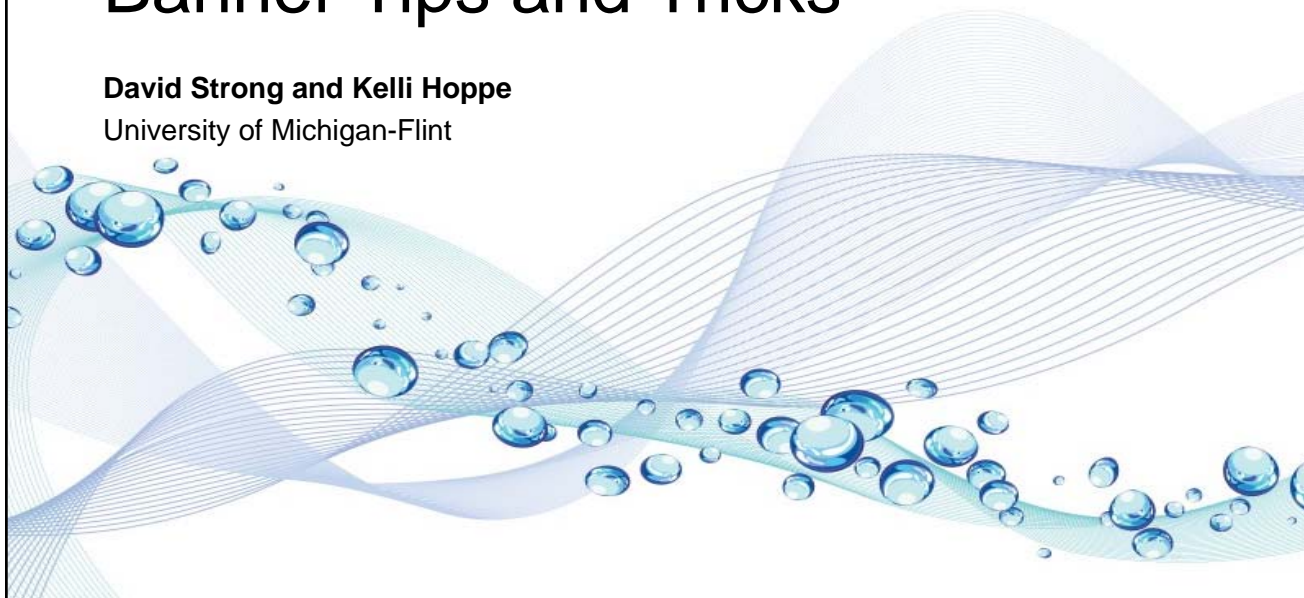


Banner Tips and Tricks

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Session rules of etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session

Thank you for your cooperation!

Introduction

- **Time to learn some of those tips and tricks that don't always get passed from user to user**
- **We've got a few tips and tricks to help you get things done faster and more efficiently**

Agenda

- **General Tips and Tricks**
- **Loading a Population Selection**

General Tips and Tricks



General Tips and Tricks - Dates

Is there a faster way to enter a date?

Today's date = t (type the letter t)

Date in current month = dd (2 digit day)

Date in current year = mmdd (2 digit month and 2 digit day)

Any other date = mmddyy (2 digit month, 2 digit day, and 2 digit year)

You **don't** have to type "10-MAR-2015"

General Tips and Tricks – Parameter Sets

Is there a faster way to enter parameters?

GJAPCTL

Parameter Values		Parameters	Values
Number			
01	Application Code		
02	Word Processor Extract Option		
03	Print ALL Pending Letters		
04	Letter Code		
05	Sort Variable		
06	Term Code		
07	Module Code		
08	Audit Indicator		

General Tips and Tricks – Parameter Sets

GJAPCTL

Don't waste time typing in parameter values each time – save a parameter set instead!

1. Fill in Values

Parameter Values		Parameters	Values
Number			
01	Application Code		FINAID
02	Word Processor Extract Option		1
03	Print ALL Pending Letters		N
04	Letter Code		FA_AWRD_MM_15
05	Sort Variable		
06	Term Code		201510
07	Module Code		R
08	Audit Indicator		N

General Tips and Tricks – Parameter Sets

2. Check to Save Parameter Set

Submission

Save Parameter Set as

Name:

Description:

Hold

Submit

3. Give it a Name and Description

4. If you want to run the job immediately – click the submit button, otherwise click hold

5. Save

General Tips and Tricks – Parameter Sets

The next time you want to use the same parameters you can either:

1. Type in the name of the parameter set

Process:

