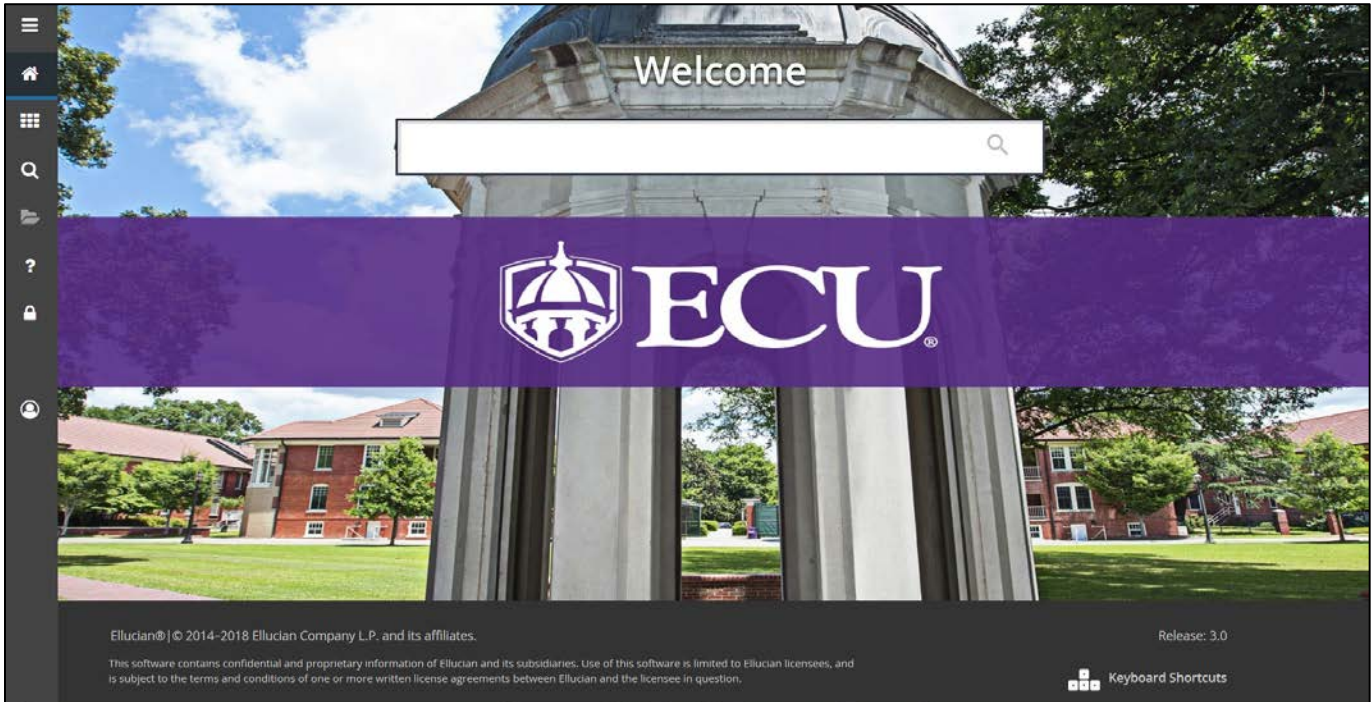


Banner 9 Overview and Navigation




Overview:

This document highlights the differences between Banner 8 (INB) the new Banner 9 (Admin Pages).

The BANNER 8/9 keyboard equivalents are on the last two pages of this document. Many of the keyboard equivalents have not changed, but some have and there are new functions available in Banner 9.

Major changes:

- The 'Close page'  Icon is now on the upper left side of the page (Banner 8 was on the upper right).
- Page messages and errors are displayed in the upper right portion of the page (Banner 8 was at the bottom). Messages are displayed:

- Informational are displayed in green




- Warnings (no action required) are displayed in yellow:



- Fatal/'Must be corrected' messages are displayed in red:



- The icon bar and dropdown options from Banner 8 are gone. The same functions are now available in either the 'Tools' dropdown (Clear Record, BDMS links, additional sections of the form) or in the icons in section of the page (Insert Record, Delete Record, Clear Record).
- The body of a page will not display until the required fields in the 'key block' have valid values and you click the 'Go' button (Alt+Page Down).
- Name Search is now accessed using the ellipsis icon  at the end of the ID field and this opens a 'Filter' type search. NOTE: Use the 'Equals' operator to speed the response time for name searches.
- The date and user who performed the last update to data on a section/page is displayed at the bottom of the page.

