



USNH TRAINING MATERIALS

Human Resources

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Web Enabled 5.X: Basics of Navigation

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OVERVIEW

This course is designed to instruct the participants on how to navigate within the SCT Banner Human Resources system.

Topics include:

- The Main Menu
 - Discussions on Main Menu, QuickFlow, and Personal Menu
- Menu Bar
 - File, Options, Edit, Block, Field, Record, Query, Help, and Window Menus
- Toolbar
- Forms
 - What are forms?
 - Types of forms
 - Components of forms
 - Dialog and alert boxes
 - Object search
 - Navigating a form
- Help
 - Online Help
 - Dynamic Help
 - SCT Banner Bookshelf
 - Show Keys
 - Help (Item Properties)
 - Auto Hint

SCT Banner Main Menu

Menu Bar

- Offers a variety of selections for navigating within SCT Banner

Direct Access

- Allows direct access to forms, jobs, menus, and Quickflows by name
- Can be used from a menu or form

Horizontal Toolbar

- Set of icons that represent shortcuts for performing common functions

Main Pane

- Shows the various levels of menus at your organization
- Can be reorganized to meet specific needs of your organization
- Currently selected menu is highlighted in blue
- Graphic folders show whether the menus are open or closed

Auto Hint/Status Line

- Briefly describes the field where the cursor is located
- Explains the purpose of the field, what can be done next, or how to move to another window or form
- Error messages and processing messages appear here

The Main Menu provides an overview of the menus, forms, jobs, and QuickFlows in SCT Banner. You can use the Main Menu to navigate through SCT Banner.

Menus are arranged in a hierarchy. When a closed folder  precedes a menu item, you can expand the item to show its entries. When an open folder  precedes a menu item, the item has already been expanded; you can collapse it to remove its entries. In SCT Banner, you can expand or collapse a menu by clicking the folder.

The Main Menu has a familiar Windows format:

- Product Menus organize menus, forms, jobs, and QuickFlows by office. (Examples: “Finance” and “Human Resources”).
- Personal Menus include the forms, jobs, menus, and QuickFlows that are most important in your daily work.

QUICKFLOW DISCUSSION

A QuickFlow is a technique that lets you access a set of forms in a specific sequence that enable a task to be accomplished both efficiently and completely. QuickFlow enables you to customize your job tasks by identifying those forms that are required to perform that task and processing them in the appropriate sequence.

For example, if one of your responsibilities includes entering new employees into the system, you could define a QuickFlow that accesses all of the forms required for that task without going through each required form on the menu.

PERSONAL MENU DISCUSSION

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.

The Personal Menu Maintenance Form (GUAPMNU) allows you to create and change your personal menu.

The Personal Menu Maintenance and Copy Form (GUTPMNU) allows you to copy your personal menu to or from another user.

1.2 EXERCISES

1.2.1 MAIN MENU AND DIRECT ACCESS EXERCISE

ACTIONS

1. Double click the Banner folder
2. Select the Human Resources System Menu folder
3. Within the Human Resources System Menu folder, select Biographic/Demographic Information Menu.
4. Select the Identification Form (PPAIDEN). The Identification Form will appear on the screen.
5. Select the Exit function **X** in the upper right corner of the Toolbar.
6. You've now returned to the SCT Banner Main Menu.
7. To access the Identification Form without going through the menu system, select the **Direct Access** field and enter the seven-character code assigned to that form, (PPAIDEN).
8. Press [Enter] (or [Return]) on your keyboard. The Identification Form will appear on your screen.

9. Select the Exit function to return to the Main Menu.

1.2.2 QUICKFLOW EXERCISE

ACTION

To define a QuickFlow:

1. Determine the purpose of your QuickFlow, and identify all forms that must be accessed for the task you wish to perform. Let's use the following example:

Purpose: Add skills and experience to an employee record

Forms needed: PPAIDEN, PPAEXPR, PPASKIL

2. From the Main Menu, enter the QuickFlow Validation Form (GTVQUIK) in the **Direct Access** field.
3. Select the Insert Record function .
4. Enter a code in the **QuickFlow Code** field and a description in the **Description** field (EEXP, Employee Experience).
5. Select the Save function (either in the pull down menus or .
6. Select the Exit function.
7. From the Main Menu, enter the QuickFlow Definition Form (GUAQUIK) in the **Direct Access** field.
8. In the **QuickFlow** field, enter the QuickFlow code just created (EEXP).
9. Select the Next Block function . All existing names appear in the left pane.



You can use the Find feature to locate your files. Simply enter the letter or letters in the **Find** field. For our example, enter *XP*.

10. Click the three object names defined in Step 1. Drag and drop them from the left pane to the right pane.

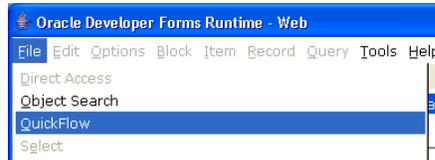


Be sure to list the object names in the order they are to be accessed in the QuickFlow.

11. When all the desired objects are entered in the right pane, select the Save function.
12. Select the Exit function to return to the Main Menu.

To run a QuickFlow:

1. From the Menu Bar, select File>QuickFlow or use Direct Access to display the QuickFlow Form (GUAQFLW).



2. Select Search  to find and double-click the code.



You can enter the QuickFlow code in the **QuickFlow** field to begin the QuickFlow process.

The QuickFlow code and its description will be displayed.

3. Select the Start button to execute the QuickFlow function.
4. Select the Exit function through the three forms.
5. Select the Cancel option to return to the Main Menu.

1.2.3 PERSONAL MENU EXERCISE

ACTIONS

To use the object list to add an object to a personal menu:

1. From the Main Menu, enter the Personal Menu Maintenance Form (GUAPMNU) in the **Direct Access** field.
2. Use the pull-down list above the left pane to select the object type you want to display. The left pane lists the objects of the selected type that can be added to the menu.



