

HOW TO QUERY BUILDINGS IN BANNER SIS Building Query Form (SLABQRY)

General

Use this form to display summary information about buildings. You can query all buildings or limit the query by entering selection criteria.

Check List

Before you proceed, you must have the following information:



Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the Building Query Form (SLABQRY)

Type the name of the form **SLABQRY** in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓			<p>Press F8 to view a list of all Buildings.</p> <p>You can also enter full or partial search criteria in any of the fields described below to search for a specific building.</p>	Query results will appear.		

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			Tip: use wildcards (% or _) in search.			
	1.	Campus			Campus where the building is located (max. 3 characters). If you do not know the Campus code: Double click on the field and the Campus Validation table (STVCAMP) will appear. Select the appropriate value, and click 'OK'.	
	2.	Site			Location that the building is associated with (max. 3 characters). If you do not know the Site code: Double click on the field and the Site Validation table (STVSITE) will appear. Select the appropriate value, and click 'OK'.	
	3.	Bldg			Building code (max. 6 char.). If you do not know the Building code: Double click on the field and the Building Validation table (STVBLDG) will appear. Select the appropriate value, and click 'OK'.	
	4.	Description			Building description.	
	5.	Capacity			Use the sign: < to query capacities less	

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					<p>than a specific value. Use the sign: > to query capacities greater than a specific value. For example, enter <100 to query capacities less than 100 or >200 to query capacities over 200.</p>	
	6.	Maximum			<p>Maximum capacity. You can also use the sign: < to query maximum capacities less than a specific value or > to query maximum capacities greater than a specific value.</p>	