New Features:









- BANNER 9 has a 'Hover' feature. If you place the cursor over an icon, BANNER 9 will display the keyboard equivalent for that icon function.
- Required fields in a page are indicated by an '*' at the end of the field name.

Pages or sections with multiple rows:

- Are sortable (when an '*' is in the column title)
- Include an expanded 'Filter' feature
- Have page controls at the bottom of the section to move from page to page and change the default number of records displayed per page
- May have defined 'frozen' columns' (e.g. TSAAREV) because of the about of left/right scrolling available.

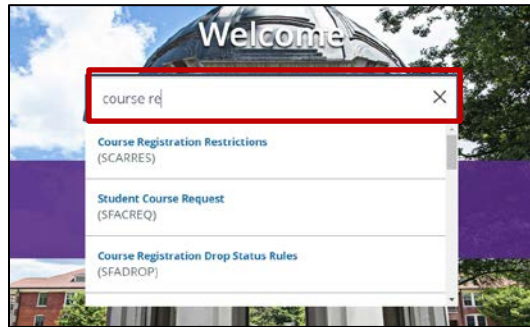
General Navigation/Tool bars:

Navigation Bar

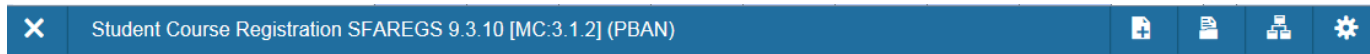
	Toggle menu -Displays the name of each icon below
	Dashboard - Clicking on this tool will return you to the Navigator home page
	Applications – Click the application menu to access all the banner modules, pages, forms, and quick flows
	Search – Click this icon to open the search window. You can then enter with the descriptive name of the page or the Banner acronym for the page.
	Recently Opened – lists all pages and forms that have been recently opened
	Help
	Sign Out
	User

The Search Box

In this box, you enter either the description of the page or the Banner acronym for the page. Find the desired page in the list and select by clicking or the 'Enter' key when using acronym.



The Top Bar



Click here to exit the page.

The title, name of the page and the Banner instance

For BDMS: Puts you in 'Add a document' mode in BDMS/Xtender (must log in to WebXtender).

For BDMS: puts you in 'Retrieval' mode in BDMS/Xtender (must log in to WebXtender)

Displays additional sections/tabs of the current page and any other pages which may contain related data (replaces the 'Options dropdown menu in Banner 8).

Make available 'Actions', 'Options' and access to BDMS/Xtender

The Bottom Bar



a. Move to the next section on the page.

b. Move to the previous section on the page.

c. The last date and user that updated this record.

d. Save the current changes (F10)

e. The mode (Edit/Query)

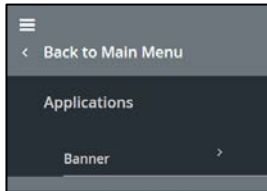
f. The number of records for this item

g. The full Oracle table/column name and sequence number of the item.

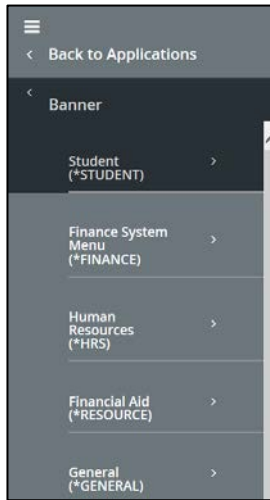
Application Menu

Clicking on Application Menu items with '(*)...' and a '>' will open submenus and eventually Page list

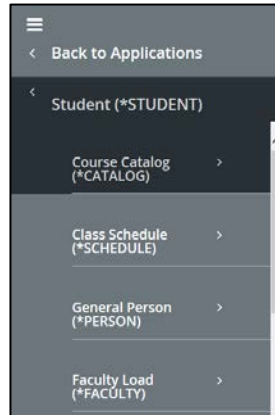
Initial Options:



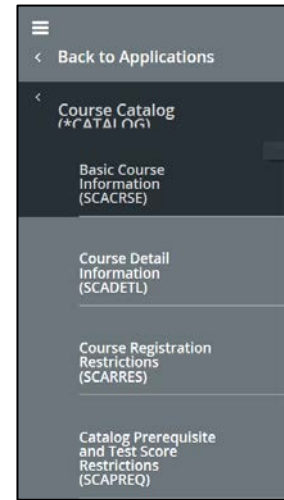
Menus:



Sub Menus:

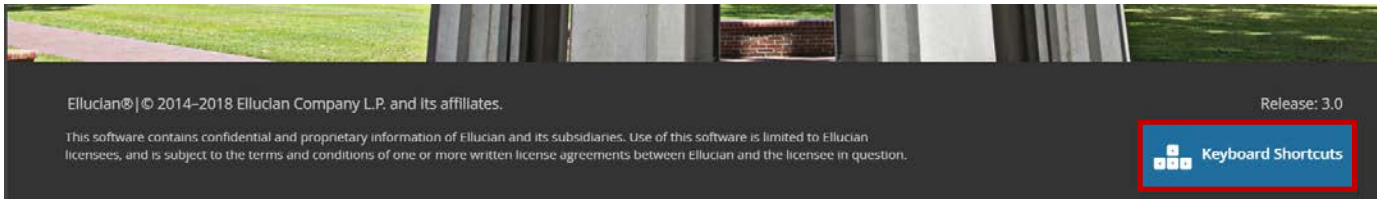


Page Lists:



You can navigate to a prior menu by clicking on the top option that starts with a '<'. For example, clicking on '< Course Catalog (*c...)' takes you back to '< Student (*Student)', clicking on '< Student (*Student)' takes you back to '< Banner'.

Keyboard shortcuts for Navigation Landing page

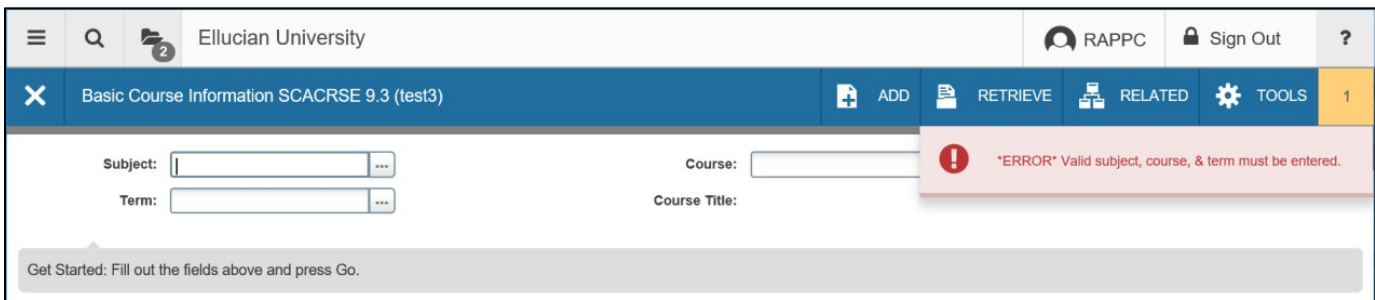


Detail Page Layout:

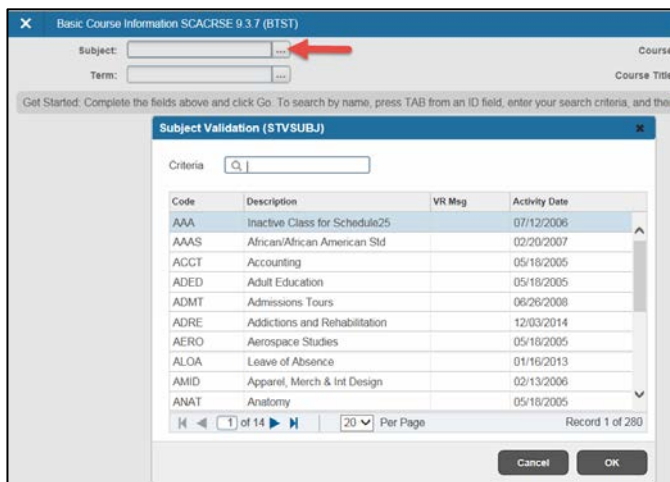
Just like with INB, there is still the 'Key Block' on most pages. The key block fields are specific to each page. You will need to complete the required key block fields and then click the 'Go' button (or use Shift + F3) to continue.