Parameter Set:

2. Select from all saved parameters from that job

Double-click on the line of the parameter set you want to use

Process	Parameter Set	Description	Activity Date
<input type="text" value="GLRLETR"/>	<input type="text" value="AWARD LETTERS"/>	<input type="text" value="Award Letters (weekly)"/>	<input type="text" value="06-AUG-2009"/>
<input type="text" value="GLRLETR"/>	<input type="text" value="EC"/>	<input type="text" value="EC TRACKING"/>	<input type="text" value="28-OCT-2013"/>
<input type="text" value="GLRLETR"/>	<input type="text" value="EMAIL"/>	<input type="text" value="Email AN"/>	<input type="text" value="18-OCT-2012"/>

General Tips and Tricks – Parameter Sets

Want to copy a parameter set to another name?

1. Bring up parameter set
2. In the submission area check to save the set and give it another name and description
3. Now you can change a few of the parameters without having to retype all of them

General Tips and Tricks – Parameter Sets

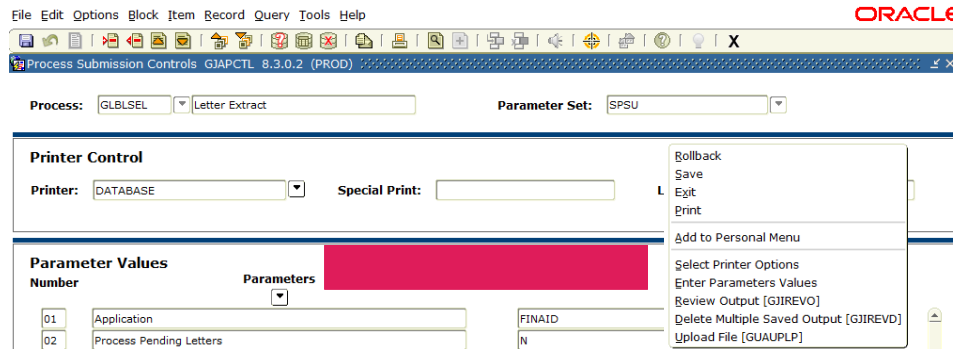
Want a particular parameter set to come up every time you open that job?

1. Bring up parameter set
2. In the submission area check to save the set – DO NOT give it a name or a description
3. These parameters will now be set as the default parameters

General Tips and Tricks – Reviewing Output

Is there a faster way to get to the Options menu?

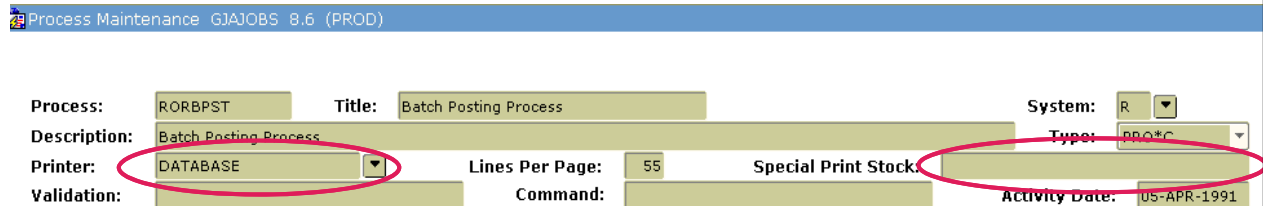
An easier way to select Options is to right-click from within the Parameter Block. Sometimes you must hold the click and release once the option (e.g. GJIREVO) has been selected.



General Tips and Tricks - Default Printer

How do I set a default printer?

Printer default can be set on GJAJOB (Process Maintenance form):



General Tips and Tricks - Keystrokes

Direct Access to forms can be obtained with F5.

Useful Windows Keys:

- Win Activate/Close the Start bar
- Win-M Minimize all Windows on the Desktop
- Win-L Lock the Desktop
- Win-E Windows Explorer
- Win-R Run a Program
- Win-D Restore/Clear the Desktop



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General Tips and Tricks – Who's In a Popsel?

Need to know who is in a popsel?

Can look in:

- GLAEXTR – view/update records in popsel
- GLIEXTR – view/count records in popsel

Can run:

- RORAPLT – basic applicant report

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General Tips and Tricks – Who's In a Popsel?

There is an easier way!

1. Open popsel in GLAEXTR or GLIEXTR
2. Click Help
3. Click Extract Data No Key
4. Click Save File

A csv file is created that can be opened in excel. Location set in GUAUPRF.