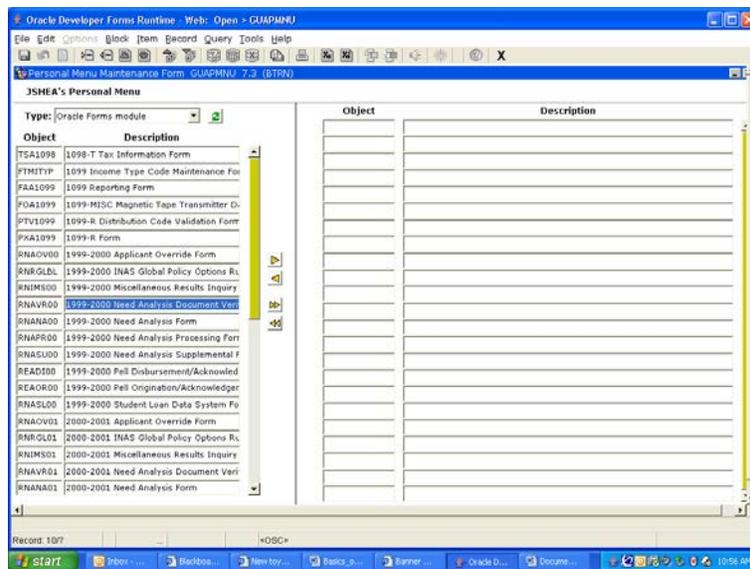
If you know the object's seven-character name, you can enter it in the blank **Name** field in the right pane and press Enter.

3. In the left pane, select each object you want to add to the menu. When you select an object, the name is highlighted.
4. If you need to add more object types, repeat steps 2 and 3.



You can select objects from multiple object types and insert them together.

5. Click an area in the right pane where you want to place the new menu items.
6. Select the Insert Selection option . The selected objects are added to the right pane below the place you selected.
7. As an option, you can customize the object description.
8. Select the Save function.
9. Select the Exit function to return to the Main Menu.



To query objects and add to a personal menu:

1. From the Main Menu, enter the Personal Menu Maintenance Form (GUAPMNU) in the **Direct Access** field.
2. Use the pull-down list above the left pane to select the object type you want to query.
3. Place the cursor in the left pane and select the Enter Query button . The object list disappears.
4. Enter the search criteria. For our example, we'll use P%.



You can use the Oracle wildcards % and _. Capitalization matters! Data is matched against the search criteria exactly as you enter them.

5. Select the Execute Query function . The left pane lists the matching objects.

6. In the left pane, select each object you want to add to the menu. When you select an object, the name is highlighted.
7. Click an area in the right pane where you want to place the new menu items.
8. To add all matches to the menu (if there are 20 or less), select the Insert All option . To add selected matches to the menu, select the Insert Selection function.



If you need to delete objects from the personal menu, select the object in the right pane and press the Remove Selection option. If you need to delete ALL objects from the personal menu, select the Remove All option.

9. Select the Save function.
10. Select the Exit function to return to the Main Menu.

To copy a personal menu:

1. From the Main Main, enter the Personal Menu Maintenance and Copy Form (GUTPMNU) in the **Direct Access** field.
2. Use the pull-down list above the left pane to select the user who's personal menu you want to copy. The selected personal menu appears in the right pane.



You may add, change, or delete from the menu before it is copied. If you want to change the original menu, select the Save function. If you want the changes to affect the copies only, do NOT select the Save function.

3. Select the display users option . A list of user IDs appears in the left pane.



To reduce the list of IDs, enter a partial ID in the field above the left pane. Start with the first character and enter as many characters as you know. Press Enter.

4. Select each User ID to receive the copied menu. When an ID is selected, it is highlighted.
5. Select the Copy to User option .
6. If any of the Users already have a personal menu, a dialog box will ask if you want to override existing personal menus.
 - Select the **Yes** option to overwrite all selected personal menus.
 - Select the **No** option to review each User ID. A dialog box appears for each ID that already has a personal menu. Select the **Yes** option to overwrite the old menu, or Select the **No** option to keep the old menu for that User ID.

7. When the menus are copied, a message tells you how many menus were copied successfully.
8. Select the Save function.
9. Select the Exit function to return to the Main Menu.

SECTION 2: MENU BAR

2.1 DISCUSSION

In this Section, you will learn how to:

- Describe the SCT Banner Menu Bar
- Access the pull-down menus
- Use the pull-down menu items to navigate within a form

The SCT Banner Menu Bar, located at the top of every form, contains pull-down menus.



If a pull-down menu is dimmed, the menu is disabled and cannot be accessed.

You can access an option in a pull-down menu at any time, except when you are in a dialog box, alert box, or List of Values (LOVs). You must respond to these windows before you can access a pull-down menu.

The menu bar consists of several pull-down menus, each of which offer a variety of selections:

FILE MENU

This pull-down menu contains standard SCT Banner and Oracle functions. It also displays the last ten forms a user has accessed.

Direct Access	Displays the Direct Access Form (GUAPARM), which is used to access a form by its seven-character name.
Object Search	Displays the Object Search Form (GUIOBS), which is used to search for a menu, form, job, or QuickFlow with part of the name, description, or type.
QuickFlow	Displays the QuickFlow Form (GUAQFLW), which is used to access a QuickFlow.
Select	Returns you to the calling form and enters the selected value into the field that called the form.
Rollback	Action depends on what type of form is currently used. For Application and Inquiry forms: clears all information (except Key information) and returns you to the first enterable field in the Key block. For Validation

forms: returns you to the first enterable field on the form. For Query forms: returns you to the first enterable field on the calling form.

Save	Saves all changes entered since the last time you saved.
Refresh	Clears the message line, redraws the screen.
Print	Prints the current window; inputs the date and time in the title bar.
Exit	From a form, exits you from the form. From the Main Menu, exits you from SCT Banner. From Query mode, cancels the query.
Exit QuickFlow	Exits you from QuickFlow.
Preferences	Displays the Personal Preferences Maintenance Form (GUAUPRF), which is used to customize SCT Banner for individual users.

