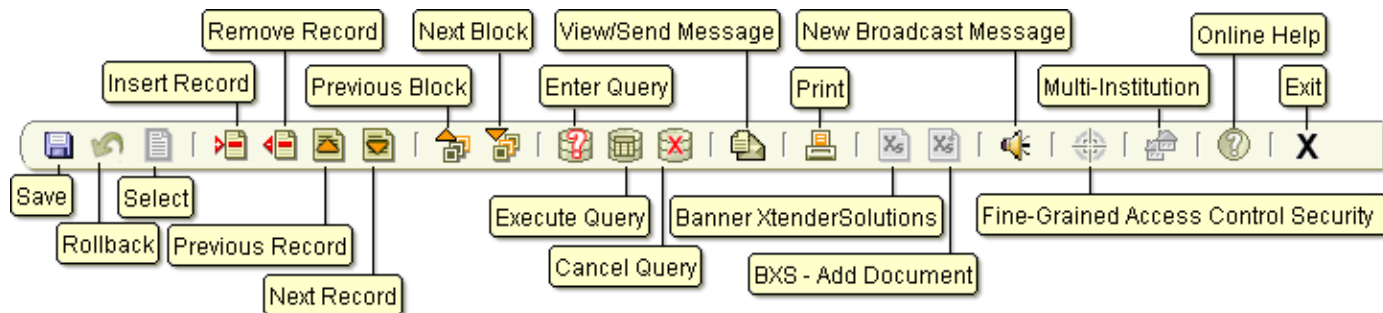


The Banner 7 Interface. The toolbar buttons have been redesigned in Banner 7. In addition, the Record/Block/Query buttons have been rearranged to make it easier to locate them on the toolbar.



Keystroke Shortcuts

Cancel Query	Cancels the query and takes the form out of query mode.	Ctrl + Q
Enter Query	Opens query mode form – enter search criteria to search database.	F9
Retrieve Query (Search)	Retrieves data from the query according to your search criteria.	F3
Exit Banner	Closes the opened window – if nothing is open, closes Banner.	Ctrl + Q
Fine-Grained Access	<i>Not enabled</i>	
Insert Record	Adds a new record to the Banner database.	F6
Multi-Institution	<i>Not enabled</i>	
New Broadcast Message	Enables upon a new message and takes you to main menu.	
Next Block	Moves to next block.	
Next Record	Moves to next record in list or creates a new record.	Ctrl + PageDown
Online Help	<i>Not enabled</i>	
Previous Block	Moves to previous block.	Ctrl + PageUp
Previous Record	Moves the cursor to the first entry field of the previous record.	Up Arrow
Print	Prints the current screen.	Shift + F8
Remove Record	Deletes the specified record from Banner database.	Shift + F6
Rollback	Clears all data on the Banner form (except the key block).	Shift + F7
Save	Saves all changes entered since the last time you saved.	F10
Select	Selects a specified record in a query form.	Shift + F3
View/Send Message	<i>Not used</i>	
Non-Menu Commands		
Show Keys	Shows the keys you're able to use on any given screen.	Ctrl + F1
Duplicate Record	Duplicates the current record shown.	F4
To scroll up & down	Scrolls the page up and down.	PageUp & Down

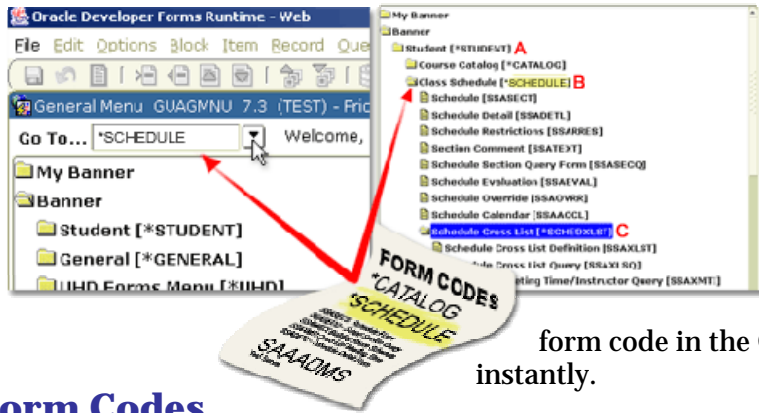


Alternative to Direct Access: F5 Key.

You can now press the **F5** key to navigate to any form without leaving the form you are in. The **F5** key will add a line at the top of the form with a **Go To** field at the top left. This field navigates just as it does in the **Main Menu**.

You can still follow the **File** → **Direct Access** protocol to navigate to forms.

How to Navigate in Banner 7. Everything is accessible to you by clicking through folders.



When you type the form code into the **Go To** box, Banner takes you directly to the form. So in order to find out where the form is, the guide below can show you the corresponding folder to its form.

A. Student → B. Class Schedule → C. Schedule Cross List

As shown in the images to the left, typing the form code in the **Go To** box takes you through these same steps instantly.

