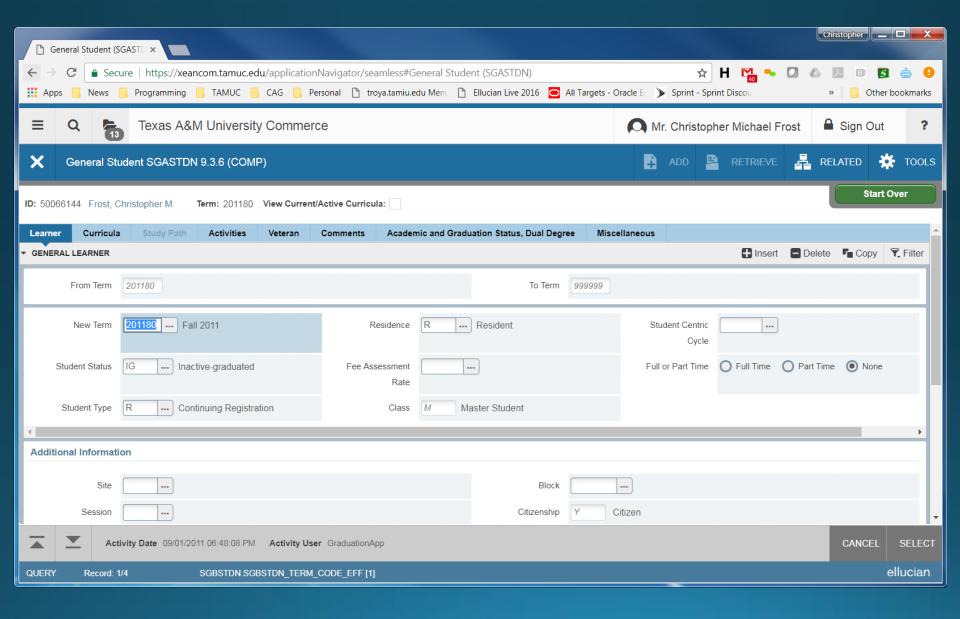
## Admission Decision (SAADCRV)



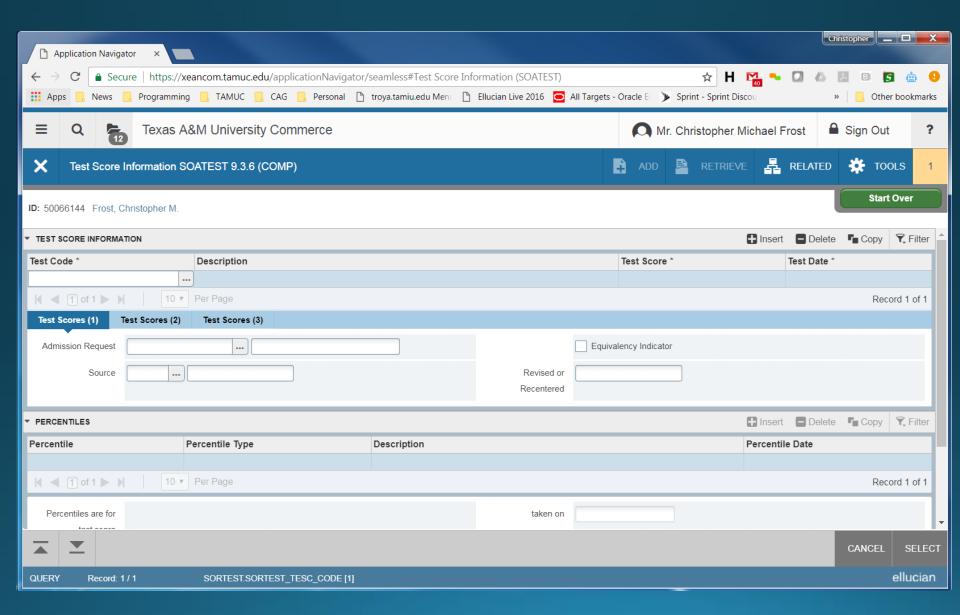
# Prior College Query (SOAPCOQ)



