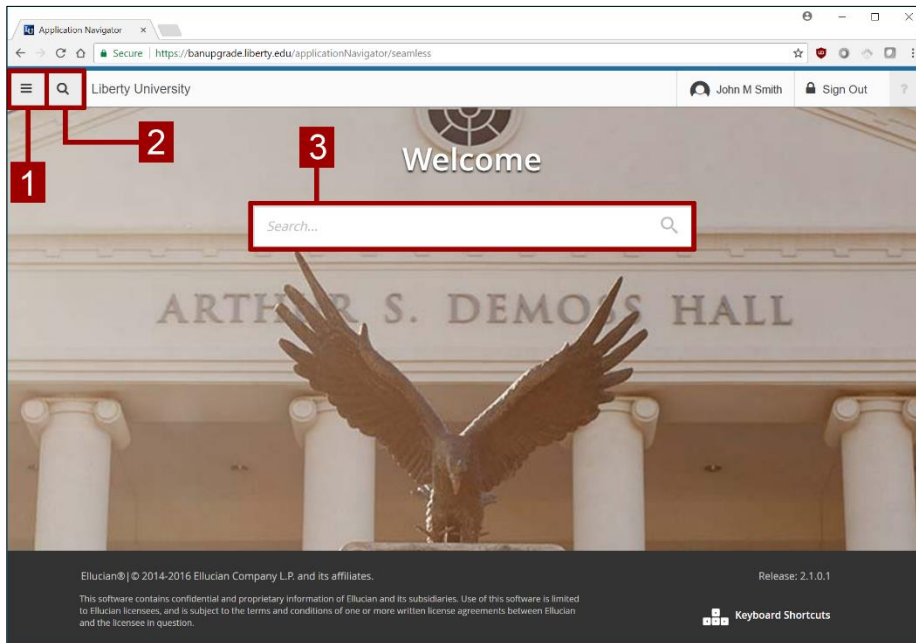


SEARCHING FOR FORMS IN BANNER

Banner Search Options

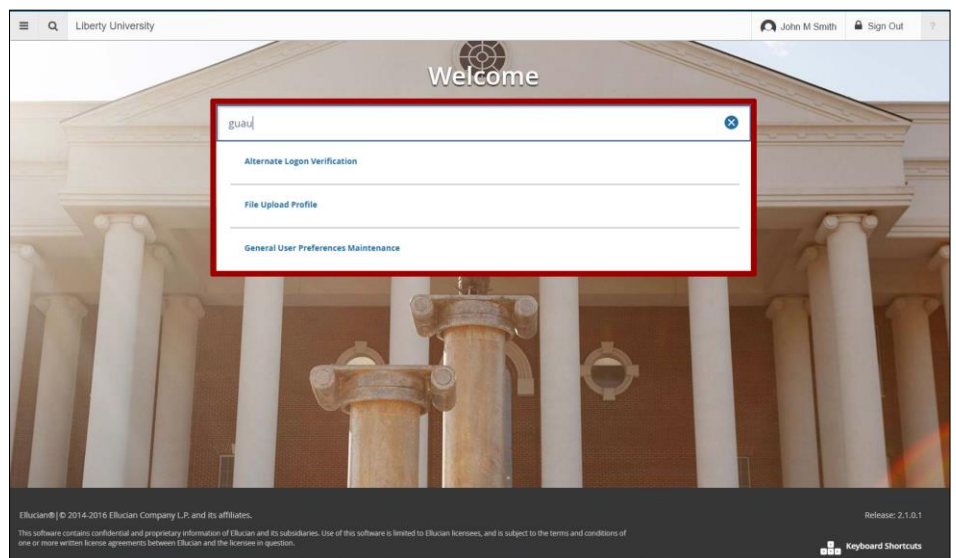


You have three options for searching forms in Banner:

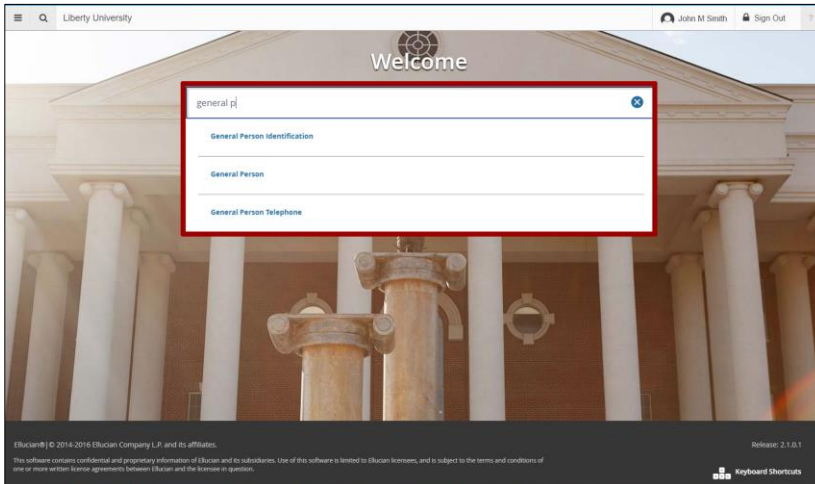
1. Search Menu
2. Search Button
3. Search Bar

Search Bar Using 7-Letter Code

- You may search for forms by using their 7-letter code (e.g. SPAIDEN) in the search bar.
- Unlike previous versions, you may search for Banner forms without needing to capitalize the 7-letter code.



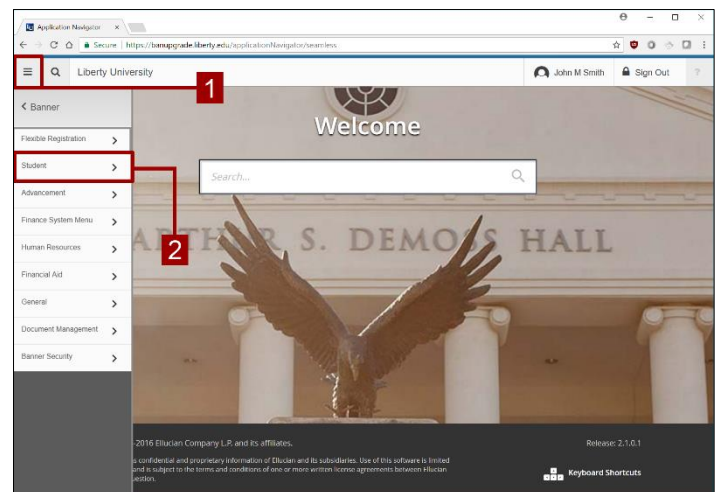
Search Bar Using Form Description



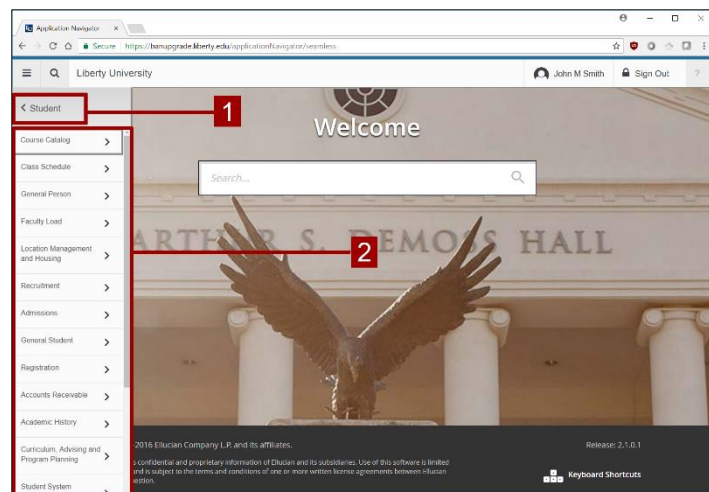
- You may use the form description or its key words in the search bar instead of the 7-letter form code.
- Wildcards, such as the % and _ characters, may be used to narrow down your results. Refer to the “Helpful Tips and Tricks” document for more information on wildcards.

Search Menu by Category

1. When you click the Search Menu icon, a menu will pull out on the left, providing you a list of categories.
2. These categories represent the first letter of the 7-letter form code.



Search Menu by Sub-Category



1. When you select the main category, a list of sub-categories will appear on the left.
2. These categories represent the second letter of the 7-letter form code. Select one of these to list the available forms. Refer to the “Helpful Tips and Tricks” document for further details.