

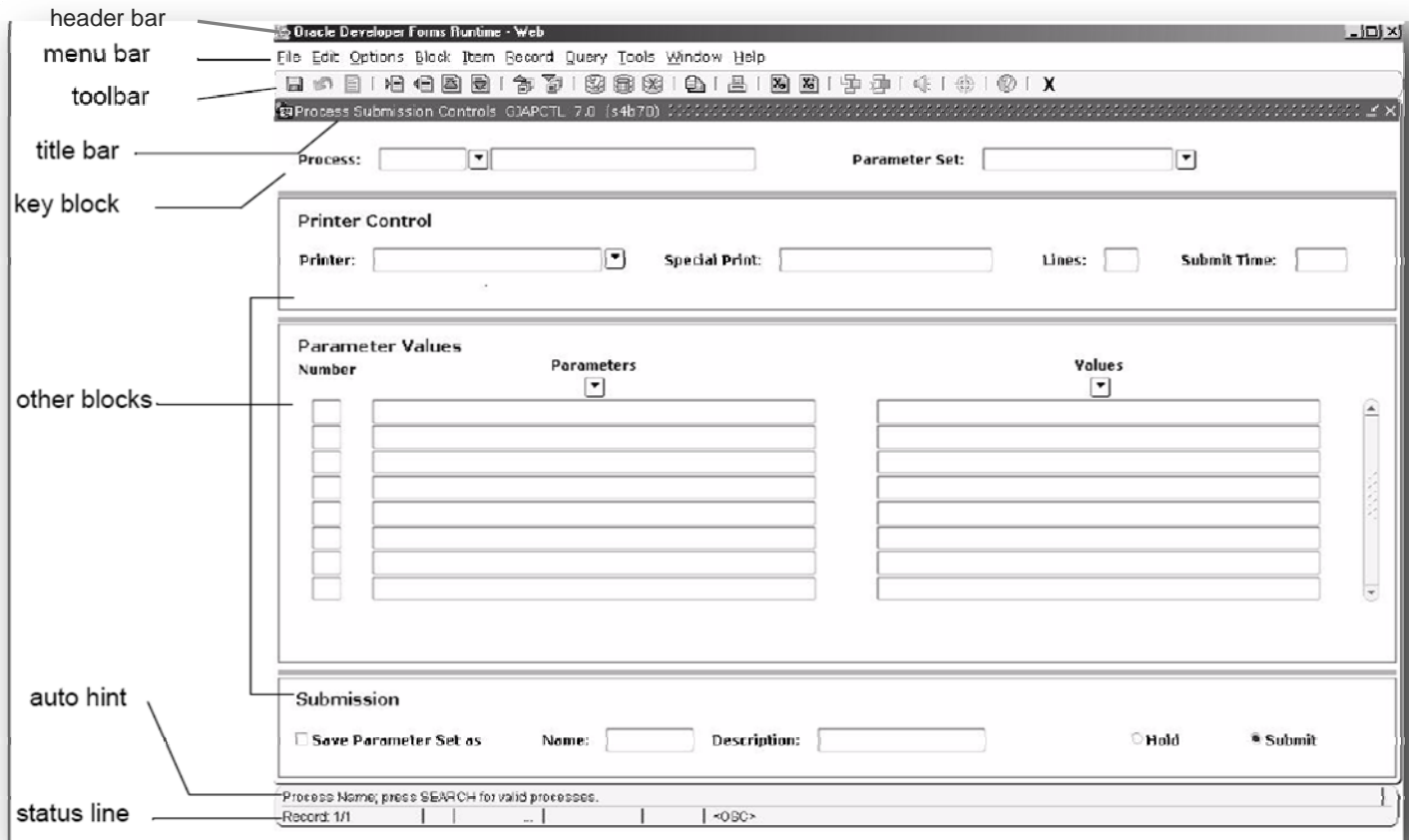
About Banner Forms

A form is an online document where you can enter or look up information on the database. An understanding of form types, parts and elements is the key building block to knowing how to navigate within Banner.

Types of Forms

- *Application forms* - The most common form type where you can view, enter or query information.
- *Query and Inquiry forms* – used to look up existing information, often returning information to the calling form.
- *Validation forms* - List of defined values for a specific field on an application form.
- *Wizard forms* - used to provide step-by step instructions to complete a process.
- *Rule form* - used to define calculation and parameters that impact processing on other forms, reports and jobs.
- *Control forms* – used to define processing rules.