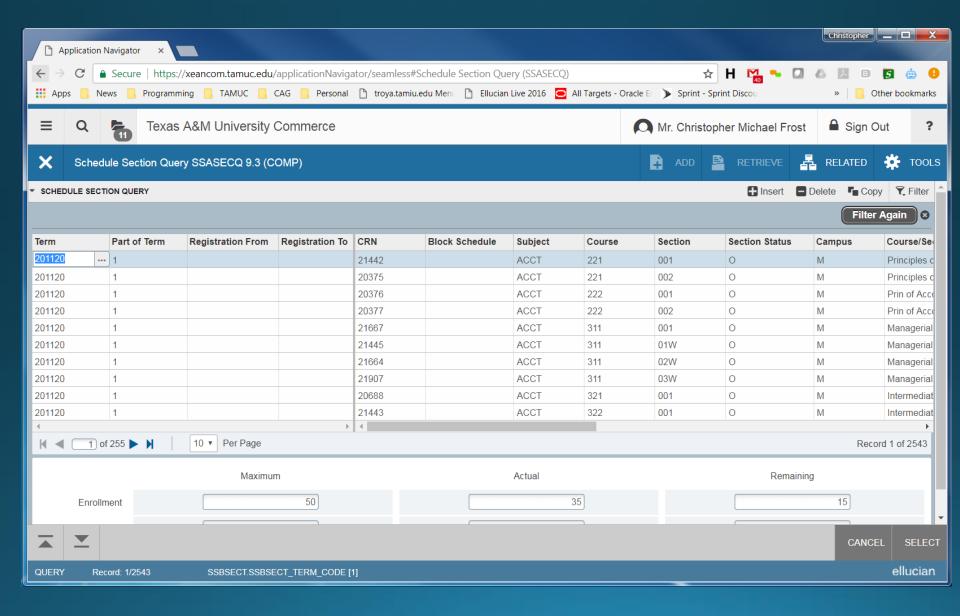
#### General Student Academic (SGASTDN)



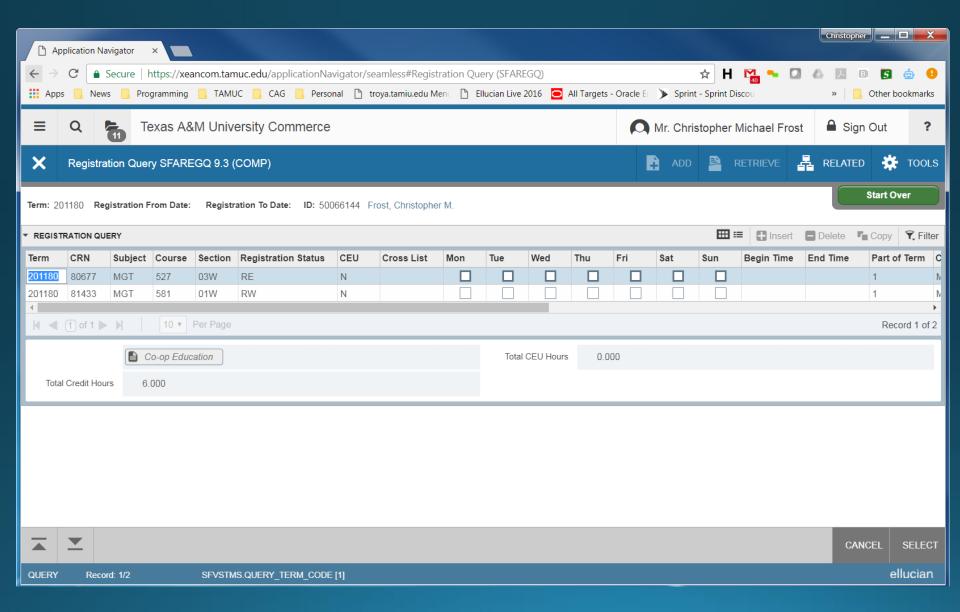
## Test Scores (SOATEST)



