Banner Glossary

A

Alert box

A window that notifies you of a condition that may impact data. An alert box has only one response. You must acknowledge an alert box before you can do anything else on the form.

Auto Hint

The area at the bottom of the main window where brief information appears about the field the cursor is in. The information may be about the purpose of the field, what you can do next, or how to move to another window or form. Error messages also appear here.

B

Block

A section of a form or window that contains a collection of related information, usually inside a beveled box or within a window. A form contains more than one block.

Bookshelf

This option found in the Help menu allows you to access Banner documents directly from your computer. These electronic documents look the same as the hard copy versions, regardless of the computer you are using.

Checkbox

Small boxes used to enable or disable features or options. When an option is enabled, a check mark appears in the checkbox. When the option is disabled, the checkbox is empty. Checkboxes often represent yes/no conditions.

D

Dialog box

A window that appears when you must choose from two or more responses. You must acknowledge a dialog box before you can do anything else on a form.

Direct Access

A field on the Banner main menu that allows you to access forms, menus, jobs, and QuickFlows directly by entering their seven-character name.

Drag

Use the mouse to move the cursor over an object. While holding down the primary mouse button, move the object to its destination.

F

Field

An area on the form where you can enter, query, change, and display specific information. A field is sometimes referred to as an item.

Form

Where you enter and look up information in Banner. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs. A form may have one or more

windows. The types of forms are Application, Validation, Rule, Control, Query, and Inquiry.

G

Gray

Banner uses the color gray to denote disabled items such as menu items and fields. If your GUI environment allows you to change the colors of window elements, the color of disabled menu items may be different.

H

Horizontal Toolbar

A toolbar is a set of icons (pictures) that represents shortcuts for performing common functions. Banner offers both a horizontal and vertical toolbar.

Icon (Iconic button)

Visual images used to perform an action or respond to the system. Icons are small squares that contain a picture. They represent one or more actions that can be performed for the associated field or record. You can use iconic buttons to access a form or window related to the record or field where the cursor is located.

K

Keystroke

A keystroke is the act of pressing a key or a group of keys on your keyboard. Many actions in Banner can be accessed by using keystrokes. To determine which keystrokes are available at your organization, select Show Keys from the Help menu bar item.

LOV(s)

A List of Values (LOVs) shows the valid values, or codes, that can be entered in a field. These valid values are stored in Banner2000 validation forms and tables.

M

Menu bar

The area at the top of the main window that contains pull-down menu options. These pull-down menus offer a variety of selections for navigating within Banner. If a pull-down menu item is gray, or dimmed, the item is disabled and cannot be accessed.

N

Next Block

Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.

O

Object Search

Use Object Search to access a form, job, menu, or QuickFlow if you know only part of the name, its description or type. When you use Object Search from a form, the current form remains open. When you exit

the requested object, you return to the original form.

Options Pull-down

The Options Pull-down is the second   pull-down on the menu bar and shows all your navigational options. The options depend on the current location of your cursor. Some options take you to other windows or blocks within the same form, other options take you to other related forms.

Oracle

Relational database management system. Oracle is a third-party product that Banner uses.

P

Personal Menu

A personal menu includes the forms, jobs, menus, and QuickFlows that are most important
in your daily work. You can access your personal menu from the main menu. It is tied to your Oracle User id.

Pull-down list

A list of values that is displayed when the arrow in a field is selected. Pull-down lists are
used to select a field value from a list of pre -defined values. **Pull-down**

menu

A list of menu items that is displayed when the menu item is selected. Pull-down menu items are used to select common Banner and Oracle functions.

Q

Query

To search for information. Banner allows you to query for specific information in the database based on selection criteria.

QuickFlow

Use a QuickFlow to automatically access forms that are linked in a chain. Activating a Quickflow opens the first form in the chain. When you exit that form, the next form automatically opens.

R

Radio button

Small circles used to select one of several options in a group. Each radio button represents a choice. You can pick only one radio button at a time. When you select a radio button, the previously selected button is cleared. A smaller solid circle fills the newly selected button.

Record

A group of fields that is interrelated. For example, an address is a record made of several fields: Street, City, State, and Zip/Postal code. A person may have several address records such as postal mailing, campus mailing, and business.

S

Scroll bar

A scroll bar indicates that more information can be displayed in a particular area. To use a scroll bar in Banner, click and drag the scroll box in the scroll bar, click either arrow (on either end of the scroll bar), or click anywhere in the scroll bar area.

Shaded

Disabled. This can apply to fields, menu items, and icons. For additional information, see "Gray".

Status line

The status line is directly under the auto hint and contains messages regarding record, list of value, and/or query information.

T

Title bar

The title bar shows the descriptive form name, the seven-character form name, the release number, and the database name from the Installation Control Form (GUAINST).

Toolbar

A toolbar is a set of icons (pictures) that represents shortcuts for performing common functions. Banner offers both a horizontal and vertical toolbar.

Vertical Toolbar

A toolbar is a set of icons (pictures) that represents shortcuts for performing common functions. Banner2000 Release 4.0 offers both a horizontal and vertical toolbar. Your organization can make toolbar changes that apply to all users. And individual users can change, or customize, the toolbars, depending on how your organization has set up the toolbars. When you move your cursor over an icon on a toolbar, a yellow bubble appears with text that describes the function of the icon.

W

Wildcard

A character that is substituted for unknown character(s) in a Banner query. A percent sign (%) stands for any number of unknown characters; whereas an underscore (_) stands for only one unknown character.

Window

A framed, rectangular area within a form. A Banner form can have one or more windows.