Introduction: Below are instructions how to retrieve documents from Banner INB. You can access electronic documents from ANY Banner INB form.

Place cursor in ID field on any Banner INB form. The cursor should be blinking in the ID field. Next, at the same time, press and hold the CTRL key on your keyboard and hold down the left mouse button. Onbase will show all the documents once you are logged into Onbase.

You have completed the steps for retrieving documents from Banner INB.