Using Dynamic Help Query:

Dynamic Help is a built-in help feature in INB BANNER that assists users in understanding the various components and attributes of Banner screen data (fields, blocks, forms, character type and length, etc.). This feature is slowly being replaced by Online Help. Currently only a few forms have access to Online Help while most still have Dynamic Help Query.

For every BANNER form (screen), block (section of a form), or field (individual data item) accessible by users, dynamic help is available. Thus, dynamic help is an on-line guide available to all INB users at anytime.

Although there are two Help areas; SCT Banner and Local, select the SCT Banner area as the Local help has not yet been developed.

To use Dynamic Help Query:
1. Login to Banner.
2. Access the desired screen. (Ex: FAIVNDH)
   a. Place the cursor in a specific field you want more information about.
3. Click Help>Dynamic Help Query from the Menu bar. The GUAHELP screen will open.
4. Click the radio button for Form, Block or Field.
   (Field displays the Banner table name and the field name. This is a useful way to determine the tables and fields needed if you would like to contact BANN for more specific information about the screen you are investigating.)
5. Click the SCT Banner radio button.
   a. Note: the “Help Exists” box will be checked if help is available
6. Click Display button.
7. All available help on that item will display in a pop-up window.
8. Click Cancel twice when finished, to return to the Banner screen.

Note: Complete help is not always available on all fields, blocks and forms. When help is available, it is not the complete documentation.

Please view the [http://www.wm.edu/it/banner/trainingdocs/Bookshelf.pdf](http://www.wm.edu/it/banner/trainingdocs/Bookshelf.pdf) for information on the full SCT Banner help text.