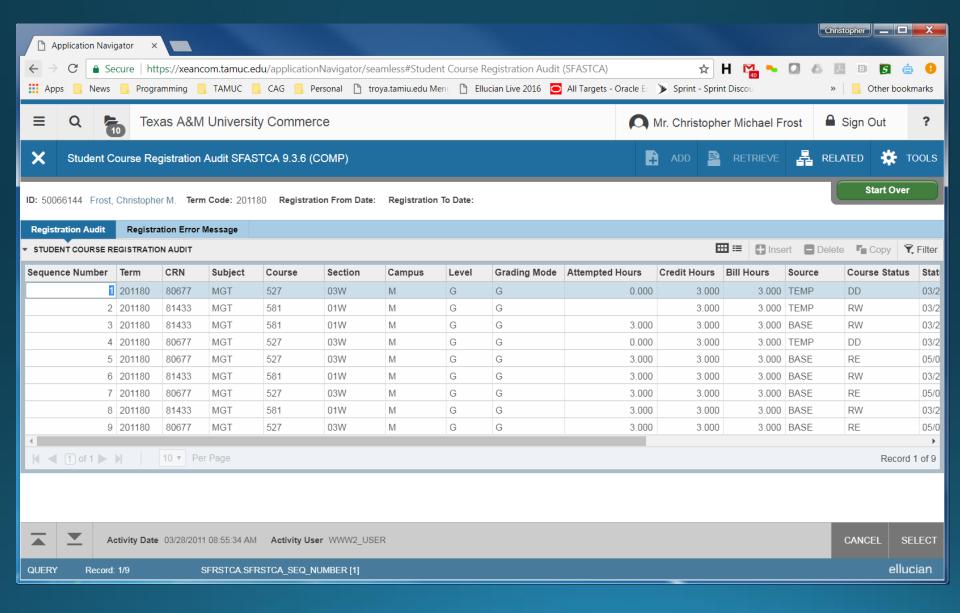
## Schedule Section Search (SSASECQ)



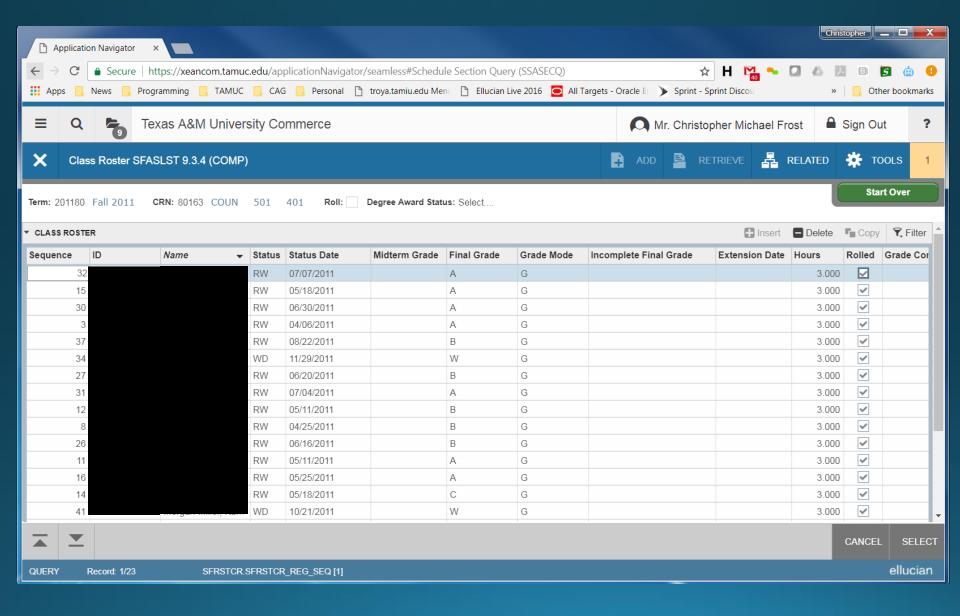
## Registration Query (SFAREGQ)



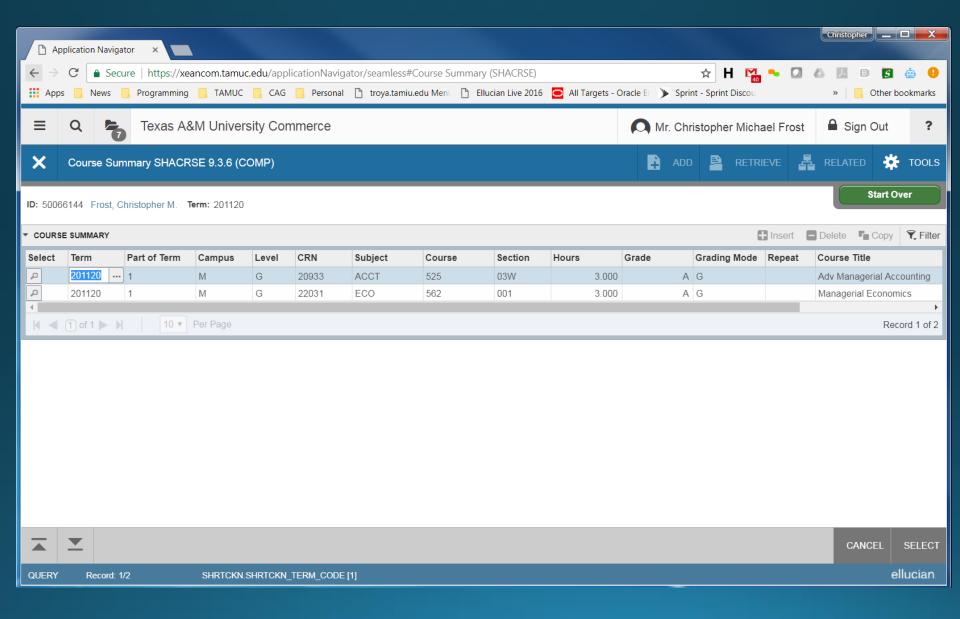
## Registration Audit (SFASTCA)



