
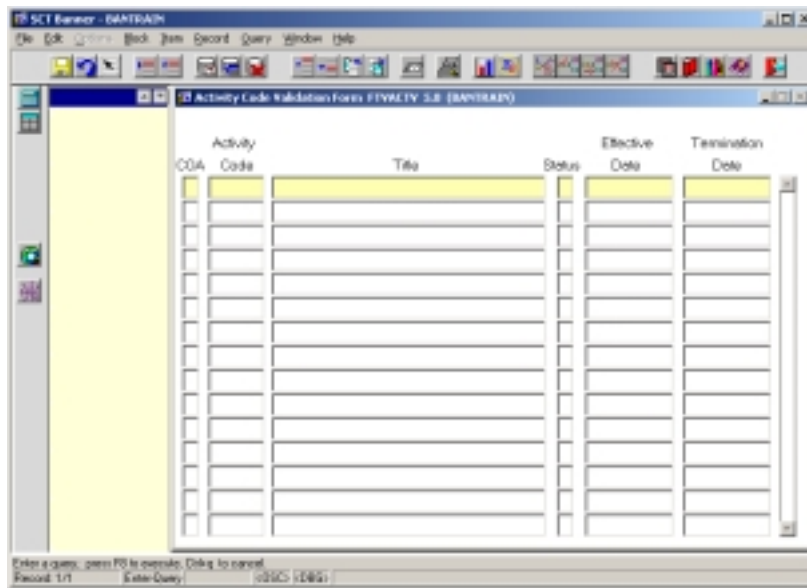



How to Search for an Activity Code **Using the Form FTVACTV**

1. Type **FTVACTV** in the **Direct Access** field on your Main Menu.
2. Press the **F7** key or use the **Enter Query** icon  .
3. **Tab** to the **Title** field.
4. Using the **Wild Card** symbol %, enter your search criteria (*Example: %Piano%*). Remember that Banner is **Case Sensitive**.



Activity COA	Code	Title	Status	Effective Date	Termination Date

5. Press the **F8** key or use the **Execute Query** icon  .

For **MORE INFORMATION** on this form see the Form Documentation