How to Search for a Location Code
Using the Form FTVLOCN

1. Type the form **FTVLOCN** in the **Direct Access** field of the Main Menu and press **Enter**.

2. Hit the **F7** key or use the **Enter Query** icon ⬛.

3. **Tab** to the **Title** field, and enter your search criteria using the **Wild Card** symbol **%**. Remember, Banner is **Case Sensitive** (*Example: %Burnside%*).

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

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