OPTIONS MENU

The Options pull-down menu contains the same navigation options that appear in the Navigation frame. These options vary from form to form. Some options take you to other blocks and windows within the current form. Other options take you outside the current form.

EDIT MENU

The Edit pull-down menu contains the functions used to edit text items, such as descriptions.

Cut	Cuts selected text and places it on the clipboard.
Copy	Copies selected text and places it on the clipboard.
Paste	Pastes text from the clipboard to the cursor location.
Edit	Displays the Editor window, which is used to enter and update text.

BLOCK MENU

The Block pull-down menu enables you to move from one block area to another within a form.

Previous	Moves the cursor to the next block that has at least one enterable field.
Next	Moves the cursor to the next block that has at least one enterable field.
Clear	Clears all information from the current block.

ITEM MENU

The Item pull-down menu enables you to move from one field to another within a form.

Previous	Moves the cursor to the previous enterable field.
Next	Moves the cursor to the next enterable field.
Clear	Clears all information from the current field on your display. Does not remove information from any records or tables.
Duplicate	Duplicates the contents of the same field in the previous record and copies it into the new record. Used in a blank row of a repeating record.

RECORD MENU

The Record pull-down menu lets you work with records within a form.

Previous	Moves the cursor to the first enterable field in the previous record.
Next	Moves the cursor to the first enterable field in the next record of the current block. If the cursor is in the last record, a new record is created.
Scroll Up	Scrolls up the list of repeating records, putting the first displayed record at the bottom of the list.
Scroll Down	Scrolls down the list of repeating records, putting the last displayed record at the top of the list.
Clear	Clears all information from the display of the current record.
Remove	Removes all information for the current record. When you Save, the record is permanently deleted.
Insert	Inserts a new blank record in the existing records.
Duplicate	Duplicates the contents of all fields in a record and copies them into a new record.

Lock Temporarily locks the contents of the record so no other SCT Banner user can update it. Save, Rollback, and Exit release the lock.

QUERY MENU

The Query pull-down menu contains the functions used to search for information in the database based on specific criteria.

Enter Puts the form into Query mode so you can enter search criteria to see information already in the database.

Execute Searches the database and displays records that match your search criteria.

Last Criteria Enters the criteria from your last search (enabled only when you are in Query mode).

Cancel Cancels the query and takes the form out of Query mode.

Count Hits Counts the number of records that match the search criteria and displays that number on the Auto hint line.

Fetch Next Set If more records meet the search criteria that fit in the window, clicking this option replaces the current set of displayed records with the next set.

TOOLS MENU

The Tools pull-down menu contains functions related to other solutions integrated with Banner HR. At USNH this includes the Banner Document Management System and Banner Workflow.

Banner Document Management Suite

Gives access on the options to open or add documents that are related to the current form and employee you are viewing

Workflow

Allows users to submit and release workflow requests. Not used at this time.

HELP MENU

The Help pull-down menu contains various help tools, the image displayer, a calculator, and a calendar.

Online Help Displays online information for the current field. This option may be disabled if Online Help is not available for the form.

Dynamic Help Query

Displays the Dynamic Help Form (GUAHELP) in Query mode, which is used to display traditional help for a field, block, or form.

Dynamic Help Edit

Displays the Dynamic Help Query Form (GUAHELP) in Edit mode, which is used to edit traditional help for a field, block, or form.

Help (Item Properties)

Displays the Oracle item properties window for the current field. The window lists properties such as internal database name, type of data, maximum length, etc.

Show Keys Displays the list of functions and their equivalent keystrokes available in your environment for the current form, window, or field.

List Displays the List of Values (LOV) for the current field if List of Values appears in the Status line.

Display Error Displays the code that is in error, if an Oracle error occurs.

Display ID Image Displays the image associated with the ID, if available, when the cursor is in an **ID** field.

Calendar Displays the calendar.

Calculator Displays the calculator.

Extract Data Key Extracts Banner data (for the current block), along with Key data, for use in a spreadsheet. This is available only from certain forms.

Extract Data No Key

Extracts Banner data (for the current block), without Key data, for use in a spreadsheet. This is available only from certain forms.

About Banner

Displays the About Banner Form (GUAABOT), which identifies the current form, release number, date, and time.

SECTION 3: TOOLBARS

3.1 DISCUSSION

In this Section, you will learn how to:

- Describe the SCT Banner toolbars
- Describe the iconic buttons

Toolbars are sets of iconic buttons that represent shortcuts for performing common functions. SCT Banner has two toolbars:



Horizontal Toolbar

The horizontal toolbar appears directly under the menu bar.

Toolbars are one of the easiest ways to navigate through SCT Banner. When you move your cursor to an iconic button, a yellow box, or bubble, appears. Text in the bubble describes the function of the button.

Many of the buttons found on the toolbars represent shortcuts for common SCT functions found on the Menu bar. For example, you can use the *SAVE* icon to save changes.

Toolbars are easy to use. Simply click on the icon and it will perform the function.

