Internet Native Banner (INB) Navigation
What is INB?

Internet Native Banner, or INB, is an entirely web-based delivery of Banner forms used for connections to the Banner databases.

There are several databases configured to support Banner, from production use to custom development and testing, training, and reporting.

INB has the advantage of being easy to install, and available from any computer with an Internet connection and a web browser.
Login to INB

• Go to the Banner page for faculty and staff: [http://www.buffalostate.edu/banner/faculty.xml](http://www.buffalostate.edu/banner/faculty.xml)

• When the login screen appears, enter your username, press tab and enter your password.

• Your username is the first part of your email address.

• Password Assigned by CTS Banner Database Administration.

• Access is restricted based on your job responsibilities.
Main Menu

- Text menu bar
- Icon toolbar
- Form title bar
- Direct Access box
- Directory tree
- Personalized links
- Messages
- Auto Hints

Banner Broadcast Messages

Enter the object name, Press LIST for listing.

Record: 1

Menu | Site Map | Help Center

My Links
- Change Banner Password
- Check Banner Messages
- http://eprint01.buffalostate.edu
- Personal Link 2
- Personal Link 3
- Personal Link 4

My Institution

SUNGARD HIGHER EDUCATION
Icon Toolbar

Note: some icons may be unavailable on different forms
INB Forms
Naming Convention

Naming Convention makes it easy to identify the primary location of the form, table, application, etc. All items primary location is identified by the first letter off the name.

1st Letter

<table>
<thead>
<tr>
<th>Section</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>G</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>R</td>
</tr>
<tr>
<td>Human Resources</td>
<td>H</td>
</tr>
<tr>
<td>Finance</td>
<td>F</td>
</tr>
<tr>
<td>Advancement</td>
<td>A</td>
</tr>
<tr>
<td>Student</td>
<td>S</td>
</tr>
</tbody>
</table>
INB Forms
Naming Convention (cont.)

• Second letter identifies the module in Banner that owns the job, report, form or table

• Third letter identifies the type of job, report, form, or table

• Last four letters identify the name of the form, job, report, or table
## INB Forms

### Types

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Menu</strong></td>
<td>This form is used to navigate through Banner</td>
</tr>
<tr>
<td><strong>Application Forms</strong></td>
<td>These forms are used to enter, update and query information</td>
</tr>
<tr>
<td><strong>Validation Forms</strong></td>
<td>These forms are used to define values that can be entered in specific fields on the form</td>
</tr>
<tr>
<td><strong>Rule Forms</strong></td>
<td>These forms are used to define the calculations and parameters that impact processing on other forms, reports and jobs</td>
</tr>
<tr>
<td><strong>Control Forms</strong></td>
<td>These forms define the processing rules for application and validation forms at the system level</td>
</tr>
<tr>
<td><strong>Query Forms</strong></td>
<td>These forms are used to look up existing information, often returning information to the original form. You must access these forms from other forms; not directly from the main menu, with Direct Access, or with Object Search.</td>
</tr>
<tr>
<td><strong>Inquiry Forms</strong></td>
<td>These forms are used to look up existing information, often returning information to the original form. These forms can be accessed directly from the main menu, with Direct Access, or with Object Search.</td>
</tr>
<tr>
<td><strong>Wizard Forms</strong></td>
<td>These forms give step-by-step instructions for completing an application.</td>
</tr>
</tbody>
</table>
INB Forms
Accessing Forms

To open an INB form:

• Enter the name of the form in the Go To… (direct access) box and hit Enter
  or
• Double-click on the form name within the directory tree
**INB Forms**

**Form Elements**

- **Key Block** – determines what is entered or displayed in a form. Use the Next Block icon to move to the information block. Use Rollback to return to the key block.

- **Information Block** – different sections of a form containing information about a person. Use the Next Block icon or the Tab key to navigate through blocks.