A screenshot of a web application interface. At the top, there is a navigation bar with a hamburger menu, a search icon, and the text 'Ellucian University'. On the right side of the navigation bar are links for 'RAPPCC', 'Sign Out', and a help icon. Below the navigation bar is a blue header bar with a close button (X) and the text 'Basic Course Information SCACRSE 9.3 (test3)'. To the right of this header are buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area contains four input fields: 'Subject', 'Term', 'Course', and 'Course Title'. Each field has a right-pointing arrow. A green 'Go' button is positioned to the right of the 'Course' field. At the bottom of the form, there is a grey instruction bar that reads 'Get Started: Fill out the fields above and press Go.'

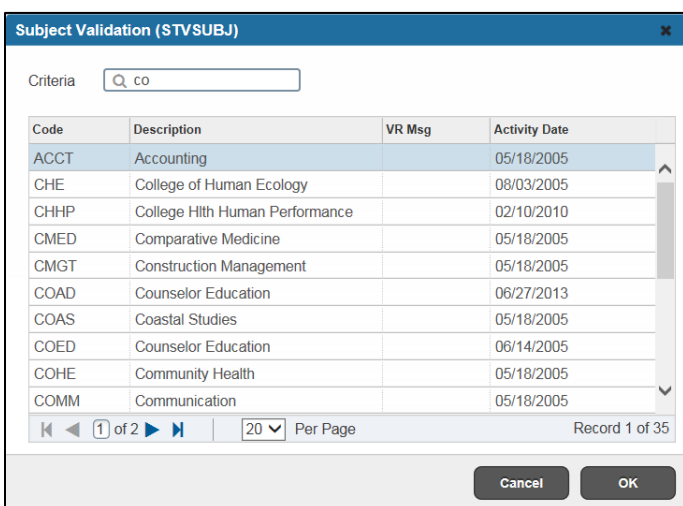
If you forget the required fields, when you press the 'Go' button, the system will display a warning message and the required fields in the upper right



If you are not sure of the values required in the fields you can use the 'Look up' function using the ellipses button [...] to the right of the entry space. This opens the 'Lookup' icon on other field in the body of the page. In this case a dialog box will open with the values and a 'Search' box:



In the Search box enter the characters that you want to search on and press the 'ENTER' key. The system search both the code and the description for records that contain the entered values. For example, if you enter 'co' in the department search, the results returned would be:



When all required fields have been entered and the 'Go' button is clicked, you will see the details for the page:

Basic Course Information SCACRSE 9.3.7 (BTST)

Subject: ACCT Accounting Course: 2401 Term: 201880 Course Title: Financial Accounting

COURSE DETAILS

From Term: 200830 To Term: 999999

Course Title: Financial Accounting Approval: A Approved

College: BU College of Business CIP: 520305 Accounting, Other

Division: Department: AC Accounting Prerequisite Walker: C Department Chairperson



Status: A Active Duration: [] []

Continuing Education Tuition Waiver Additional Fees

Prerequisite Check Method: Basic or None CAPP DegreeWorks Syllabus Exists Long Title Exists

Hours	Low	None/Or/To	High
CEU or Credit	3.000	[]	[]
Billing *	3.000	[]	[]
Lecture	3.000	[]	[]
Lab	[]	[]	[]
Other	[]	[]	[]
Contact	3.000	[]	[]

Repeat Details: Limit: 0 Maximum Hours: [] Repeat Status: NR

On pages with multiple sections, sections may be collapsed  or expanded  using the icon next to the block name:

COURSE DETAIL

Cooperative Education Components

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat
1691	BIOL	Biology	340	Desert Biology	01	M	Main Campus	None
1664	ENLC	Exec Nurse Leadership Core	557	StrtgcPlnng&MgmtOfHlthSystems	01	M	Main Campus	None
1928	HCIN	Health Care Informatics	544	Advanced Hlth Cr Infrmn Mgmt	01	M	Main Campus	None

