

Banner 9 Quick Navigation Guide

Application Navigator uses single sign-on to provide access to the new Admin pages which are replacing Oracle Forms. All pages currently accessible in Banner 9 are the delivered baseline versions. Users need to be logged into the FIT VPN to access the link for Banner 9 and users will login with their TRACKS accounts.

Banner 9 Test – Login to **Access**, select the **Work Tools** tab, and select the Banner 9 INB link in the Test section.

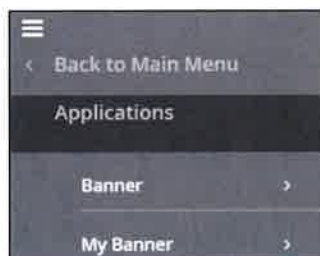
Terminology

Banner 8 INB Forms	→	Banner 9 Admin Pages
Blocks on Forms	→	Sections on Pages
Next Block from Key Block	→	Go Button
Rollback	→	Start Over
Query	→	Filter

Application Navigator



- **Menu Toggle** – Expands/Contracts the Menu sidebar
- **Dashboard Icon** – Brings user Home to the main page from any other page
- **Applications Icon** – Displays Banner and My Banner Menu as well as any other installed Applications, select a page to access it
- **Search Icon** – Search for a Banner page by name (acronym or description)
- **Recently Opened Icon** – Displays a count of recently opened items, can open list and select a page to access it
- **Search Box** – Search for a Banner page by name (acronym or description)



- **Banner** – Menu by Module
- **My Banner** – User customized Menu (GUAPMNU)

Search

shacrse	course
Course Summary (SHACRSE)	Student Course Registration Audit (SFASTCA)

Key the search information into the Search Box, either by Page name acronym or description. The search no longer requires wildcards so can search by anything in the Page description.

Page Navigation

- Enter the Key Block information and Click **Go** button to access the Page
- View Sections using **Next/Previous Section** buttons in bottom left or by clicking on Tabs
- Roll back to the Key Block using the **Start Over** button
- Page headers include the Page names, the version, and the database instance (TEST or PROD)
- Each section (block) can be expanded or contracted using the arrow to the left on the section header
- Record update buttons are shown as Insert, Delete, and Copy buttons to the right on the section header
- Add and Retrieve button in the Page header connects to Document Management (Xtender)
- Related button provides access to related Pages
- Tools provide a variety of Tool Menu items depending on the Page
 - Export – Extract data to Excel
 - Item Properties – Table and Field Information
 - Exit Quickflow – Exit a Quickflow while still in the middle
 - Options – Mirrors the options previously available
 - Banner Document Management – Connect over to Xtender

Notification

Notifications appear in the upper right of the page and can be toggled on/off by clicking on the Notification number. There are four type of notification:

- Error – Red, will display an exclamation point in a circle
- Information – Blue, will display a small “i” in a circle
- Success – Green, will display a checkmark in a circle
- Warning – Yellow, will display an exclamation point in a triangle

Tips and Tricks

- Pages with columns can be sorted or reordered by clicking on the Column headings
- Filtering allows users to perform simple or advanced queries with a drop down style interface anywhere the Filter Icon is active in the section header
- The Last Updated information typically displays along the bottom of a page instead of imbedded in the data
- Quickflows can be used when started from the Quickflow Page (GUAQFLW)

Banner Keyboard Shortcuts

Action	Banner 9 Keystroke	Banner 8 Keystroke
Cancel Page, Close Current Page, or Cancel Search/Query	Ctrl + Q	Ctrl + Q
Change MEP Context	Alt + Shift + C	
Choose/Submit	Enter	Enter
Clear All in Section	Shift + F5	Shift + F5
Clear One Record	Shift + F4	Shift + F4
Clear Page or Start Over	F5	Shift + F7
Count Query	Shift + F2	Shift + F2
Delete Record	Shift + F6	Shift + F6
Down/ Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	Ctrl + E	Ctrl + E
Execute Filter Query	F8	F8
Exit	Ctrl + Q	Ctrl + Q
Expand/ Collapse Drop Down Field	Alt + Down Arrow	Click Field
Export	Shift + F1	Extract Data with Key or Extract Data no Key
First Page	Ctrl + Home	
Insert/ Create Record	F6	F6
Last Page	Ctrl + End	
List of Values	F9	F9
More Information	Ctrl + Shift + U	Alt + H
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	Alt + Page Down	Ctrl + Page Down
Open Menu Directly	Ctrl + M	F5
Open Related Menu	Alt + Shift + R	
Open Tools Menu	Alt + Shift + T	
Page Tab 1 Page Tab 2, etc.	Ctrl + Shift + 1 Ctrl + Shift + 2	
Previous Field or Item	Shift + Tab	Shift + Tab
Previous Page Up	Page Up	Page Up
Previous Section	Alt + Page Up	Ctrl + Page Up
Print	Ctrl + P	Shift + F8

Refresh or Rollback	F5	Shift + F7
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	Alt + S	Shift + F3
Toggle Multi/ Single Records View	Ctrl + G	
Up/Previous Record	Up Arrow	Up Arrow

Workflow		
Release Workflow	Alt + Q	Icon or Menu
Submit Workflow	Alt + W	Icon or Menu

Action	Banner 9 Keystroke	Banner 8 Keystroke
Banner Document Management		
Add BDM Documents	Alt + A	Icon or Menu
Retrieve BDM Documents	Alt + R	Icon or Menu

Banner 9 Welcome Page		
Access Help	Ctrl + M	
Access Menu	Ctrl + Y	
Display Recently Opened Items	Ctrl + Shift + L	
Search	Ctrl + Shift + Y	
Sign Out	Ctrl + Shift + F	

