



# Internet Native Banner (INB) Navigation



## What is INB?

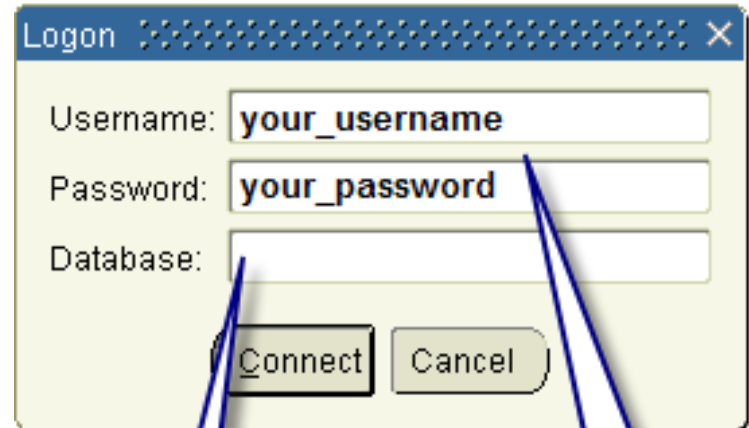
Internet Native Banner, or INB, is an entirely web-based delivery of Banner forms used for connections to the Banner databases.

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>
- 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.



The screenshot shows a 'Logon' dialog box with three input fields: 'Username:' containing 'your\_username', 'Password:' containing 'your\_password', and 'Database:' which is empty. Below the fields are 'Connect' and 'Cancel' buttons. Two callout boxes with blue borders and arrows point to the 'Database' field and the 'Connect' button. A third callout box points to the 'Password' field.

Enter your username and initial password. You will be asked to reset the password when you login

Leave the Database field blank

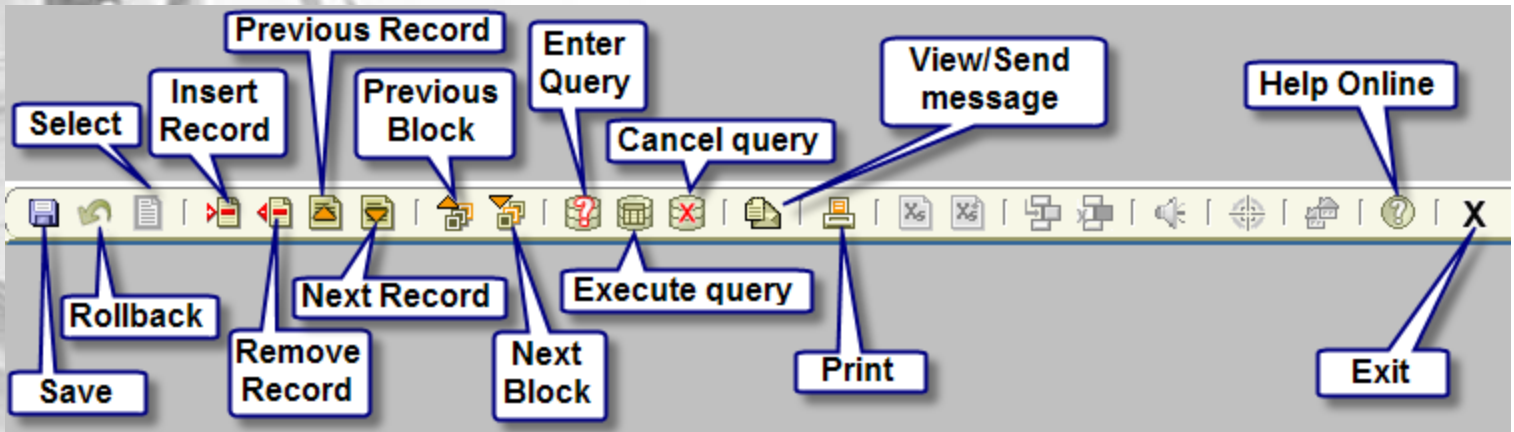
# Main Menu

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The browser window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and editing. The main content area is titled "General Menu GUAGMNU 7.4.1.1 (PROD) - Thursday June 21, 2007" and includes a "Go To..." field, a "Welcome, User" message, and a "Products:" dropdown. The interface is divided into several sections:

- Text menu bar:** Located at the top of the browser window.
- Icon toolbar:** Located below the text menu bar, containing various navigation icons.
- Form title bar:** Located below the icon toolbar, displaying the current menu title.
- Directory tree:** A tree view on the left side showing a hierarchy of folders: "My Banner", "Banner", "Student [\*STUDENT]", "Financial [\*FINANCE]", "Financial Aid [\*RESOURCE]", "General [\*GENERAL]", and "Banner XtenderSolutions System Menu [\*BXS]".
- Direct Access box:** A box on the left side containing a list of menu items.
- Personalized links:** A box on the right side containing a list of links: "Change Banner Password", "Check Banner Messages", "http://eprint01.buffalostate.edu", "Personal Link 2", "Personal Link 3", and "Personal Link 4".
- Messages:** A box at the bottom center containing the text "Banner Broadcast Messages".
- Auto Hints:** A box at the bottom left containing the text "Enter the object name; Press LIST for listing."

The interface also includes a "My Institution" section with a "SUNGARD HIGHER EDUCATION" logo and a photograph of a building entrance. The bottom status bar shows "Record: 1/1" and "<OSC>".

# 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

Section	Letter
General	G
Financial Aid	R
Human Resources	H
Finance	F
Advancement	A
Student	S



# 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

<b>Main Menu</b>	This form is used to navigate through Banner
<b>Application Forms</b>	These forms are used to enter, update and query information
<b>Validation Forms</b>	These forms are used to define values that can be entered in specific fields on the form
<b>Rule Forms</b>	These forms are used to define the calculations and parameters that impact processing on other forms, reports and jobs
<b>Control Forms</b>	These forms define the processing rules for application and validation forms at the system level
<b>Query Forms</b>	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.
<b>Inquiry Forms</b>	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.
<b>Wizard Forms</b>	These forms give step-by-step instructions for completing an application.



# 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

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 7.4.1.1 (PROD) - Thursday June 21, 2007

Go To... Welcome User

My Banner

Banner

Student [\*STUDENT]

Course Catalog [\*CATALOG]

**BASIC COURSE INFORMATION FORM [SCACRSE]**

Course Detail Information [SCADETL]

Enter form name and hit Enter

Double-click on the form name

# 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

The screenshot displays a web-based form interface for 'General Person Identification SPAIDEN 7.3 (PROD)'. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Key Block:** A callout box points to the top section where the 'ID' is 'B00557797' and the name is 'Student, Sandy M.'. A 'Generate ID' button is also present.
- Navigation Tabs:** 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', and 'E-mail'.
- Information Block:** A callout box points to the 'Person' section, which contains fields for 'Last Name' (Student), 'First Name' (Sandy), 'Middle Name' (Melanie), 'Prefix', 'Suffix', and 'Preferred First Name'. A 'Name Type' dropdown is also visible.
- ID and Name Source:** A section on the right containing 'Last Update', 'User' (BINKP), 'Activity Date' (18-A), and 'Origin' (SPA).