

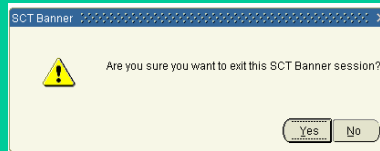
Banner Basic Navigation Help Card

Log On

- Enter in browser address:
<https://apps.uillinois.edu/banner/>.
- Click **Connect** button
- Enter Enterprise ID and password.
- Click **Login** button.

Log Off

- Click **X**
- CTRL+Q**



Help

- For help with Banner contact the University Help Desk:

UIC: 996-4806

UIS: 333-3102

UIUC: 333-3102

- For HR training information:

<https://hrnet.uihr.uillinois.edu/dart-cf/training/index.cfm>





















Note: Shortcut keys are form dependent. Not all shortcuts are active on all forms.

Shortcut Keys

Clear Block	Shift+F5
Direct Access	F5
Enter Query	F7
Execute Query	F8
Clear Field	Ctrl + U
Clear Record	Shift+F4
Display Error	Shift+F1
Edit	Ctrl + E
Exit	Ctrl + Q
List of Values (LOV)	F9
Print	Shift+F8

Banner 7.2

Toolbar Buttons

-  Save
-  Rollback
-  Select [SHIFT+F3]
-  Insert Record
-  Delete Record
-  Enter Query [F7]
-  Execute Query [F8]
-  Cancel Query [CTRL+Q]
-  Previous Record
-  Next Record
-  Previous Block [CTRL+PG UP]
-  Next Block [CTRL+PG DN]
-  View/Send Message
-  Print
-  Banner Extender Solutions (BXS)
-  BXS – Add a Document
-  Workflow Submit
-  Workflow Release
-  Online Help
-  Exit [CTRL+Q]

Banner Basic Navigation Help Card

HR/PAY System Specific Naming Conventions

Position 1

Identifies the **SYSTEM** owning the form, report, process, or table.

F Finance

G General

N Position Control

P Human Resources/Payroll/Personnel

R Financial Aid

S Student

T Accounts Receivable

Position 2

Identifies the **MODULE** owning the form, report, process, or table.

A Application

B Budget

C COBRA

D Benefit/Deductions

E Employee

G General

H Time Reporting/History

J Job Submission

N Position Control

O Overall

P General Personnel/Payroll

R Electronic Approvals

S Security

T Validation Form/Table

U Utility

X Tax Administration

Position 3

Identifies the **TYPE** of form, report, process, or table.

A Application form

B Base Table-Batch COBOL process

I Inquiry Form

N Position Control

P Process/HR/Payroll/Personnel

Q Query Form

R Rule table/Repeating table or report

V Validation form or table

Positions 4, 5, 6, and 7

Identify the unique, **four-character name** for the form, report, process, or table.

Naming
Conventions
Example

HR Identification Form (PPAIDEN)

1

P

Identifies the **SYSTEM** owning the form, report, process, or table.

2

P

Identifies the **MODULE** owning the form, report, process, or table.

A

3

Identifies the **TYPE** of form, report, process, or table.

IDEN

4, 5, 6, & 7

Identifies the unique, **four-character name** for the form, report, process, or table.