Welcome to Banner2000 Training

Navigation

National-Louis University / COLLEGIS
1000 Capitol Drive
Wheeling, IL 60090
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## Navigation

1
Scope of Banner2000 at NLU

Banner2000 System

- Web for student & Faculty
- Student
- Financial Aid
- Alumni Development
- General
- Accounts Receivable
- Human Resources
- Finance

Navigation 2
Desktop Icons and Logon Window

Desktop Icons
- Banner 2000
- Citrix Program Neighborhood

Network Logon
- NLU Farm
  - User name: cboersema
  - Password:
  - Domain: nlmaster
  - Save Password

Citrix Program Folder
- Citrix Program Neighborhood - NLU Farm
- Application Set: Adobe Acrobat, Banner 2000, NLU-Desktop, SQL
- 5 object(s)

Banner2000 Logon
- Username: cboersema
- Password: ********
- Database: nlodb

Database is nlodb
Web Logon

Web URL
http://bannerteam.nl.edu/banner/nlu_web.htm

Web Applications Page

Network Logon

Banner Logon

Database is nldb
Banner2000 Environment

Direct Access lets you go to a specific form.

Menus let you navigate through Banner2000
Banner Password Change Form
(GUAPSWD)

Use this form to change your Banner password.
Your new password becomes effective when you exit and re-enter Banner2000.

Oracle User ID: CBOEPSEMA
Oracle Password: 
Database: NLDB
New Oracle Password: 
Verify Password: 

Oracle User ID = your Banner Logon ID
Oracle Password = your current Logon password
Database = nldb
Parts of a Form

Field - A field is an individual item on a form, such as Last name or First Name

Record - A record is a collection of fields within a block
NAVIGATION

(Buttons, Menus, and Keyboard Equivalents)

Buttons

[Images of buttons: Save, Rollback, Select, Insert Record, Delete Record, Execute Query, Cancel Query, Previous Record, Next Block, Next Record, Show Keys, Bookshelf, Online Help, Exit, Calculator, Calendar, Banner Help]

Menus

[Images of menus: File, Edit, Block, Field, Record, Query, Help, Wind, Online Help, Dynamic Help Query, Dynamic Help Edit, Banner2000 Bookshelf, Help (item Properties), Show Keys, List, Display Error, Display Image, Calendar, Calculator, About Banner2000]

Keyboard Equivalents

<table>
<thead>
<tr>
<th>Key</th>
<th>Open</th>
<th>Help</th>
<th>Finite Field</th>
<th>Record</th>
<th>Query</th>
<th>Help</th>
<th>Wind</th>
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<th>About Banner2000</th>
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<tr>
<td>Ctrl</td>
<td>Show Keys</td>
<td>Shift</td>
<td>Field</td>
<td>Count Query Hits</td>
<td>Select</td>
<td>Clear Record</td>
<td>Clear Book</td>
<td>Remove Record</td>
<td>Rollback</td>
<td>Print</td>
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Navigation 8
You can also use your mouse to navigate.
- Click on the field you want to go to.
- Click and drag on the scroll bar to move between records.
- Click in a check box to activate it.
ID/Name Search

Enter complete ID or hit tab and

Enter complete Name
- Name must be in format, last, first, middle
  - Ex: smith, jon
  - Ex: Doe, Jane, Marie

(Note: This search is not case sensitive, and spaces are optional after commas. Search can be done in any form with ID field.)
Partial ID or Name can be entered using wild cards

% = Multiple characters
_ = Single character

Ex. 324% To search for ID's that start with 324
Ex. Smith,J% All Smith's with first name starting with J
Ex. %ith%,Joe Any one with the first name of Joe who has “ith” in their last name.
Ex. Smith,J_e Any Smith with J something e for a first name.

If there is more than one match, this window appears.

Select drop down box to see results.

Previous names and IDs are indented in drop down list.

This is the number of IDs that match your search criteria.

Click here to view detailed list

Refine your search by entering values here and pressing the search button.

Navigation

Search Button
ID/Name Search Cont.

Alternate search, click flashlight to begin.

Then click person or non-person search.

Select person and click ‘Search and Display More Detail’ to get more detail.(next page)

Enter parameters to search on and press f8 or execute query button.

Double click on person you want to select.

