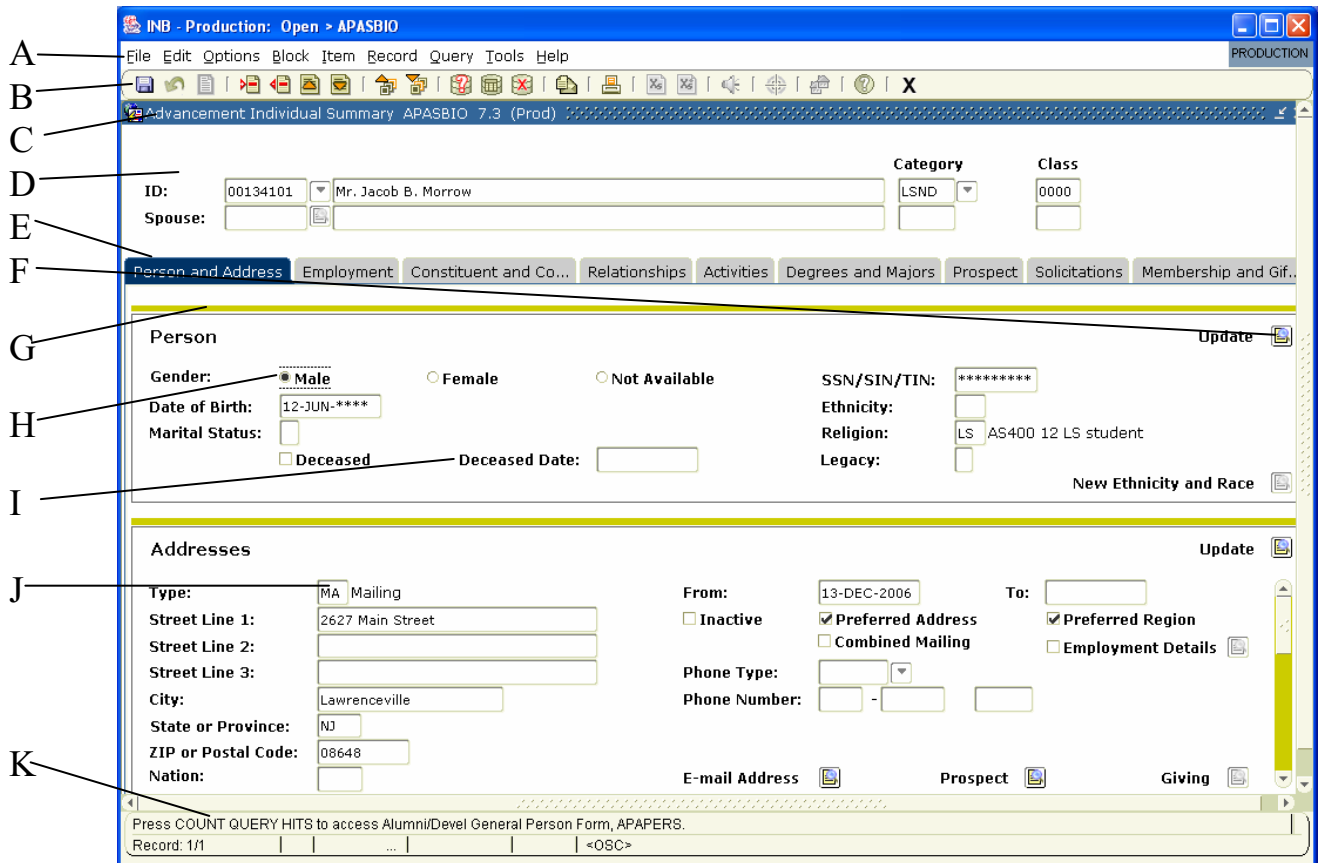




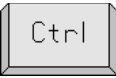




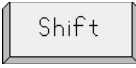





Parts Of Banner Forms



- A. **Menu Bar** – Displays the pull-down menus available to you. The **Options** menu is important to you. It allows you to go to other blocks of the current form or open other useful, related forms. Pay attention to where you are and remember that all forms remain open until you close them.
- B. **Toolbar** – Toolbar buttons are briefly explained in the *Toolbar Buttons And Key Stroke Shortcuts* section.
- C. **Form Title Bar** – Displays the form description, the Banner form name, the Banner release number, and the database you are using.
- D. **Key Block Area** – The first block of a form. Contains identification information related to the form’s function. It allows you to search for the unique identifier of the record you want to view. Click  (Next Block) or press  +  to move to the next block. A form may have several blocks. Click  (Next Block) or press  +  until no more blocks are presented.

- E. **Tabs** – Some Banner forms have a tabbed interface with titles that reflect the contents of a particular window or grouping of information. Tabs are used to arrange information in a meaningful way, and allow you to navigate easily between blocks of information. Navigation with tabs is done in several ways:
- Click on the tab to move to another block in the current form.
 - Use  + , or  +  +  to navigate through information grouped on tabs.
 -  calls up a list of all available tabs.
- F. **Iconic Buttons** – These buttons are small squares that contain an icon (picture). They represent one or more actions that can be performed for the associated field or record, such as searching for a person or displaying additional details. Point to a button with your mouse; a tool tip will give a brief description of its function.
-  - The **Search** button displays another form or window where you can search for a value or information related to the field. You can often select a value by double-clicking it, returning it to the associated field.
- G. **Block Line** – Indicates the block boundaries.
- H. **Active Field** – Denoted by a blinking cursor, highlighted field or a field and label outlined with dots to draw your attention to it. Note the example on the previous page shows the dotted outline above and below the male gender radio button and label. You may find this easier to see on your screen.
- I. **Field Label** – The Field Label is usually adjacent to the Field and is descriptive of the Field contents. Some Field Labels appear above a column.
- J. **Field** – Fields contain data and display existing data values. Users can enter, query or change field contents when a field is enabled.
- K. **The Auto Help Line** – Status line at the bottom of *every* Banner screen that displays error messages or important information about your next step.

**Remember your best Banner friend, the
Auto Help Line!**