General Tips and Tricks – Who's In a Popsel?

How to Set Up – Extract Data No Key – useful in other columnar forms

GUAOBS

Object	Description	Type	System	Data Extract Option	Banner8/Banner9 Display Option
TSAAREV	Account Detail Review Form - Student	FORM	T	Data Block Only	Banner8 Only

GUAUPRF

Display Options Directory Options My Links Menu Settings LDAP

Description:

Default Value:

User Value:

General Tips and Tricks - Enhanced Population Selection

Want more complicated/powerful popsels?

Allows complicated sql code to refresh a popsel.

GTVSQPR – create a process code (e.g. POPSEL)

GTVSQPA – create the parameters (TERM and AIDY, commonly)

GORSQPA – tie together parameters and process

GTVSQRU – create a rule name (think GLRSLCT)

GORRSQL – stores the sql code used.

Single PL/SQL created by the University of South Florida to run the process. Once the Banner job is created, IT is done!

General Tips and Tricks – Extremely Useful View #1

Wouldn't it be nice to have a student record for each term?

SZVCSTU – current General Student (SGBSTDN) in effect for a term. A valuable suggested addition is class code, a calculation using the function `baninst1.f_class_calc_fnc`.

Select only the columns you need. As with all views, follow the suggested naming convention of exactly seven characters in the view name. This avoids rejection issues when used in popsel, letter variables, etc.

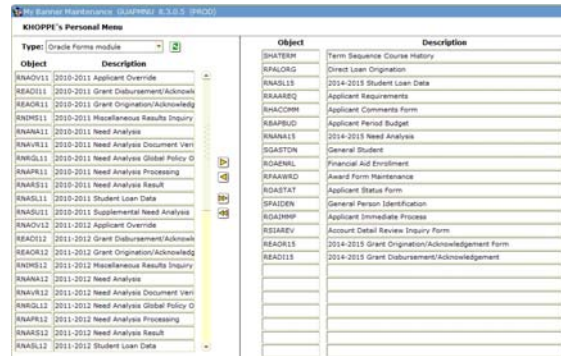
General Tips and Tricks – “My Banner”

Ever wish you had easy access to your favorite banner screens or to the screens you can never remember?

You do – with “My Banner”

Set Up My Banner on [GUAPMNU](#)

- Search for forms and use arrow keys or
- Type form names



General Tips and Tricks – “My Banner”

Save and click Menu and your “My Banner” will refresh

- My Banner
 - Term Sequence Course History [SHATERM]
 - Direct Loan Origination [RPALORG]
 - 2014-2015 Student Loan Data [RNASL15]
 - Applicant Requirements [RRAAREQ]
 - Applicant Comments Form [RHACOMM]
 - Applicant Period Budget [RBAPBUD]
 - 2014-2015 Need Analysis [RNANA15]
 - General Student [SGASTDN]
 - Financial Aid Enrollment [ROAENRL]
 - Award Form Maintenance [RPAAWRD]
 - Applicant Status Form [ROASTAT]
 - General Person Identification [SPAIDEN]
 - Applicant Immediate Process [ROAIMMP]
 - Account Detail Review Inquiry Form [RSIAREV]

General Tips and Tricks – Searching for Forms/Jobs

Can't quite remember the name of a form/job?

Use a wildcard (%) to help your search

Go To... ▾

Brings up:

Search Results	
Find %	
Desc	Code
Define Aid Periods	*ME.BP.FAY.3
Generate & Review Periodic Reports	*ME.MF.REA.1
Period Budgeting	*RESPRDSBUDG
Period Budgeting Control	*RESPRDSBUDG...
Student Centric Periods	*STUCENPERIOD
Sport Aid by Period	RAASPTM
Team Sport Period Aid	RAITMTM
Athletic Grant Period Roll	RAPAGRL
Period Budget Group Detail	RBAPBGD

Find OK Cancel

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Loading a Population Selection

Did we miss anything?

Loading a Population Selection

Do you have a list of IDs, PIDMs, or SSNs you want to put in population selection in Banner?

- There is a simple program you can use to import these numbers from a comma separated value (.csv file) into a manual population selection.
- The easiest way to create a .csv file is to list the numbers in a column in excel and save the file as a .csv file. Then transfer/upload the file onto the server. The program will take care of the rest.
- There is an option in the program for which type of number you are using and to append or replace the numbers in the population.

Summary

- **There are faster ways to do something, however it may require some initial set up**
- **If you have a better way to do something – share it with others**

Questions & Answers

Did we miss anything?

Thank you!

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