Form Codes

Course Catalog [*CATALOG]

- Basic Course Information [SCACRSE]
- Course Detail Information [SCADETL]

Class Schedule [*SCHEDULE]

- Schedule [SSASECT]
- Section Comment [SSATEXT]
- Schedule Control [*SCHEDULEA]
 - Building/Room Schedule [SSAMATX]
 - Term Control [SOATERM]
- Schedule Cross List Menu [*SCHEDXLIST]
 - Meeting Time/Instructor Query [SSAXMTI]
 - Schedule Cross List Definition [SSAXLST]
 - Schedule Cross List Query [SSAXLSQ]
 - Schedule Detail [SSADETL]
 - Schedule Section Query Form [SSASECQ]

General Person [*PERSON]

- Address Summary [SOADDRQ]
- Emergency Contact [SPAEMRG]
- General Person [SPAPERS]
- General Person Identification [SPAIDEN]
- General Person Telephone [SPATELE]
- Hold Information [SOAHOLD]
- Person Appointments/Contacts [SOAAPPT]
- Person Comment [SPACMNT]

Faculty Load [*FACULTY]

- Available Faculty Query [SIAFAVL]
- Faculty Assignment [SIAASGN]
- Faculty Contract Analysis [SIACONA]
- Faculty Contract Query [SIACONQ]
- Faculty Degree Information [SIAFDEG]
- Faculty Information Query [SIIINST]
- Faculty Leave Assignment [SIALVAS]
- Faculty Schedule Query [SIAASGQ]
- Faculty/Advisor Information [SIAINST]
- Faculty/Advisor Query [SIAIQRY]

Location Mgmt & Housing [*LOCATION]

- Building Definition [SLABLDG]
- Event [SLAEVNT]
- Event Available Room Query [SLIAEVN]
- Room Definition [SLARDEF]

General Student [*GSTUDENT]

- Additional Student Info [SGASADD]
- General Student [SGASTDN]
- General Student Summary [SGASTDQ]

Admissions [*ADMISSION]

- Admissions Application [SAAADMS]
- Educational Background [*EDBACK]
 - High School Information [SOAHSCH]
 - Prior College [SOAPCOL]
 - Source/Background Inst. Query [SOISBGI]
 - Test Score Information [SOATEST]
- Quick Entry [SAAQUIK]
- Student Mail [SUAMAIL]

Registration [*REGISTRATION]

- Class Attendance Roster [SFAALST]
- Class Roster [SFASLST]
- Course Reg Status Form [SFARSTS]
- Course/Fee Assessment Query [SFAREGF]
- Enrollment Status Control [SFAESTS]
- Registration Additional Fees [SFAEFEE]
- Registration Control [*REGCONTROL]
 - Registration Max. Hours [SFAMHRS]
 - Registration Query [SFAREGQ]
- Student Course Reg. Audit [SFASTCA]
- Student Course Registration [SFAREGS]
- Student Reg. Permit-Override [SFASRPO]
- Term Control [SOATERM]

Academic History [*AHISTORY]

- Acad. History Process Ctrl [*AHISTORYA]
- Academic Standing Query [SHASTAT]
- Ceremony Attendance [SHACATT]
- Course Summary [SHACRSE]
- Degrees & Other Awards [SHADEGR]
- Degrees and Awards [SHADEGR]
- Diploma [SHADIPL]
- Graduation [*AHISTORYD]
 - Pre-Banner Sum. Hrs & GPA [SHAPCMP]
 - Subject Sequence History [SHASUBJ]
 - Term Course Maintenance [SHAINST]
 - Term Sequence Course Hist. [SHATERM]
- Transcript & Advisor [*AHISTORYB]
 - Transcript Events/Comments [SHATCMT]
 - Transcript Request [SHARQTC]
 - Transcript Type Rules [SHATPRT]
- Transfer Articulation [*AHISTORYC]
 - Transfer Articulation Attributes [SHATRTA]
 - Transfer Articulation Eval [SHATAEQ]
 - Transfer Articulation Institution [SOABGTA]
 - Transfer Course Articulation [SHATATR]
 - Transfer Course Info [SHATRNS]
 - Transfer Course Information [SHATRNS]
 - Transfer Grade Code Maint. [SHATGRD]
 - Transfer Inst. Catalog Entry [SHATATC]

Academic [*ACADEMIC]

- Academic Grade History [WADVISE]
- App. Course Validation [IWTVTMRD TASP]
- Electronic Advising [WADV APP]
- MITC Section Form [WMITCSN]
- Online Registration Totals [WREGTOT]
- Remedial Course Maintenance [WREMCRS]
- Semester Course Review [WCVCRSE]
- Semester Grade Scan Inquiry [WUHSCHK]
- Stud. Self-Print & eServices Ctrl [WPRCTRL]
- Student TASP information [WUHTASP]
- Transfer Course Query [WTRCRSE]
- UHD Admissions Data Entry [WOAADMT]

Reporting [*REPORTING]

- Campus Code and Zip Code [WCAMPCD]
- CB Instruction Mode [WTVIMOD]
- CB Major Maintenance [WCBMAJR]
- File Maintenance [WCBMOO2 CBMO02]
- File Maintenance [WCBMOO3 CBMO03]
- File Maintenance [WCBMOO4 CBMO04]
- File Maintenance [WCBMOO5 CBMO05]
- File Maintenance [WCBMOO6 CBMO06]
- File Maintenance [WCBMOO8 CBMO08]
- File Maintenance [WCBMOOB CBMOOB]
- File Maintenance [WCBMOOI CBMOOI]
- State Funding Code Maint. [WFUNDNO]

Fin. Aid Adms & Records [*STU AFFAIRS]

- Financial Aid CB Form [WFACBMQ]
- Financial Aid Current Balance [WFACURB]
- Financial Aid Deposit Entry [WFAFADE]
- Financial Aid Student Award [WFASTA W]
- Stud. CB18 and 170Hrs Query [WCBHOUR]
- Student Sched. Printing Control [WPRSCHD]

Business Affairs and Student Accounting

- Stud. Account Statement Request [WBARQST]
- Refund by Category Control [WCHKFND]
- Student Accounting Data for FRS Interface [WJOURNL]

Banner Support

Helpdesk 713-221-8031 (x3000)
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