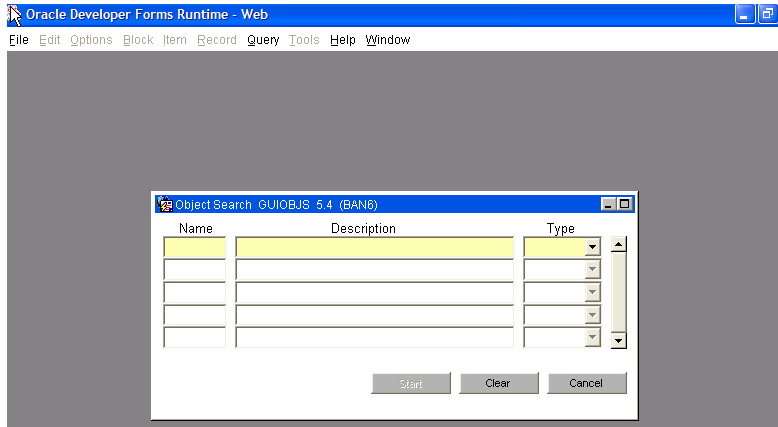


How can I find a Banner form without knowing the exact name?

Sometimes you just cannot remember the exact name of the Banner form you need and you don't have time to go through the whole menu to track it down. There are two ways you can search for what you need using an Object Search.

If you double-click in the Go field of the main menu form (GUAGMNU), you will be brought to a new form called Object Search Form (GUIOBJ). This form has 3 columns: Name, Description and Type. You may use any one of these or any combination, to do your search.



Suppose you want the form that has to do with creating requisitions. You know the form is something-REQN. With the cursor in the Name column, enter **%REQN** where % is the wildcard character. Hit the F8 key to execute the query. The names of 2 forms that end in 'REQN' will be brought back, along with their descriptions. Click on the form you want and then click on the Start button and this will bring you to your chosen form.

Suppose you don't remember anything about the name of the form, but you remember part of the description of that form. If you were searching for something to do with Requisitions, click in the Description column and enter **%Requisition%**. With the wildcards on each end of the word, the search will look for the word 'Requisition' located anywhere in the description. If you get too many choices, you can narrow your search by also entering **F%** in the Name column (you want the Finance module) and then select **Form** from the drop down box in the Type column (you want only forms, not menus or jobs) - this will return a list of Finance Forms that have to do with Requisitions.

You may also access the Object Search from File on the Banner toolbar (2nd from the top).