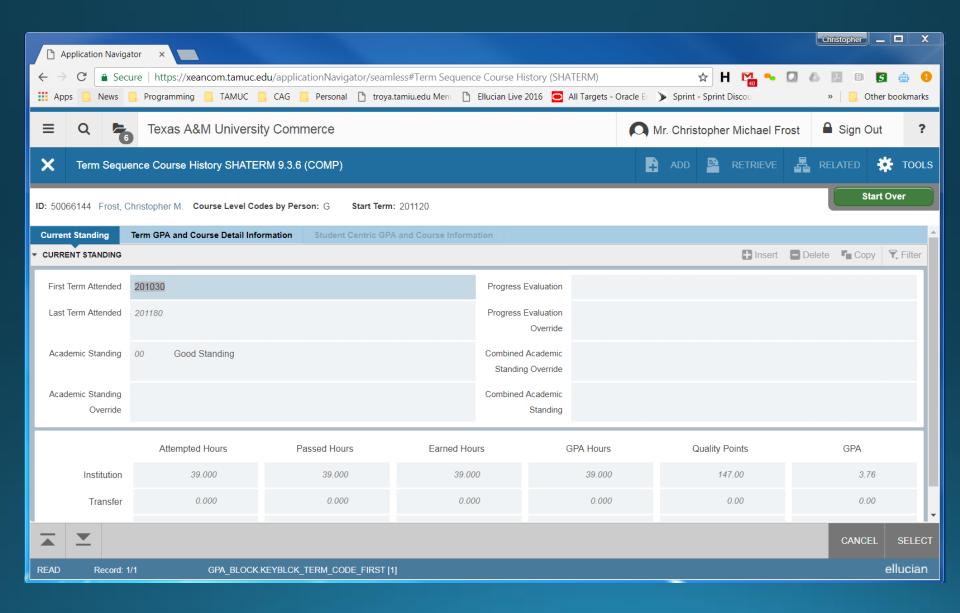
## Class Roster (SFASLST)



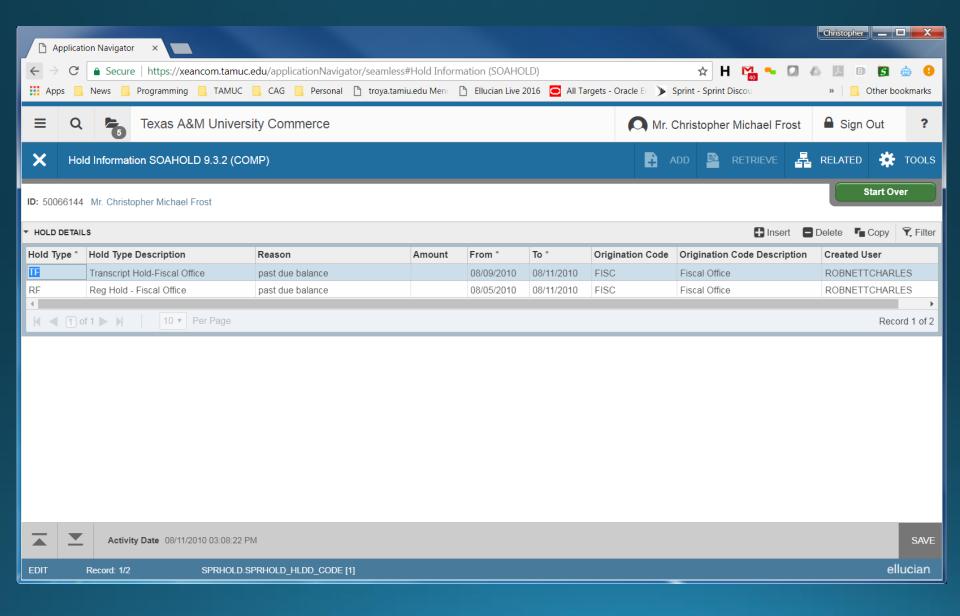
## Course Summary (SHACRSE)



