

**BASIC INTERNET NATIVE BANNER GUIDELINES
ARKANSAS TECH UNIVERSITY**

Form Names and Navigation

The main obstacle to learning the new Banner system is familiarizing oneself with an all new set of form names and navigation tools. Keep in mind, the usefulness of the tools and forms will eventually overshadow the silliness of pronouncing new form names.

IDMS = refers to our legacy mainframe system

SIS Faculty/Student = legacy web system

INB-Internet Native Banner = replacement for IDMS

Self-Service = replacement for SIS Faculty/Staff

Naming Conventions

Banner screen names are comprised of seven characters. Each position (character) represents a system, module, or identifies a screen.

Position 1 – Identifies the primary system owning the screen, report, job, or table.

B	Property Tax	N	Position Control	U	Utilities
C	Courts	O	Customer Contact	V	Voice Response
F	Finance	P	HR/Payroll/Personnel	X	Records Indexing
G	General	R	Financial Aid	W	Reserved for client
I	Information Access	S	Student	Y	applications that co-exist
K	Work Management	T	Accounts Receivable	Z	with Banner

Position 2 – Identifies the module (within the system) owning the screen, report, job or table. **A** = Admission, **R** = Recruitment, **T** = Table, **F** = Form, **G** = General

Position 3 – Identifies the type of screen, report, job, or table.

A	Application screen
B	Base table
I	Inquiry screen
M	Maintenance screen
Q	Query screen
R	Rule table; Repeating table; Report/process
V	Validation screen/table; View
O	Overall

Positions 4-7 – Uniquely identify the screen, report, job, or table. Here are a few examples of how the last four positions are used:

IDEN	Identification	ADMS	Admissions
ADDR	Address	CRSE	Catalog
REGS	Registration	SECT	Course Sections