SECTION 4: FORMS

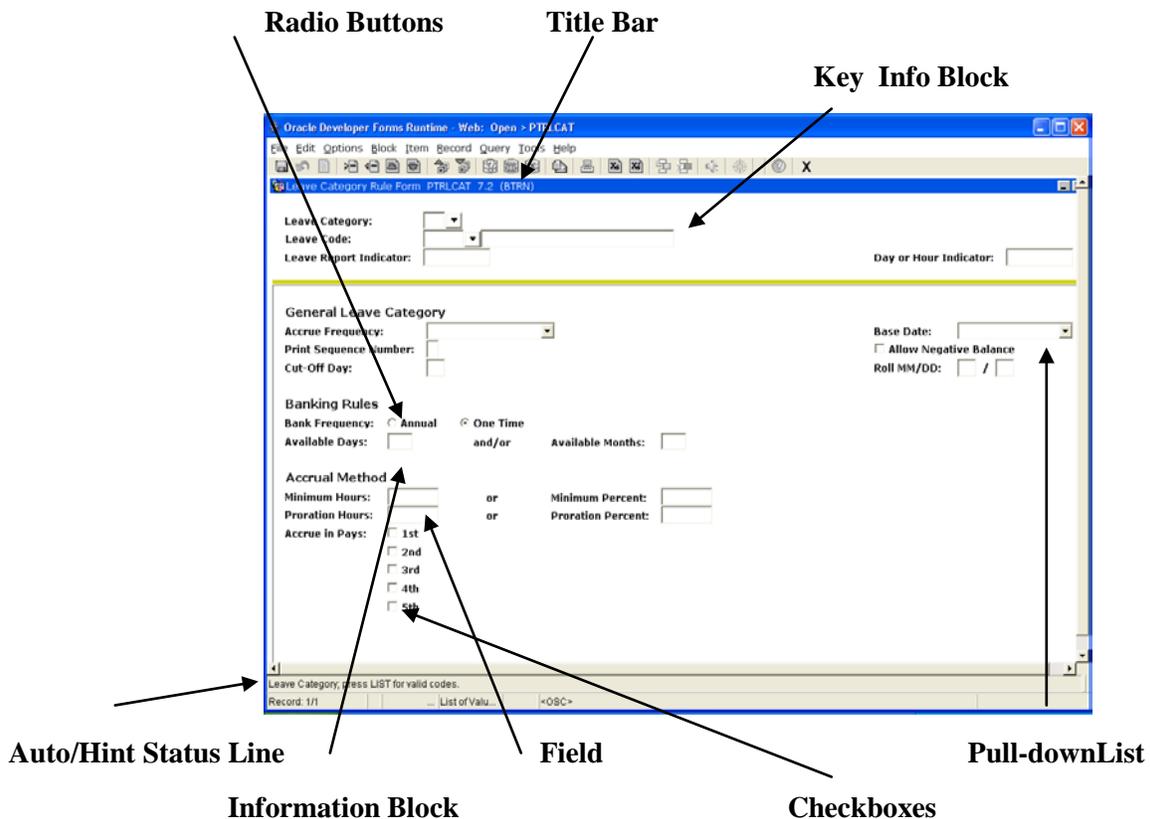
4.1 DISCUSSION

In this Section, you will learn how to:

- Describe the different areas on the form
- Enter Key Information
- Describe fields, blocks, and records
- Enter information from a List of Values (LOVs)
- Save your changes

WHAT ARE FORMS?

An SCT Banner form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read. An SCT Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs.



SCT Banner Form

Option Menu

- Options that take you to other blocks within the current form or to related forms

Radio Buttons

- Used to select one of several options
- Each represents a choice; only one radio button can be selected

Title Bar

- Displays the form's descriptive name, the seven-character ID, the software version number, and the database name

Key Block

- Contains information that determines what is entered or displayed on the remainder of the form

Iconic Buttons

- Represent one or more actions that can be performed for the associated field or record

Auto Hint/Status Line

- Briefly describes the field where the cursor is located
- Explains the purpose of the field, what can be done next, or how to move to another window or form
- Error messages and processing messages appear here

Information Blocks

- Display data about the information entered in the Key Block
- Area where you enter information prior to updating a record

Pull-down List

- Used to select a field value from a list of pre-defined values
- A down arrow in the right side of the field indicates the field has a pull-down list

Checkboxes

- Used to enable or disable features or options

Fields

- Areas on a form where you can enter, query, change, and display specific information

TYPES OF FORMS

Forms are identified by a seven-character naming convention used to describe the form, report, job, or table. For example, PPASKIL is the form name used to identify the Person Skills Form. The first character indicates the primary Banner System (S-Student, P-Human Resources, A-Alumni), the second character identifies the module (J-Job Submission, L-Letter Generation), the third character identifies the form type as described below, and the last four characters are a unique identification of the form. A Naming Convention table can be found in Appendix A. A sample of each form can be found in [Appendix B](#).

There are several types of forms:

APPLICATION FORMS

Application forms provide either data entry or query capabilities in SCT Banner. As data entry forms, they enable you to build information into the system. As query forms, they allow you to request and view existing information (i.e. information already in a database). This is the most common type of form.



“A” is usually the third character of an application form’s seven-character name.

INQUIRY FORMS

Inquiry forms are used to look up existing information, often returning information to the calling form. You can access an inquiry form from the main menu, from another form, with Direct Access, or with Object Search.



You cannot use an inquiry form to edit information.



“I” is usually the third character of an inquiry form’s seven-character name.

RULE FORMS

Rule forms are used to set up user-defined rules for calculations and parameters used to process data. These forms enable you to tailor SCT Banner to your institution by defining your processing rules, if you have an appropriate level of security clearance. Only a few users should have access to maintain rule forms.



“R” is usually the third character of a rule form’s seven-character name.

VALIDATION FORMS

Validation forms are used to define the values that can be entered in specific fields of an application. Validation forms are defined when your system is

installed and can be added to or altered with discretion. The values entered in a validation form make up a field's List of Values.



“V” is usually the third character of a validation form's seven-character name.

QUERY FORMS

Query forms are used to look up existing information, often returning information to the calling form. You must access these forms from another form.



You cannot access Query forms directly from the main menu, with Direct Access, or with Object Search.

CONTROL FORMS

Control forms are used to define the processing rules for application and validation forms at the system level. You can enter new controls or revise existing ones if your security level permits.

WIZARD FORMS

Wizard forms are used to give step-by-step instructions for completing an application.

COMPONENTS OF FORMS

All SCT Banner forms are made up of three components: Blocks, Fields, and Records.

BLOCKS

Blocks are chunks of information grouped together. A block may take up the entire information area in SCT Banner or there may be two blocks on the same screen, separated by a line.

You can think of blocks as sections of a form. For example, an employee's record would have name information, address information, other personal information, and emergency contact information.