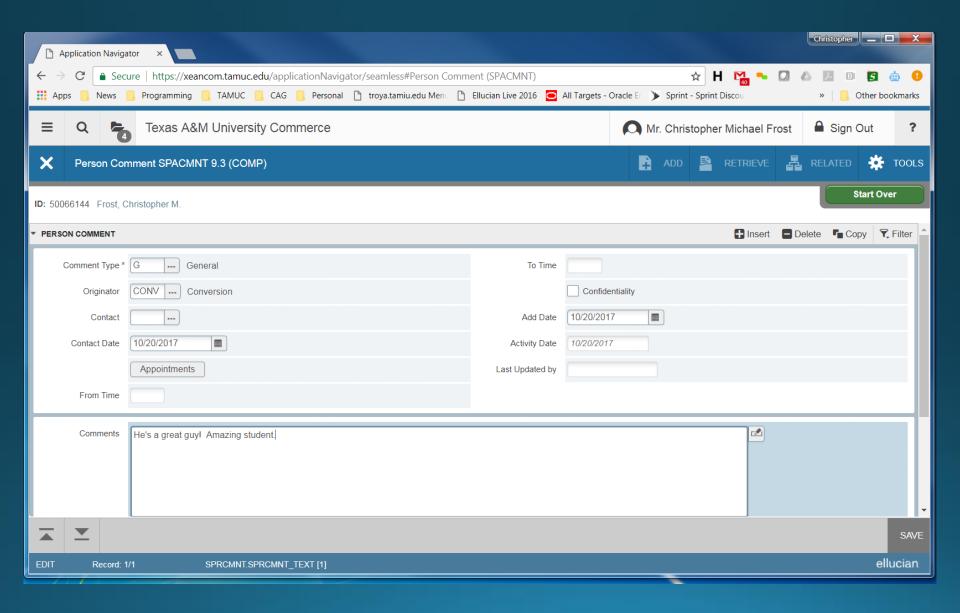
## Term History / GPA (SHATERM)



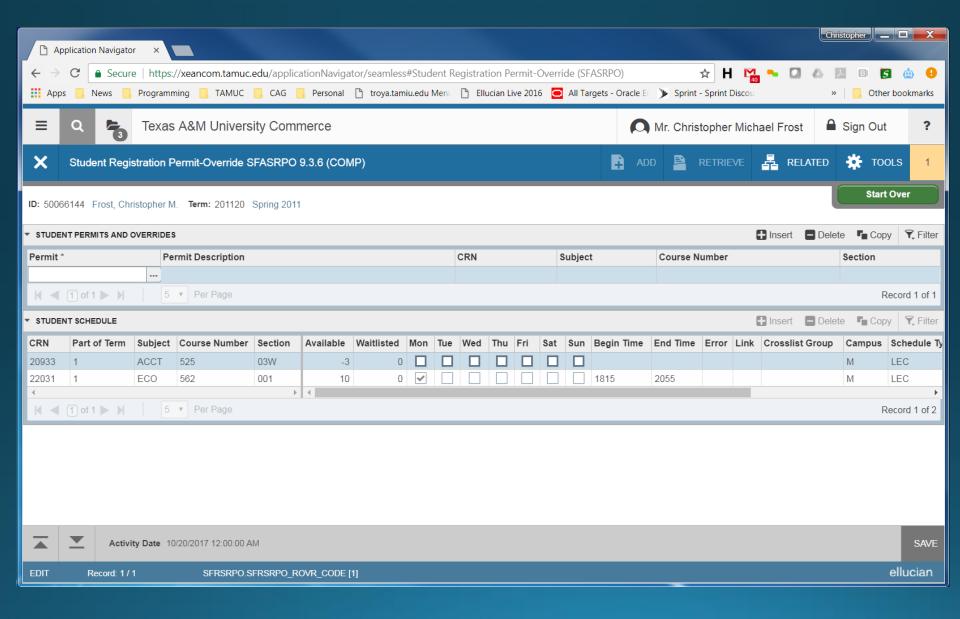
## Hold Information (SOAHOLD)



## Person Comments (SPACMNT)



## Permits / Authorizations (SFASRPO)



## Student Registration (SZAREGS)

