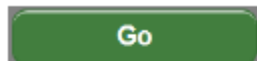# NAVIGATING BANNER 9

How to make Banner BIGGER

- **Crtl = increase zoom (essentially ctrl with +)**
- **Crtl – decrease zoom**
- **Crtl 0 reset zoom to 100%**

Key Terminology

- Forms = Pages

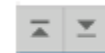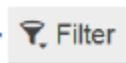- From Key Block; Next Block = Go

- Blocks become Sections

  - Alt Page Down and

  - Alt Page Up

- Rollback = Start Over
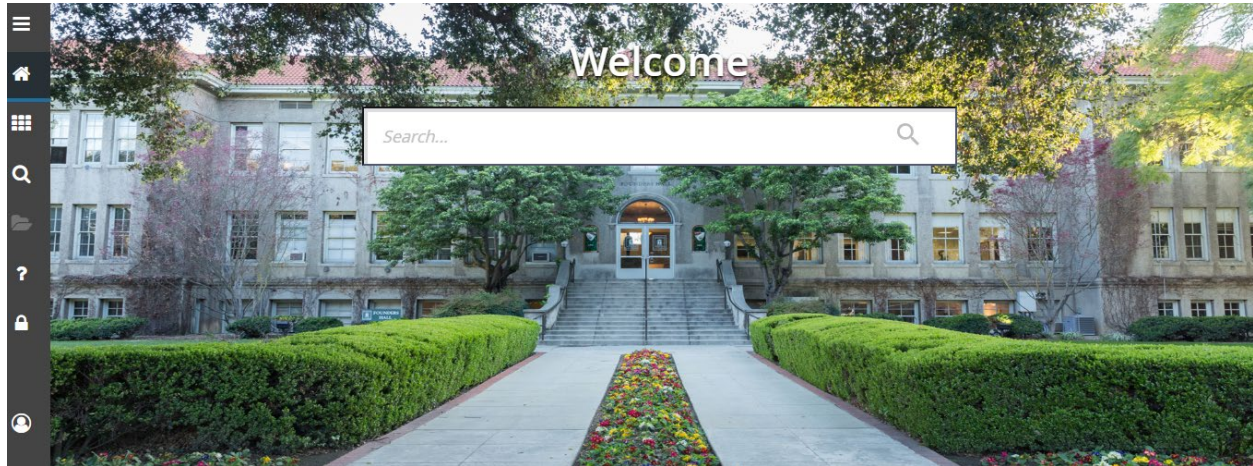
- Query = Filter

Bottom left icons

Application Navigator

From Application Navigator, you can access Banner 9 pages in one of the three ways: Menu icon, Search icon, Search field.

 Menu icon. Located in the upper left corner of the application, click on this icon to view Banner, My Banner. Banner will display all of the modules in Banner system and My Banner which is where personal lists of pages are displayed. Find the page you are interested in opening. To open the page simply click on the page name. You can use the key board shortcut Ctrl + M on your keyboard to open menu icon.

 Search icon. Click on this icon to open the Search window or pressing Ctrl + Shift + Y on your keyboard also open a search panel. Enter either the descriptive name of the page or the Banner acronym for the page and a list of pages or subfolders will be displayed on the left.

Search field. Located in the center of the page. In this box, you enter the key words, page name, or page code (7 letters identifier) on the search field. This field work the same way as search icon.

Recently Opened icon. It is displayed with a count of pages after you have opened the first page in an application. Open the list and select a page to access it.

 Sign Out: It is important to remember to use the Sign Out when closing the application instead of just closing your browser to make sure you are logged out of Banner 9.

Parts of a Page

Page Header

- Actions include: Page Close (X), BDM Add and Retrieve, Related Menu, Tools Menu, and Notification Center

Key Block

- When in the Key Block, the fields are displayed in column and are enterable. When out of the Key Block, the fields are rearranged into a linear format and are not enterable.

- **Lookup button** next to the field indicates that the field has the lookup feature. An Option List may be displayed showing multiple ways to search. After Option is selected, a query can be built to search further with additional fields. See Searching/Filtering Data for information to build the query to search for requested information

- **Generate ID** button allows individuals who have security access to generate a new record assigning the next available ID.

