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 $\mathbf{\overline{E}}$.
- Tab to the Title field, and enter your search criteria using the Wild Card symbol
 %. Remember, Banner is Case Sensitive (*Example: %Burnside%*).

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

For MORE INFORMATION on this form see the Form Documentation