**Banner Basic Navigation Help Card**

**Log On**
- Enter in browser address: https://apps.uillinois.edu/banner/.
- Click **Connect** button
- Enter Enterprise ID and password.
- Click **Login** button.

**Shortcut Keys**
- Clear Block: Shift+F5
- Direct Access: F5
- Enter Query: F7
- Execute Query: F8
- Clear Field: Ctrl + U
- Clear Record: Shift+F4
- Display Error: Shift+F1
- Edit: Ctrl + E
- Exit: Ctrl + Q
- List of Values (LOV): F9
- Print: Shift+F8

**Log Off**
- Click **X**
- CTRL+Q

**Help**
- **For help with Banner**
  - contact the University Help Desk:
    - UIC: 996-4806
    - UIS: 333-3102
    - UIUC: 333-3102
- **For HR training information:**
  - [https://hrnet.uhr.uillinois.edu/dart-cf/training/index.cfm](https://hrnet.uhr.uillinois.edu/dart-cf/training/index.cfm)

Note: Shortcut keys are form dependent. Not all shortcuts are active on all forms.

**Toolbar Buttons**
- Save
- Rollback
- Select [SHIFT+F3]
- Insert Record
- Delete Record
- Enter Query [F7]
- Execute Query [F8]
- Cancel Query [CTRL+Q]
- Previous Record
- Next Record
- Previous Block [CTRL+PG UP]
- Next Block [CTRL+PG DN]
- View/Send Message
- Print
- Banner Extender Solutions (BXS)
- BXS – Add a Document
- Workflow Submit
- Workflow Release
- Online Help
- Exit [CTRL+Q]
Banner Basic Navigation Help Card
HR/PAY System Specific Naming Conventions

**Position 1**
Identifies the **SYSTEM** owning the form, report, process, or table.
- F Finance
- G General
- N Position Control
- P Human Resources/Payroll/Personnel
- R Financial Aid
- S Student
- T Accounts Receivable

**Position 2**
Identifies the **MODULE** owning the form, report, process, or table.
- A Application
- B Budget
- C COBRA
- D Benefit/Deductions
- E Employee
- G General
- H Time Reporting/History
- J Job Submission
- N Position Control
- O Overall
- P General Personnel/Payroll
- R Electronic Approvals
- S Security
- T Validation Form/Table
- U Utility
- X Tax Administration

**Position 3**
Identifies the **TYPE** of form, report, process, or table.
- A Application form
- B Base Table-Batch COBOL process
- I Inquiry Form
- N Position Control
- P Process/HR/Payroll/Personnel
- Q Query Form
- R Rule table/Repeating table or report
- V Validation form or table

**Positions 4, 5, 6, and 7**
Identify the unique, **four-character name** for the form, report, process, or table.

**HR Identification Form (PPAIDEN)**

1. P
   - Identifies the **SYSTEM** owning the form, report, process, or table.
2. P
   - Identifies the **MODULE** owning the form, report, process, or table.
3. A
   - Identifies the **TYPE** of form, report, process, or table.
4. IDEN
5. 6
6. 7
   - Identifies the unique, **four-character name** for the form, report, process, or table.

Banner 7.2