Parts of a Form



Header Bar – area where all called forms are listed. Referring to this bar to determine forms accessed simultaneously.

Menu Bar – contains drop down menus by option type. For a full description of each feature, refer to the “GETTING STARTED” document location on the “S” drive in directory BannerShared/Documentation/Banner8/BannerGeneral/GettingStarted

Toolbar – buttons for frequently used functions. When you move your cursor over an icon, a tooltip will describe each feature. Notice categories of features are separated by a vertical line. [Click here](#) for legend complete with keyboard shortcut.

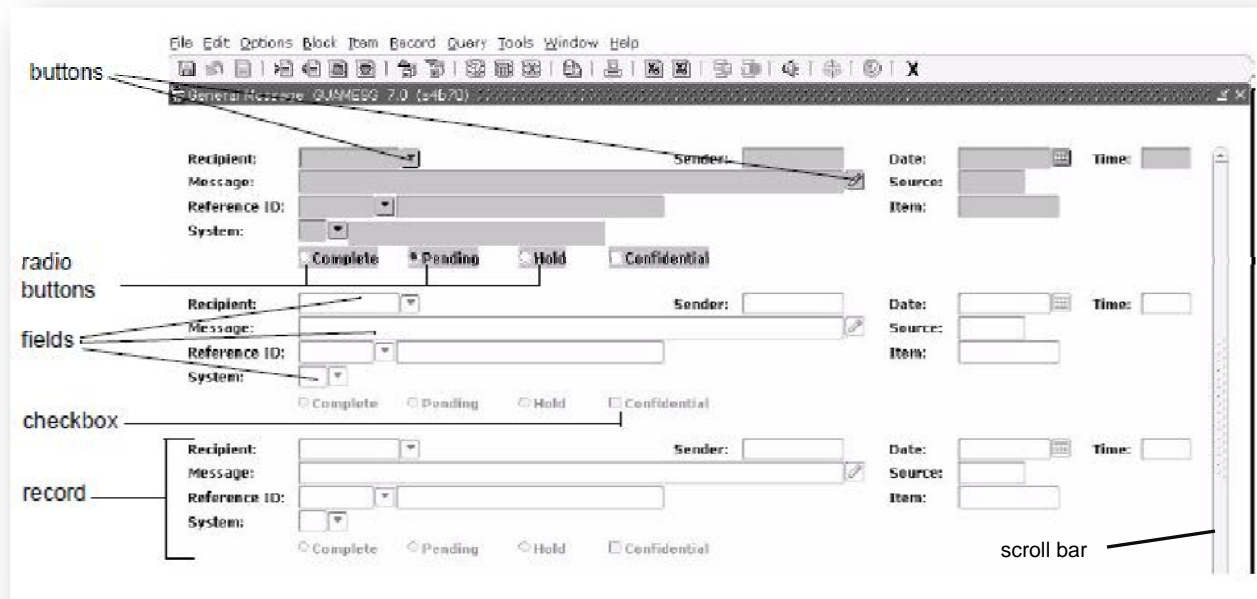
Blocks – areas on the form that contained related information.

Key Blocks – appear at the top of many forms. The information entered there will determine what is displayed in subsequent blocks. Not all forms have a key block. On Banner delivered forms, a highlighted GOLD line will separate key blocks from other blocks. (Forms that contain a “Z” as the second letter will not display a gold line.)

Auto hint – contains a brief field description or keyboard shortcut for a field or processing information.

Status line – displays number of records, list of values or query indication messages.

Elements of a Form



Buttons –visual image for form functions. Arrow-down buttons display a list of values or options while iconic or picture buttons perform specific functions. Refer to the auto hint line for more specific information on any iconic button.

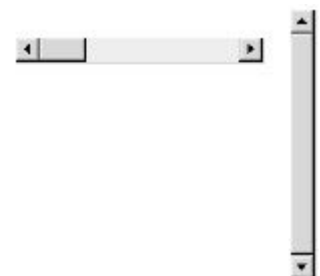
Radio buttons – circular buttons used for selecting an option in a group.

Fields – area on a form where you enter, change, query or display information.

Checkbox- enables or disables a feature.

Record – set of related fields. For example, an address is a record that contains information from the street, city, state and zip.

Scroll Bar –vertical or horizontal bar used to display overflow information when a form has more information than can be displayed at once.



A scroll bar has an arrow on each end and a scroll box in the middle. The position of the scroll box shows approximately how far you are from the top/bottom or the right/left side of the window.