Record 1 of 3

GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension
1	B	S	Standard Grading System- F...	4.000	4.000	OE	Original Entry	

Record 1 of 1

Clicking on the  in the 'Course Detail' header, collapses that section:

COURSE DETAIL

GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Da
1	B	S	Standard Grading System- F...	4.000	4.000	OE	Original Entry	



Record 1 of 1

LEVEL

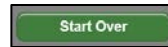
Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

Record 1 of 1

SAVE

You can use the Scroll bar at the right side of the page to scroll up or down or use the Next/Previous sections tools at the bottom of the page  

You can return to the Key block using the 'Start Over' button (or Shift + F2)



And the 'Save' button is always in the lower right corner of the page



Tools within Blocks:

When you are viewing a section of a page with multiple records you have new options. You can:

- Adjust the width of columns, in the column header bar, point near the column divider bar until the pointer changes to || then hold the mouse button (left button on PCs) and drag the column divider to the size you want.
- Change the order of the columns, click and hold the mouse button (left button on PCs) on the column title and drag it to where you want it to be positioned in the header.
- Sort the records (when the column title has an '*' at the end of the title, click once to sort in descending order and click again to sort in ascending order. Note you may only sort on one column in a grid.
- Use the 'Filter' option to find specific sets of records

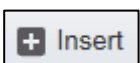
Note: Changes you make in the grid display are NOT saved, if you close the page and then re-access the page, the system resets to the defaults

Once you have the new Effective Term Record, the Block tools become active:

The screenshot shows the 'GRADING MODE' interface. At the top, there are search filters for 'From Term' (200409) and 'To Term' (999999), with a 'Copy' button between them. Below the filters is a table with columns: 'Grade Mode *', 'Description', and 'Default *'. The table contains four rows of data. At the bottom of the table, there are navigation controls including '1 of 1' and '10 Per Page'. In the top right corner of the interface, four tool buttons are highlighted with a red box: 'Insert', 'Delete', 'Copy', and 'Filter'.

Grade Mode *	Description	Default *
S	Standard Grading System- Final	Default
A	Audit	Not Default
P	Pass/Fail Grading System	Not Default
X	Legacy	Not Default

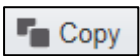
The tools options are:



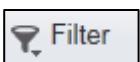
Inserts a new blank record for input (either button at the top or bottom of the section).



Deletes the current record.



Copies the current line and inserts a new line under the current position for edit.



Opens the 'Advanced Search' tool. This option is only available if there are more records in the section that can be displayed at one time and on query pages like SSASECQ.

Filtering Data

When the Filter option is available, you can create simple or complex queries to return existing rows. The fields available for use in the filter query will vary depending on the page/section you are using. There are three columns for filter definitions:

- Field to use in the filter (all the fields in the grid are available in the dropdown)
- Operator to use on the field
- Value(s) to match against the field

To start the filter search, select a field from the 'Add Another Field' dropdown:

Then select the 'Operator' and enter a value for the operation to act upon, then either add additional fields to the filter or click the 'Go' button to execute the query.

'Contains' is the default operator for alphanumeric fields, however you may also select other options depending on the type of data contained in the field you select to use in the query:

Numeric	Alphanumeric	Dates	Other	Checkbox
Equals	Contains	Equals	Equals	Equals Checked
Not Equals	Starts With	Between	Not Equals	Equals Unchecked
Not Equals or is null	Ends With	Greater Than	Contains	
Between	Equals	Greater Than or Equal to	Starts With	
Greater Than	Not Equals	Less Than	Ends With	
Greater than or Equal to	Not Equals or is Null	Less Than or is Null		
Less Than		Less than or Equal to		

Less Than or is Null		Less than or Equal to or is Null		
Less than or Equal to		Is Null		
Less than or Equal to or is Null		Is Not Null		
Is Null				
Is Not Null				

Note: While the 'Contains' operator is the default, when searching on pages with large numbers of records, (SOAIDEN, TSAAREV, etc.) using the 'Equals' operator will be much quicker. When the 'Between' operator is used the check is inclusive of the low and high values. For example, if you enter a Between range of 1 and 5, the values of 1, 2, 3, 4 and 5 are considered.

Create the query rule, click the 'Go' button and the results will be returned in the page