There are two types of blocks within a form:

Key Information Block

The Key Information block is where a *unique* code is entered, such as an ID Number, term code, or document number. This code lets SCT Banner know what piece of information you want to work on or view. All information on this form refers to this key code.



Every SCT banner form has a Key Information Block.

Information Block

An information block is a section of a form that contains related information. A line separates each information block on a form creating the appearance of a block of related data.



Every SCT Banner form has at least one information block.

FIELDS

A field is a labeled space within a block where you can enter, query, change, and/or display specific information. There is usually more than one field in a block.

There are different types of fields within an SCT Banner form. You may not be able to navigate to all fields within a form, and on query-only forms, you frequently cannot move through the fields at all.

The different types of fields in SCT Banner are:

- **Enabled** – Cursor is allowed in the field. Information in the field is displayed in black text.
- **Disabled** – Cursor is not allowed in the field. Information, if it exists, is displayed in gray text.
- **Enterable** – Usually enabled and information can be entered. In certain situations, these fields may be disabled.
- **Display Only** – Information cannot be entered in the field.

Data entered or displayed in a field is a value. Values are either free-format or come from a list on a validation form. Examples of free-format values are names and street addresses. Examples of fixed values are state codes (FL, PA, DE).



A fixed value must be entered exactly as it appears on the validation form. You can generally display the validation form for a field (if one is available) by double-clicking within the field.

RECORDS

A record is a group of fields that make up a logical unit – a piece of information. An address, for example, is made up of several fields: street address, city, state, and Zip code. A person may have multiple address records. Some records are displayed as lists; for example, a class roster is a multi-record list with name, ID number, registration status, and other fields as the components of the record.



There may be more than one record in a block.

SCT Banner has a record counter located on the Auto Hint/Status line. This area of the status line displays the number of records viewed and the number of

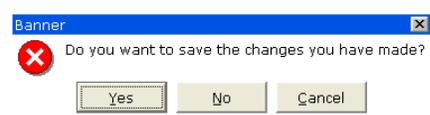
records in total. Some SCT Banner forms also have a scroll bar that you can use to view existing records.

 If you see a question mark in the Status line, it means there are more records, but you haven't gotten to the last one, so the computer doesn't know how many there are yet.

DIALOG AND ALERT BOXES

DIALOG BOXES

A dialog box is 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 the form. The location of the cursor after you close the box depends on the dialog box and your response to the dialog box.

ALERT BOXES

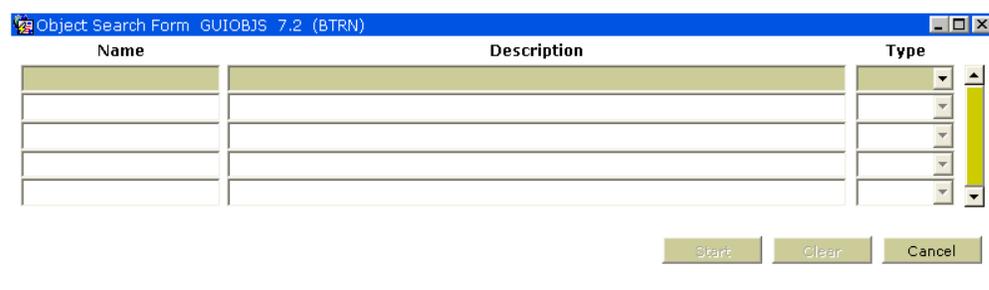
An alert box is a window that notifies you of a condition that may impact data.

You must acknowledge an alert box before you can do anything else on the form. The location of the cursor after you close the box depends on the alert box.

OBJECT SEARCH

You can use Object Search to access a form, job, or QuickFlow if you know part of its name, 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.



NAVIGATING A FORM

NAVIGATING BLOCKS

To navigate through Blocks, use the Next Block function  or the Previous Block function  located on the Toolbar.

You can also use Ctrl + Page Down to navigate to the Next Block or Ctrl + Page Up to navigate to the Previous Block.



The Next Block function is probably the most commonly used function in SCT Banner.

NAVIGATING FIELDS

Just like Blocks, there are Next and Previous commands for fields. The Next Field command is the [Tab] or [Enter] key. The Previous Field command is [Shift-Tab].

NAVIGATING RECORDS

To navigate through Records, or to create new Records, use the Next Record function  or the Previous Record function  located on the horizontal Toolbar. You can also use the [Down-Arrow] and [Up-Arrow] keys to perform the Next Record and Previous Record functions respectively.

To perform a search on a record, select the Search function .

You can use the Oracle wildcards % and _ in the search criteria. The percent sign (%) represents any number of characters, whereas the underscore (_) represents one occurrence of a character.

To get these results:

All entries that contain *ma*

All entries that begin with *ma*

All entries that end with *ma*

All entries that have *m* as second character

Enter this criteria:

%ma%

ma%

%ma

_m%

SECTION 5: HELP

5.1 DISCUSSION

In this Section, you will learn how to:

- Describe and access the following forms of Help in SCT Banner:
 - Online Help
 - Dynamic Help
 - SCT Banner Bookshelf
 - Show Keys
 - Help (Item Properties)
 - Auto Hint/Status

