

Checking Banner Messages (Banner)

Finance → Purchasing

This form is used to view documents waiting for your attention.

- Log into Banner.
- Locate the link **Check Banner Messages** in the upper right.

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#) ✓
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Banner BookShelf](#)

If a checkmark appears beside the link **Check Banner Messages**, you have messages.

- Click on the **Check Banner Messages** link to bring up a listing of your messages.

The most recently sent message will appear at the top, and other messages will follow in reverse chronological order.

Recipient:	BSDYKSTRA	Sender:	MBHLL	Date:	22-MAY-2006	Time:	1117
Message:	This document has been approved.			Source:	WEB		
Reference ID:		Item:	R0311018				
System:	F Finance						
<input type="radio"/> Complete <input checked="" type="radio"/> Pending <input type="radio"/> Hold <input type="checkbox"/> Confidential							


This message shows that one requisition with the item number R0311018 has been approved.

To delete messages:

- Select **Record**, and then **Clear**.

- Record**
- Previous
- Next
- Scroll Up
- Scroll Down
- Clear**

This will delete messages one at a time from the top down. You will need to repeat this process for each message you want to delete.

- Click on the **Save** icon  when you have finished deleting your messages.

If you don't click on the **Save** icon, any messages you just deleted will not actually be deleted. Messages will be there again the next time you log into Banner.

- Click on the **Exit**  icon.

Refer to:

- Log into Banner