Watch for hints to help you.
ID/Name Search Cont.

SOAIDNS - Person Search Detail Form

Upon entering form, press F8 to execute query and then review detailed information to make selection of appropriate person you are searching for.
Addresses

SPAIDEN / SOADDRQ

SPAIDEN - Identification form - Address information

Upon entering form do a 'next-block' three times, or do a 'next-block' once and select 'Addresses' in the options menu to the left.

Note that an address can be made inactive by checking 'inactive' button, by having a 'to' date before the current date, and by having a future 'from' date.

Scroll through multiple addresses using arrow keys or scroll bar.

Reminder: Do not use # signs in the address.

When entering a new address and there is already an address for that type, make sure to enter yesterdays date in the 'to' field of the old address, or the date prior to the 'from' of the new address. No gaps or overlaps of dates should exist for addresses.
Addresses Cont.

SOADDRQ - Address Summary Form

Upon entering form enter ID and do a 'next-block' to view a summary of a person's addresses. Addresses cannot be updated from this form. To update addresses go to SPAIDEN, or click on 'Add/Change Address Detail in the options menu to the left.
Phone Numbers

SPAIDEN / SPATELE

**SPAIDEN** - Identification form - Address/telephone information

Upon entering form do a 'next-block' three times, or do a 'next-block' once and select 'Addresses' in the options menu to the left.

If a telephone number is associated with an address and is indicated as the primary phone for that address on SPATELE, it will appear here.

Search for other telephone numbers by clicking the flashlight.

Navigation
Phone Numbers Cont.

SPATELE - Telephone form

Upon entering form do a ‘next-block’ to view all of the telephone numbers. Changes can be made from this form.

International phone numbers can be entered on this form by entering the international access number here and the remainder of the number in the number fields.

Primary indicator (one per associated address type.)
Email Addresses

GOAEMAL

GOAEMAL - Email Address Form

Upon entering form input ID number and do a 'next-block' to view email address information.

The email form can also be accessed by clicking on 'Email Addresses GOAEMAL' in the options menu when you are in the address area of SPAIDEN, or when you are in the telephone form SPATELE.

Select 'Preferred' if this is the person’s preferred email address. Only one email address can be selected as preferred.

Comments may be entered about the email or web address.

Double click to select a type until you are familiar with them.
Object Naming Convention

Position 1 - Identifies the primary system owning the form, report, job, or table.

Position 2 - Identifies the module owning the form, report, job, or table.

Position 3 - Identifies the type of form, report, job, or table.

Positions 4, 5, 6, and 7 - Uniquely identifies the form, report, job, or table.

Ex:  
\[ S \] - Student system  
\[ P \] - Person module  
\[ A \] - Application, input or update form  
\[ I \]  
\[ D \] - Identification  
\[ E \]  
\[ N \]

Ex:  
\[ G \] - General system  
\[ U \] - Utility module  
\[ A \] - Application, input or update form  
\[ P \]  
\[ S \] - Password  
\[ W \]  
\[ D \]
GUIOBJS - This form allows you to search for an object such as a form or a report.

Double click in the Direct Access box, or type GUIOBJS and hit enter.

Enter parameters to search on. Wildcards may be used.
Select type of object to search for from drop-down menu.

Execute query by pressing F8 or clicking ‘execute query’ button.
Double click object to select it.
**Job Submission**

**GJAPCTL**

*GJAPCTL* - Through this form, jobs, reports, and processes can be run.

- Enter name of job, report, or process and go to next block.
- Enter printer to sent output to, or enter DATABASE to review output online.
- Enter values for the parameters.
- An explanation of the parameter your cursor is on will appear here.

- Click ‘Save Parameters’
- Click ‘submit’ and then save and note job name and number.

To review output sent to DATABASE, select ‘review output’ in the options menu to the left.
**Review of Job Output**

**GJIREVO**

**GJIREVO - Saved Output Review Form**

Through this form you can view the results of your jobs submitted through Job Submission (GJAPCTL) where you entered 'DATABASE' for the printer field.

Select Process, Number, and File Name of the file you want to display.

Double click in this field to see a list of files.

Click ‘save to file’ to save the file. Note where it is saved to.

You can specify where the file is saved in form GJAJPRF.