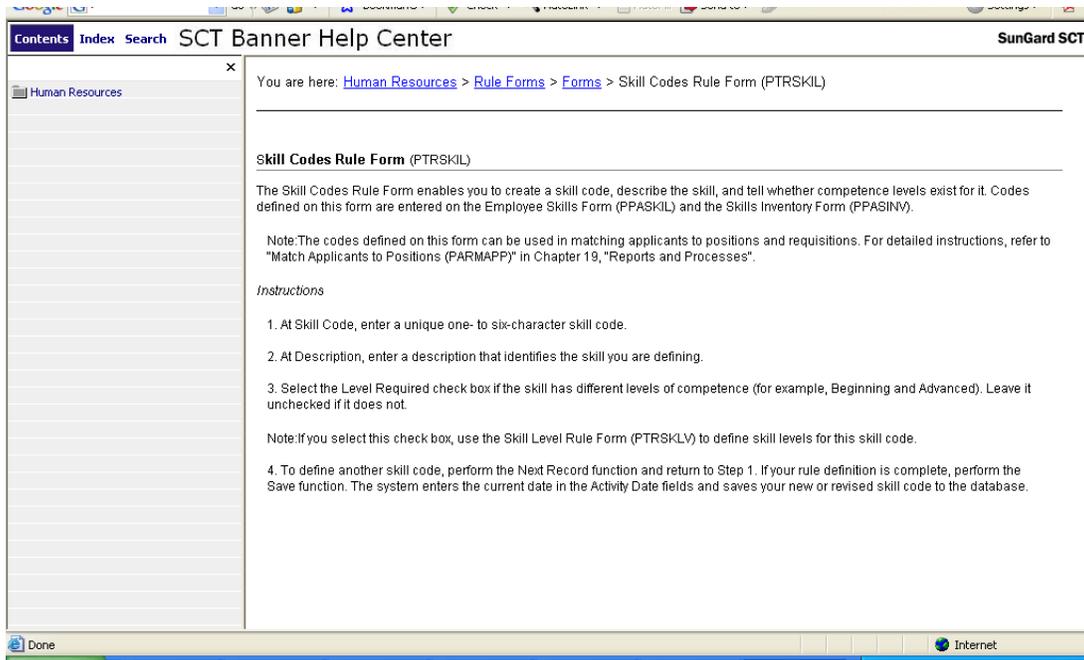
SCT Banner offers a variety of Help options that can give you immediate assistance:

ONLINE HELP

The Online Help system provides online information for SCT Banner forms, windows, blocks, and fields. Online help is currently available for selected forms only. If available, the Online Help option is enabled in the Help pull-down menu. You can easily access help for the field where the cursor is currently located. You can then navigate to Online Help for the current form or to Online Help for another form in the same product. Online Help is gradually replacing SCT Banner Dynamic Help. **You must disable your pop-up blocker for this to work!**

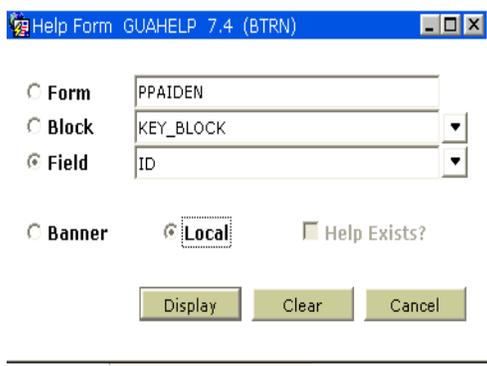
Most end-user manuals feature a section on accessing online help in Chapter 2, Using SCT Banner.

You can access Online Help from your Toolbar  or from the Menu Bar.



Online Help offers several levels of help including information about the form as a whole, valid entries, and individual fields.

DYNAMIC HELP



Dynamic Help is the traditional help for SCT Banner forms, blocks, and fields. SCT Banner Dynamic Help is gradually being replaced by Online Help. SCT Banner provides two kinds of Dynamic Help:

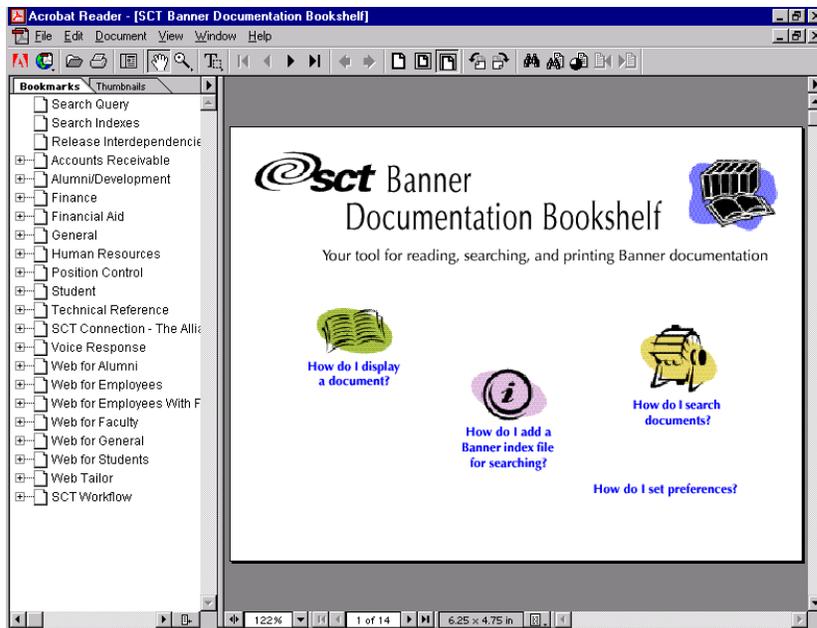
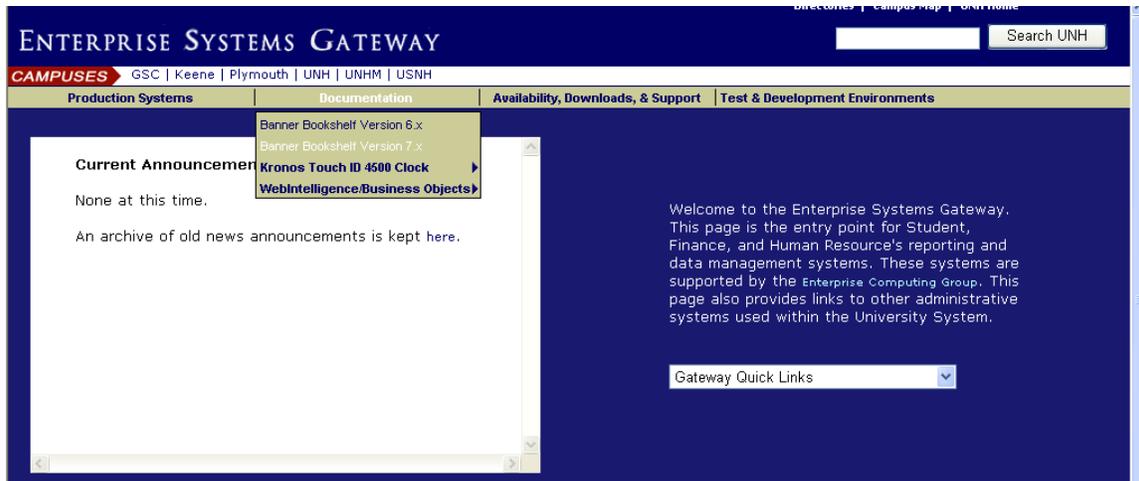
- **SCT Banner Dynamic Help** – provided by SCT and is updated with each system upgraded. You can change this help text, but each upgrade overwrites your changes.
- **Local Dynamic Help** – written and maintained by your organization. System upgrades do not affect this help text.