Banner Form Names and Similar IDMS Screens

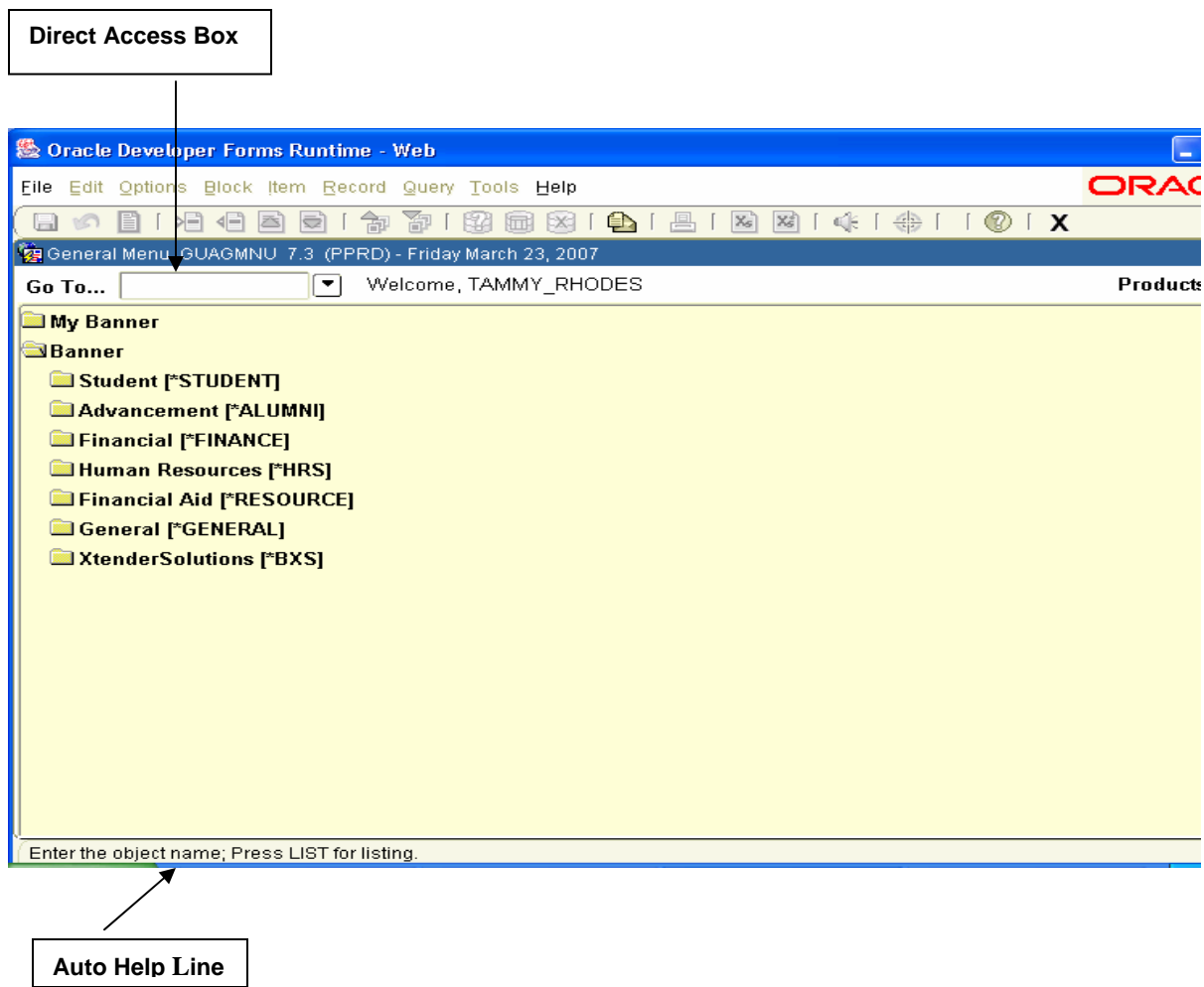
BANNER	IDMS
SOAIDEN	Name Search – 2
SPAIDEN	Address/Bio Demo - 3, 7, 14
SPAPERS	Bio Demo – 7
SOAFOLK	Bio Demo - 3, 7
SRARECR	Recruit - 205, 216
SOATEST	Test Scores – 210
SOAHSCH	High School – 209
SOAPCOL	College Work – 211
GOAMEDI	Immunization - 01A
SAAADMS	Admission Application - 206
SAADCRV	Admission Decision - 206
SHATRNS	Transfer Course Work - 150
SHACRSE	Transcript – 184
SGASTDN	Term Major/Standing - 111
SFAREGS	Registration – 104
SCACRSE	Catalog – 125
SSASECT	Course Sections - 129, 130, 134, 137
SFASLST	Class List – 107
SGAADVR	Advisor Assignment - 104, 206

Banner Term Codes and IDMS Equivalencies

BANNER	IDMS
200710-January Mini Term 07	071-January Mini Term 07
200720- Spring Term 07	072- Spring Term 07
200730- May Mini Term 07	073- May Mini Term 07
200740- Summer 1 Term 07	074- Summer 1 Term 07
200750- Summer 2 Term 07	075- Summer 2 Term 07
200760- August Mini Term 07	076- August Mini Term 07
200770- Fall Term 07	077- Fall Term 07

Banner Main Menu

The Main Menu window is the starting point for navigating throughout the system. The Main Menu window looks like this:



Note: The Direct Access box enables navigation to a specified form; however, the folders below will allow you to locate forms without memorization. The Auto Help Line at the bottom of the page is extremely useful and should be looked at every time you make or try to make any changes within Banner. If Banner is not doing what you think that it should; usually this line will tell you what is wrong.

