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| <p>Login</p>  | <ol style="list-style-type: none"> 1. Click Start, slide up to DMACC Applications, slide right to Banner, slide right again and click on Banner 2. Key in username and press Tab 3. Key in password and press Enter <p>NOTE... username and password are case sensitive</p> |
| <p>Logout</p> | <p>At Main Menu:</p> <ol style="list-style-type: none"> 1. Click  2. Click Yes at prompt |
| <p>Help</p> | <p>7300, Help Desk</p> |
| <p>Auto Hint</p> | <p>Displayed in every form above the status line</p> |
| <p>Main menu</p> | <p>Click on + to expand a menu and - to collapse a menu</p> <p>Absence of + and - indicates a form</p> <p>Click on Search icon for help</p> |
| <p>Status Line</p> | <p>Bottom line of window</p> |
| <p>Toolbar</p> |  |
| <p>To use</p> | <p>Click once on desired button</p> |
| <p>Tool tips</p> | <p>You don't need to memorize what each button represents:</p> <p>To find toolbar button names:</p> <p>Rest mouse over a button and a "tool tip" will appear</p> |
| <p>Vertical toolbar</p>  | <p>This toolbar is displayed on the left side of the screen and contains buttons for accessing the calendar and the calculator</p> |
| <p>To use</p> | <p>Click once on desired button</p> |

Access a form (data screen)

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| Go | At Main menu: Go: <input type="text"/>  <ol style="list-style-type: none">1. Type form name in <i>Go</i> field2. Press Enter |
| Menus | Use single click(s) to navigate through menus and click to select desired form |
| Tip: Quick access to forms | To return to a form that you've used in your current session: <ol style="list-style-type: none">1. Open File menu Last 10 forms you've used this session are listed2. Click on desired form |
| Options for executing commands | |
| Menu bar | Drop-down menu options available for commands Click to select desired command |
| Toolbar | Click once on button to execute command |
| Keyboard | Keyboard shortcuts are available for numerous commands <ol style="list-style-type: none">1. Open Help menu2. Select Show Keys |
| Navigate through form | |
| Blocks |  |
| Records |  |
| Scroll bars | Use vertical & horizontal scroll bars in form to move through |
| Fields | Press Tab or use mouse and click in desired field |

| Field Contents Help | |
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| Blue field names | Field names that are blue in color indicate that a List of Values (LOV) exists for the field |
| To use | <p>F9 or Double click in the field</p> <p>This will result in a listing of available codes</p> <p>OR</p> <p>You will be taken to an Option List</p> |
| Search  | <p>Fields that have a search icon:</p> <p>Click the search icon once  and you will be taken to a related search form</p> |
| Search or Query | This feature is used to look at information that is in the Banner database. |
| Toolbar  | <p>Use these buttons in the Standard toolbar to:</p> <p>Enter a new query or F7</p> <p>Execute a query or F8</p> <p>Cancel a query or Shift/F5</p> |
| Wildcard characters | The % is the wildcard character that can be used when searching (note that the _ is a single character wildcard) |
| Select  | This feature takes the selected information and inserts the information into the current form |

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| Basic commands | |
| Save  | Updates Banner database |
| Exit  | Exits current form |
| Rollback  | Returns to key block or top block in current form |
| Navigation frame  | <p>The Navigation frame is a vertical frame to the left of the current form</p> <p>Options in the Navigation frame reflect the current form and the location of the cursor in the form</p> <p>Selecting an option in the Navigation frame will:</p> <p>Take you to another block within current form or</p> <p>OR</p> <p>Move you to another related form</p> |
| To use | Click once on desired option in Navigation frame with the left mouse button |