Dynamic Help is displayed on the Help Form (GUAHELP). GUAHELP allows you to identify the help text you want to access. You can access GUAHELP in Query mode or in Edit mode.

SCT BANNER BOOKSHELF

SCT Banner Bookshelf provides access to user manuals, release guides, and other available system documentation directly from your computer. These electronic documents appear in PDF (portable document format). They are the same as the hard copy versions and can be printed.

To access the Bookshelf, go to <http://www.usnhgateway.org/> and select the documentation pull down menu. Then select the version of Banner that you are using.



The following documents can be accessed using the SCT Banner Bookshelf:

- User Manuals

- Technical Reference Manual (TRM)
- Object: Access Reporting Data Models
- Release Guides
- Upgrade Guides
- Implementation Guides

If you know where the information is located, you can go directly to a manual or chapter. If you don't know where information is located, you can search in one or more documents. Your organization must set up SCT Banner Bookshelf before you can use it.

SHOW KEYS

Show Keys provides a list that shows the Oracle functions and associated keystrokes available for the current field, window, and form.

HELP (ITEM PROPERTIES)

Help (Item Properties) provides a list of all the properties of the field.

AUTO HINT/STATUS LINE

This hint at the bottom of the form briefly describes the field where the cursor is located. Error and processing messages and keyboard equivalents also appear here.

WARNING Previous ID replaced with current ID.			
Record: 1/1		<OSC>	<DBG>

APPENDIX A – DESCRIPTION OF SCT BANNER OBJECTS

NAMING CONVENTIONS

SCT Banner forms, reports, jobs, and tables have seven-character names with the following structure:

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

A Alumni/Development	L Occupational Tax/License	U Utilities
B Property Tax	N Position Control	V Voice Response
C Courts	O Customer Contact	X Records Indexing
D Cash Drawer	P HR/Payroll/Personnel	W,Y,Z Reserved for client *
F Finance	Q Electronic Work Queue	
G General	R Financial Aid	
I Information Access	S Student	
K Work Management	T Accounts Receivable	

* Reserved for client applications that co-exist with SCT Banner.

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

<u>HR/Payroll/Personnel (P)</u>
<u>Position Control (N)</u>
A Application
B Budget
C COBRA
D Benefit/Deductions
E Employee
H Time Reporting/History
O Overall
P General Person
R Electronic Approvals

S Security
T Validation/rule table
U Utility
X Tax Administration

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

<u>HR/Payroll/Personnel (P)</u>
<u>Position Control (N)</u>
A Application form
B Base table Batch COBOL process
I Inquiry form
P Process
R Rule table Repeating table Report
V Validation form/table

Position 4, 5, 6, and 7 uniquely identify the form, report, job, or table.

Example:

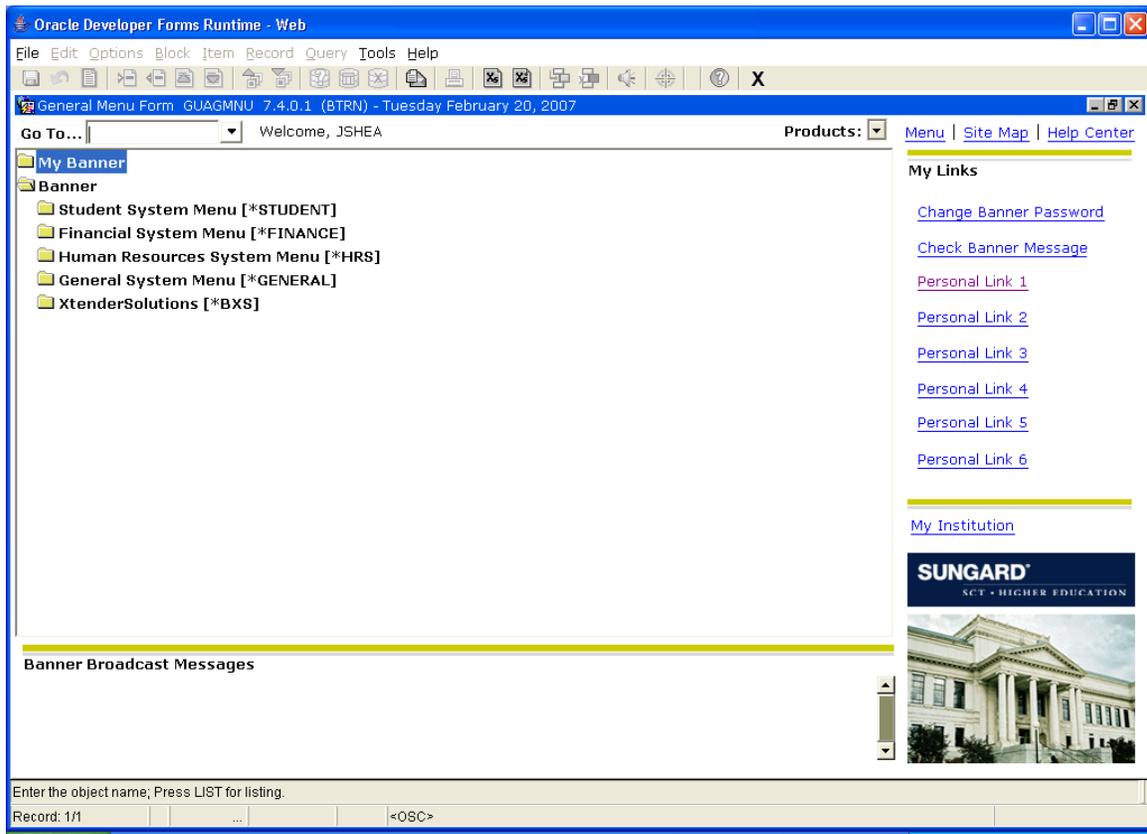
PPAIDEN

- P HR/Payroll/Personnel
- P General Person
- A Application
- IDEN Identification

