Banner at Washburn University

Table of Contents
Access and Login .............................................................................................................................................. 1
Changing Your Password ............................................................................................................................... 3
Naming Conventions ...................................................................................................................................... 3
Wildcards ...................................................................................................................................................... 3
Navigation ..................................................................................................................................................... 4
Direct Access Box ....................................................................................................................................... 4
My Banner ................................................................................................................................................... 5
Folder Drill Down ......................................................................................................................................... 4
Form Organization ......................................................................................................................................... 6
Navigation Commands ................................................................................................................................. 7
Extracting Data ............................................................................................................................................... 7
Contacts ....................................................................................................................................................... 8

Access and Login
You can access Banner via MyWashburn through the Employees tab in the Banner and Reporting channel, by clicking the Banner Menu link.
This will take you to the **Banner at Washburn University** page. To access the Production database, select the **PROD** link from the **Connect to Banner** menu on the left side of the page.

A blank white page titled **Oracle Application Server Forms Services** will appear. It must remain open while you are using Banner. If you close this page while you are in Banner, then you will lose your Banner session.

A new window will open titled **Oracle Developer Forms Runtime – Web** and a logon box will request your username and password.

Use your Banner username (usually first initial + last name; eg: iwashburn) and password to log into Banner. Your Banner username and password are private and confidential and you should not allow any other individual to use them. You are responsible for any changes to the Banner database made under your username.
Changing Your Password

The first time you connect to the Banner production database, you should change your default password. On the right-hand side, under My Links, select the Change Banner Password link.

Naming Conventions

All Banner forms use a seven-character naming convention. The characters used can give you insight into the form’s function.

<table>
<thead>
<tr>
<th>Position 1</th>
<th>Position 2</th>
<th>Position 3</th>
<th>Positions 4, 5, 6 and 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>identifies the primary system owning the form, report, job, or table.</td>
<td>identifies the module owning the form, report, job or table.</td>
<td>identifies the type of form, report, job or table.</td>
<td>uniquely identify the form, report, job or table.</td>
</tr>
</tbody>
</table>

Examples:

<table>
<thead>
<tr>
<th>SPATELE</th>
<th>GUASYST</th>
<th>SOAHSCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>G</td>
<td>S</td>
</tr>
<tr>
<td>P</td>
<td>U</td>
<td>O</td>
</tr>
<tr>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>TELE</td>
<td>SYST</td>
<td>HSCH</td>
</tr>
</tbody>
</table>

Student    General    Student
Person     Utility      Overall
Application form Application form Application form
Telephone   System Identification High School Information

See “Banner Naming Conventions” for more details on Banner form names.

Wildcards

For searching, there are two wildcards that Banner uses: percentage and underscore.

- % any number of unspecified characters
- _ one occurrence of an unspecified character
**Enter this criteria** | **To get these results**
---|---
%ma% | All entries that contain “ma”
ma% | All entries that begin with “ma”
%ma | All entries that have “ma” as the last two characters
_m% | All entries that have “m” as the second character

**Navigation**

**Folder Drill Down**

Double-click a folder to see further choices. The * indicates that you can drill down further.

Double-click a form to enter into it.

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**Direct Access Box**

If you know the name of your seven-character form, you can enter it into the Direct Access box.

*Note: if you enter a form name in the Direct Access box, press “enter” or “tab” to go to the form. If you press the drop down arrow to the right of the form name, you will be taken to a query form where you can search for forms.*
My Banner

My Banner is a personal menu you can set up (you can enter your own frequently used forms). Add forms by going to Banner form GUAPMNU.

Double-click the forms on the left you want to add then click the Insert arrow to add them to your list of forms on the right.

After you have added all the forms you want, click the Save button.

You can also add a form to your My Banner menu directly from the form by right-clicking and selecting Add to Personal Menu.

Changes will not appear in your My Banner menu until you logout and back in.
Form Organization

A. On the top of the form, the form name, version and database will always appear.

B. Most forms have a “key block” where you are asked to enter specific data. You cannot enter down into a form without entering requested data in the key block first. Visually, a gold bar/line will separate blocks on a form.

C. If a field has an arrow-down icon to the right then that means it is “validated.” If you double-click within that field or pull down the arrow icon, or select F9, a list of valid options will appear. If you try to enter a value that is not on that list, you will receive an error message. An example of a validated field would be “STATE” for an address. If you want to enter Kansas, you must enter or select from the list KS. If you try to enter KA or type in Kansas it will return an error message. If you KNOW the value that should be entered (and it’s a valid value) you do NOT need to select the value from the list; you can simply enter it.

D. At the very bottom of the form, on the gray bar on the left, is the Auto-hint line. It is so small that often it is overlooked. It will give hints as to what data is expected here, or return an error message if you attempt to enter invalid values. Please refer to the Banner Functions: Keystrokes, Icons and Menus document for a complete listing of all available Banner functions.
Navigation Commands

Banner navigation is based on the intricacies of the Oracle database platform. It is “different” than most Windows-based navigation. Therefore, you may often find yourself frustrated because the navigation will not be intuitive.

Most Banner functions can be performed three ways: by pressing an icon; by using a keystroke, or by the drop-down menu.

The most common navigation functions you will probably use:

- NEXT BLOCK
- ROLL BACK
- ENTER QUERY
- EXECUTE QUERY
- INSERT RECORD
- DELETE/REMOVE RECORD
- SAVE
- EXIT

Note: your Banner security access will restrict which forms you will be able to view. In addition, if you have “query-only” access to a form, you will not be allowed to update the record (which includes insert, delete, or save).

Extracting Data

In many Banner forms you can extract the data into an excel spreadsheet. However, this depends on your access to the form and settings on your computer.

1. Navigate to the form where you want to extract data.
2. Perform a query (F7 to enter a query; F8 to execute the query)
3. After executing the query, to extract the results into Excel, go to Help > Extract Data No Key
4. A window will pop up, click Open
If you receive a message similar to the one below, select Yes to continue

![Microsoft Office Excel](image)

5. The data from the query will open in Excel

   *Note: Internet Explorer must be set correctly in order to extract data. If you are unable to extract data from a Banner form, check your settings*

   1. Open Internet Explorer (Service Pack 2 must be installed)
   2. Select the Tools menu and choose Internet Options
   4. Click the button for "Custom Level"
   5. Scroll down to the Downloads section, and find "Automatic prompting for file downloads"
   6. Select Enable

Other places to check if you are having problems: pop-up blockers (add *.washburn.edu to your safe sites); or check

   **Tools > Internet Options > Advanced Tab.**
   1. Scroll to the bottom of the advanced settings and uncheck the box next to "Do not save encrypted pages to disk".
   2. Click **Apply**.
   3. Click **OK**.

If you continue to have problems, contact the Application Analyst for the applicable module, or contact extension 3000.

**Contacts**

Website for Ellucian: [http://www.ellucian.com/](http://www.ellucian.com/)
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