Purchasing Forms Manual

Subject: Banner Message Screen

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Messages can be sent, through BANNER, from one person to another by using the Message Screen. You will need to know the recipients USER ID to send a message. If you do not know their USER ID, you can search for it. These messages cannot be seen by anyone else unless they are on the recipient’s computer.

To Retrieve a Message

1. Click on the VIEW MESSAGE Button on the Bottom of the Banner Main Menu or Type GUAMESG in the Direct Access line and press enter.

2. When a Requisition is disapproved, Purchasing has the opportunity to tell you why. This message will tell you why the Requisition was disapproved. Once you correct the Requisition, you can complete it.

3. All Messages can be viewed at this time. The screen will only show three messages at a time. To view the remainder of the messages, simply scroll down.

To Delete a Message

1. Highlight the Message you wish to Delete.

2. At the Top of the Screen there is a row of options, Click on the word RECORD and you will see a drop down menu.

3. Click on the word REMOVE. This will erase the message from your screen.

To Send a Message

1. From the Message Screen, Type the USER ID of the person you wish to send a message to. If you do not know their user ID, Click on the Recipient Button. This will bring you to the USER ID Screen. Scroll Down until you find the person you wish to contact.
2. Highlight the USER ID you wish to send to and click on the **SELECT** Button. This will pull the name back to the Message Screen.

3. Type in the message you wish to send. When you are finished with the message, click on the **SAVE** Button. If you have other messages to send, enter them in know.

4. When you have finished and saved your messages, click the **EXIT** Button. When you exit the message screen, your messages will automatically be sent.