APPENDIX B – SCREEN CAPTURES

SECTION 4: FORMS

TYPES OF FORMS



MAIN MENU

Oracle Developer Forms Runtime - Web: Open > PEAEMPL

File Edit Options Block Item Record Query Tools Help

Employee Form: PEAEMPL 7.2 (BTRN)

ID:

General Employee | United States Regulatory | Canadian Regulatory

Employee Status:

Employee Class:

Employee Group:

Leave Category:

Benefit Category:

Part or Full Time Status:

Home Department: COA Organization

Check Distribution:

District or Division:

Service Dates

Current Hire:

Original Hire:

Adjusted Service:

Seniority:

First Work Date:

Last Work Date:

Termination

Reason:

Termination Date:

Leave of Absence

Reason:

Begin Date:

End Date:

Hiring Location

Location:

College:

Campus:

Name: Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.

Record: 1/1

EXAMPLE OF APPLICATION FORM

Oracle Developer Forms Runtime - Web: Open > PPIADDR

File Edit Options Block Item Record Query Tools Help

Address List Inquiry Form PPIADDR 7.2 (BTRN)

ID:

Address Type: <input type="checkbox"/>	Street Line 1	<input type="text"/>	<input type="checkbox"/> Inactive
Sequence Number: <input type="checkbox"/>	Street Line 2	<input type="text"/>	From Date: <input type="text"/>
Source: <input type="text"/>	Street Line 3	<input type="text"/>	To Date: <input type="text"/>
	City:	<input type="text"/>	Carrier Route: <input type="text"/>
	County:	<input type="text"/>	Delivery Point: <input type="checkbox"/>
	State or Province:	<input type="text"/> Zip or Postal Code: <input type="text"/>	Correction Digit: <input type="checkbox"/>
	Nation:	<input type="text"/>	
	Telephone Type:	<input type="text"/>	
	Telephone Number:	<input type="text"/>	
		<input type="checkbox"/> Other Phone Number	

Address Type: <input type="checkbox"/>	Street Line 1	<input type="text"/>	<input type="checkbox"/> Inactive
Sequence Number: <input type="checkbox"/>	Street Line 2	<input type="text"/>	From Date: <input type="text"/>
Source: <input type="text"/>	Street Line 3	<input type="text"/>	To Date: <input type="text"/>
	City:	<input type="text"/>	Carrier Route: <input type="text"/>
	County:	<input type="text"/>	Delivery Point: <input type="checkbox"/>
	State or Province:	<input type="text"/> Zip or Postal Code: <input type="text"/>	Correction Digit: <input type="checkbox"/>
	Nation:	<input type="text"/>	
	Telephone Type:	<input type="text"/>	
	Telephone Number:	<input type="text"/>	
		<input type="checkbox"/> Other Phone Number	

Identification Number; press LIST for person, COUNT QUERY HITS for non person; Duplicate Item for Alternate ID look-up.

Record: 1/1 ... <OSC>

EXAMPLE OF INQUIRY FORM

Oracle Developer Forms Runtime - Web: Open > PTRCALN

File Edit Options Block Item Record Query Tools Help

Payroll Calendar Rule Form PTRCALN 7.2 (BTRN)

Year	Payroll ID	Payroll Number	Pay of Month	Start Date	End Date	Check Date	Web and Department From Date	Time Entry To Date	Time of Day to Stop	Time Entry
>> 2013	B1	1	1	22-DEC-2012	04-JAN-2013	04-JAN-2013	22-DEC-2012	31-DEC-2012	09:00	PM
2013	B1	2	2	05-JAN-2013	18-JAN-2013	18-JAN-2013	05-JAN-2013	14-JAN-2013	09:00	PM
2013	B1	3	1	19-JAN-2013	01-FEB-2013	01-FEB-2013	19-JAN-2013	28-JAN-2013	09:00	PM
2013	B1	4	2	02-FEB-2013	15-FEB-2013	15-FEB-2013	02-FEB-2013	11-FEB-2013	09:00	PM
2013	B1	5	1	16-FEB-2013	01-MAR-2013	01-MAR-2013	16-FEB-2013	25-FEB-2013	09:00	PM
2013	B1	6	2	02-MAR-2013	15-MAR-2013	15-MAR-2013	02-MAR-2013	11-MAR-2013	09:00	PM
2013	B1	7	3	16-MAR-2013	29-MAR-2013	29-MAR-2013	16-MAR-2013	25-MAR-2013	09:00	PM
2013	B1	8	1	30-MAR-2013	12-APR-2013	12-APR-2013	30-MAR-2013	08-APR-2013	09:00	PM
2013	B1	9	2	13-APR-2013	26-APR-2013	26-APR-2013	13-APR-2013	22-APR-2013	09:00	PM
2013	B1	10	1	27-APR-2013	10-MAY-2013	10-MAY-2013	27-APR-2013	06-MAY-2013	09:00	PM
2013	B1	11	2	11-MAY-2013	24-MAY-2013	24-MAY-2013	11-MAY-2013	20-MAY-2013	09:00	PM

Pay Stub Message

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____

Line 6: _____

Line 7: _____

Calendar Year, format 'YYYY'.
Record: 1/?

EXAMPLE OF RULE FORM