Searching for a Person Record

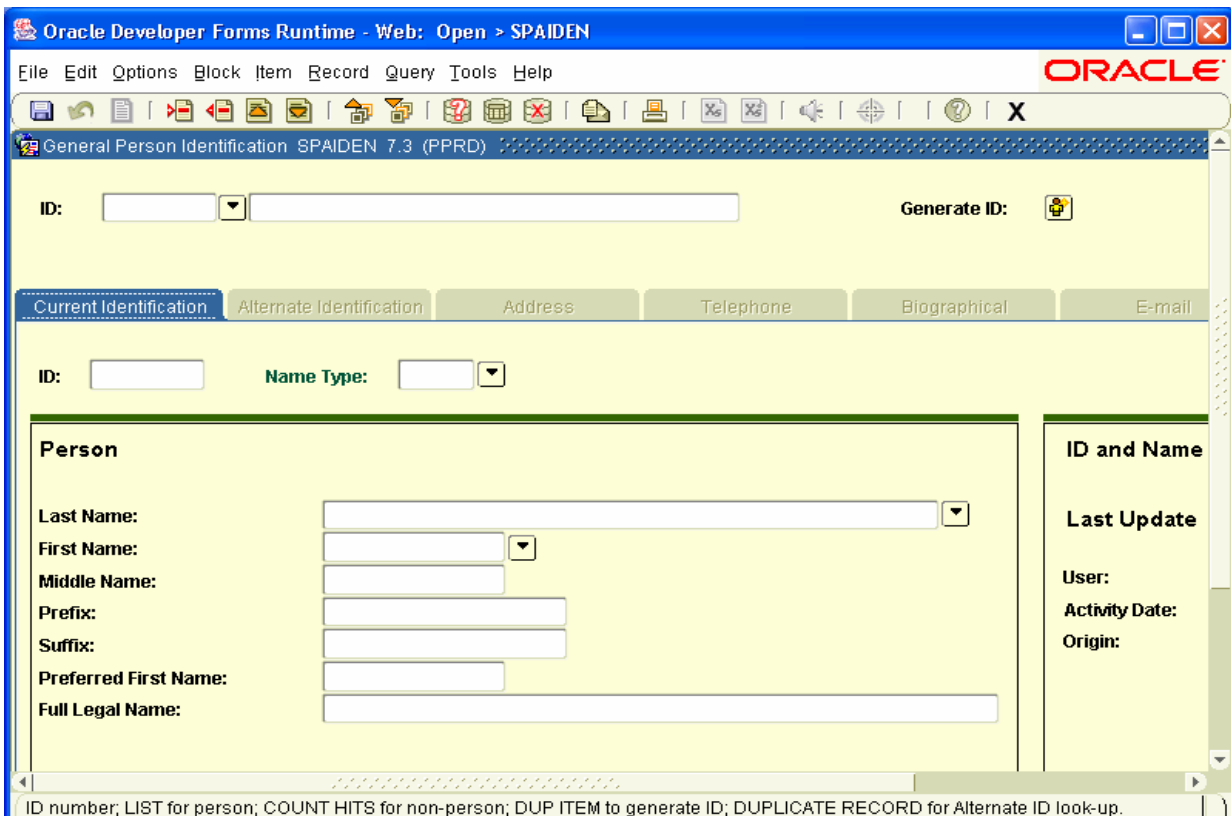
SPAIDEN is the general person form that the Student Module of Banner will be using. To search for a person record; go to SPAIDEN and click on the arrow found between the ID field and the Name field. In the pop-up window click on 'Person Search'; this will invoke the SOAIDEN search form. Wildcards (% or _) can be used to search for names on SOAIDEN or when querying in both the key block and in query forms. The two wildcard symbols are % (percent) and _ (underscore). The difference is that the % symbol stands for any number of any characters while the _ symbol stands for any single character.

You can use wildcards in a number of ways. For example:

- All entries that begin with Ab = **Ab%**
- All entries that contain ab = **%ab%**
- All entries that have ab as the final two characters = **%ab**
- All entries that have b as the second character = **_b%**

The % is the key to a successful name search. % is a wildcard - use it freely. Whenever there is a question in the spelling or structure of a name, use the %. More examples: Smith%n will produce names Smitherman, Smithson, Smithyman, etc. Searching with the last name equal to Smith and the first name equal to M%, will produce Smith, Mark, Smith, Mary, etc. The GUIALTI form is used to perform a SSN search.

SPAIDEN Form



Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.3 (PPRD)

ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail

ID: Name Type:

Person

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

ID and Name

Last Update

User:

Activity Date:

Origin:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.