T**here are two methods on the key block to perform the search**

1. Select the 3 dots to the right to the ID field then option list will pop up. Select the person search then you will direct to person search query.
2. Tab out of ID field, once you tab out of ID field, apply name field will appear. Enter the name using the format of last name, first name, then press enter on your key board.
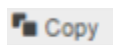
Sections

- If a page has multiple sections, they can be expanded or collapsed
- Header actions include: Multiple Record, Insert, Delete, Copy, and Filter
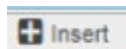
 Insert. Use this to insert records in the section
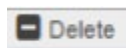
 Delete. Use this to delete records in the section.

 Copy. Use this to copy records in the section

 Filter. Use this to filter records in the section. See Searching/Filtering Data section for additional information

One record at a time: Use pagination controls located at bottom right of section to move from record to record
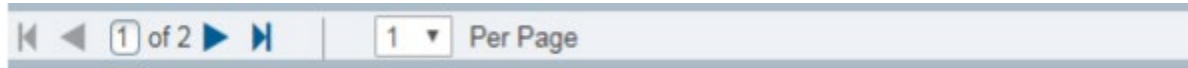
Bottom Section Navigation

Bottom Section Navigation The bottom of the section of the page will contain icons to be used for navigation and perform functions and display additional information.

1. **Previous Section button:** will take to backwards in the sections (Alt+PageUp)

2. **Next Section button:** will take you to the next section of the page (Alt+PageDown)

3. **Activity Date:** current system time – this would be the time stamped for the record if created or modified

4. **Activity User:** Name of account user creating or modifying the record

5. **Save button:** this is the button you will use to save your data

Another Bottom section Navigation style: you will see this one when using the search function

Always check your section areas for the different navigation functions and buttons.

Data Export

- Allow users to extract data "displayed" into an external file (.csv/.xlsv or .txt) which can be saved to a folder or opened
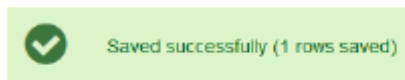
Queries

- % and _ are wildcards
- Percent is any number of characters %A% = any page with a A
- Underscore is a single character __A% = any page with a A in 3rd position
- Queries in Banner 9 have been retooled and work a lot like Excel features and come with common SQL/Excel-like filter options.

Notification Center

Types of Information that is Displayed

Green: Successful save of data

Saved successfully (1 rows saved)

Yellow: Warning messages

Banner
Warning: Information about this person is confidential.

Red: Error Messages

^ERROR^ A valid term must be entered

Shortcut Keystrokes

Command	Banner 8	Banner 9
Save	F10	F10
Rollback/Start Over	Shift+F7	F5
Quit/Close	Ctrl+Q	Ctrl+Q
List of Values/Lookup	F9	F9
Log Out of Banner	Ctrl+Q	Ctrl+Shift+F
Next Block/Next Section; Go	Ctrl+PgDwn	Alt+PgDwn
Previous Block/Section	Ctrl+PgUp	Alt+PgUp
Clear Block/Section	Shift+F5	Shift+F5
Next Field	Tab	Tab
Previous Field	Shift+Tab	Shift+Tab
Checkbox toggle	Spacebar	Spacebar
Radio Group toggle	Left/Right Arrow	Left/Right Arrow
Go To: Search	F5	Ctrl+Shift+Y
Go To: Recently Opened	F5+Up/Down	Ctrl+Y+Up/Down
Forms with Tabs direct to Tab	F2	Ctrl+Shift+1, 2, 3, 4

Command	Banner 8	Banner 9
Enter Query/Filter	F7	F7
Execute Query/Go (on Filter)	F8	F8
Quit/Exit/Cancel Query	Ctrl+Q	Ctrl+Q
Insert Record	F6	F6
Delete Record	Shift+F6	Shift+F6
Copy Record/Section	F4	F4
Clear Record	Shift+F4	Shift+F4
Next Record	Down Arrow	Down Arrow
Previous Record	Up Arrow	Up Arrow
Cut	Ctrl+X	Ctrl+X
Copy	Ctrl+C	Ctrl+C
Paste	Ctrl+V	Ctrl+V
Open Related Menu	Alt+O	Alt+Shift+R
Open Tools Menu	Alt+O	Alt+Shift+T
Help	Alt+H+H	Ctrl+Shift+L