Banner Tips and Tricks

This reference guide is intended to introduce you to some useful features of the Banner information systems that you may not have known about.

Customizing the appearance of Banner

The General User Preferences Maintenance Form (GUAUPRF) allows you to customize the appearance of the Title Bar and Main Menu, display alerts, and include headers in data extract.

Creating a Personal Menu

You can create your own personal menu, My Banner, containing the forms, jobs and menus that are important to your work. This menu is accessible from the main menu by choosing the folder “My Banner”.

[Image of GUAUPRF form]

[Image of My Banner menu]

[Image of Banner settings page]
Add or delete objects using the My Banner Maintenance Form (GUAPMNU).

- To add objects to a personal menu, select names in the left pane by double-clicking them, and then use the Insert or Insert All button.
- To remove objects from a personal menu, select names in the right pane by double-clicking them, and then use the Delete or Delete All button.

**Online Help**

For help with Banner forms, fields, and tasks, click the Online Help toolbar icon or select Online Help from the Help pull-down menu. Initially, information about the form you are working in will display. For information about other forms and tasks, click Help Center in the header. A separate window will open to the main Banner Help Center.

**Item Properties**

Help (Item Properties) lists all the properties of the current field. For example, you can find its internal database name, whether it is queryable, whether it is required, type of data (character or numeric), maximum length, and minimum and maximum values.

*To display Help (Item Properties) for a field:*
1. Place the cursor in the field.
2. Select the Help (Item Properties) function.
Show Keys

Show Keys lists the Oracle functions and associated keystrokes available in your environment for the current field, window, and form. Specific keystrokes for a function depend on your environment.

To display Show Keys, select Show Keys from the Help pull-down menu.

Wildcard Queries

The character _ represents a single character in your query, while the character % represents any number of continuous characters.

Quick and Easy Pie Charts

Go from a Banner form to a pie chart in four mouse clicks. From the Help pull-down menu on the main menu, choose the Extract Data No Key option to create a .csv file that can be opened and formatted using Excel. Not all forms have a data extract option. Query the Data Extract Option field on GUAOBJ to determine the forms for which it is available.

Shortcuts for Entering Information

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<thead>
<tr>
<th>Topic</th>
<th>Tip/Trick</th>
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<tbody>
<tr>
<td>System date</td>
<td>In most date fields, entering a single, non-numeric character followed by Enter or Tab will display the current date. Forget what today’s date is? Enter a question mark and Banner will tell you.</td>
</tr>
<tr>
<td>Dates within the current month</td>
<td>If you enter a two-digit number in a date field, Banner assumes the current month and year. For example, if the month is May and the year 2005, 10-MAY-2005 has the shortcut 10.</td>
</tr>
<tr>
<td>Dates within the current year</td>
<td>If you enter a four-digit number in a date field, Banner assumes the current year. For example, if the year is 2005, 15-JUN-2005 has the shortcut 0615.</td>
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<tr>
<td>Populating records on forms</td>
<td>After entering the SSN, click in the first enterable field, and the record will be populated. (This shortcut works for most forms.)</td>
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Other Features

The **Calendar** (GUACALN) may be accessed directly using the Direct Access Box or by double-clicking any date field, the calendar button, or from the Help pull-down menu. You can double-click a date on the calendar to return that date to the calling form.

The **Calculator** (GUACALC) may also be accessed using the Direct Access Box, by double-clicking any numeric field, the calculator button, or from the Help pull-down menu. You can use the mouse or number keys to make calculations. Click OK to return the calculated value to the calling form.