

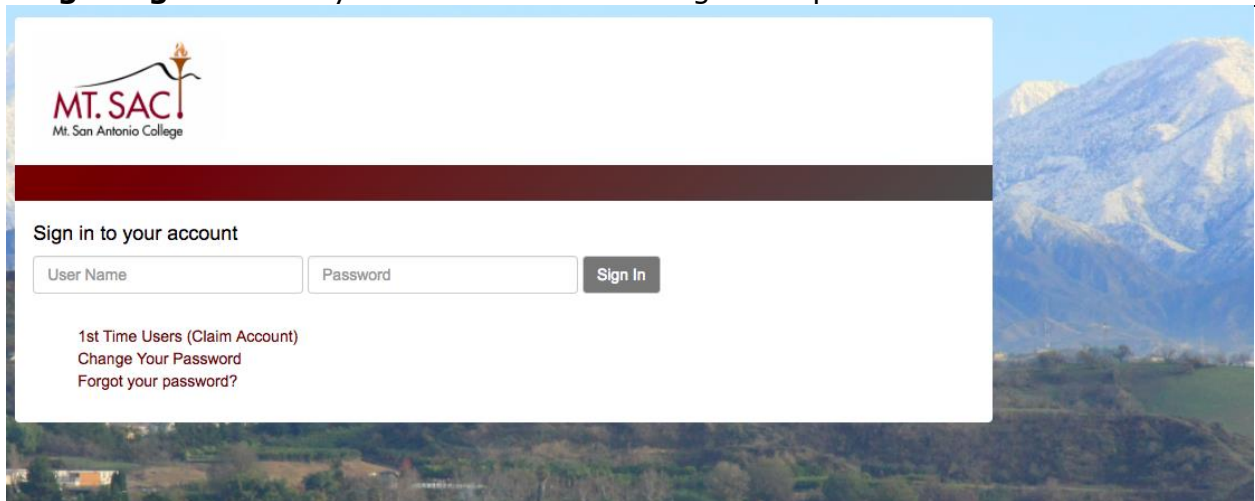
**BANNER 9 TRANSFORMED FORMS
Using APPLICATION NAVIGATOR
August 30, 2017**

OVERVIEW

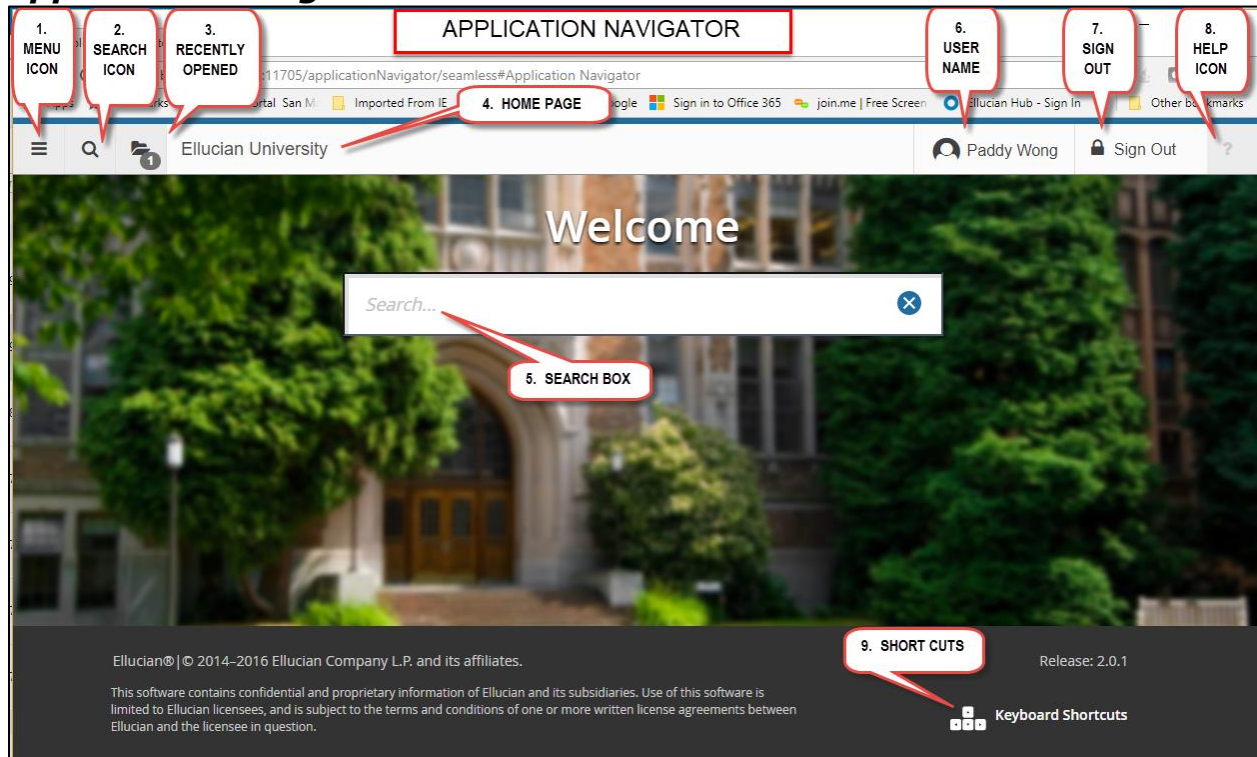
- A. **SIGNING into BANNER** – Single sign-on is used, integrating signing into and out of Banner with logging into other Banner and institution applications.
- B. **APPLICATION NAVIGATOR** “AppNav” is the home page that enables institutions to go between Banner 8 and Banner 9 forms.
- C. **TRANSFORMED FORMS** are the Banner forms, redeveloped using java-based tools instead of Oracle Forms.
 - 1. All baseline Banner 8 forms have been “transformed” into an equivalent Banner 9 “page”, with the same name, description and functionality.
 - 2. Responsive Design.
 - 3. Does not need Java application.
 - 4. Runs on Chrome, Internet Explorer, and Firefox.
- D. **BANNER SELF SERVICE** is not impacted by the Application Navigator or Transformed Forms.
 - 1. New / updated functionality has been developed in Banner self-service.
 - 2. Other self-service functionality remains unchanged.

SIGNING into BANNER

Single Sign-on uses your Email user name login and password.

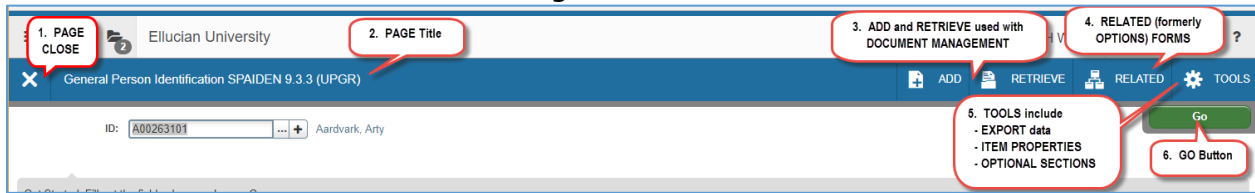


Application Navigator



1. **Menu icon** opens the Banner menus in a cascade by functional area. Find the page you are interested in opening and click.
2. **Search icon** is used to enter either the descriptive name of the page or the Banner acronym for the page.
3. **Recently Opened icon** displays with a count of pages after you have opened the first page. Open the list and select a page to access it.
4. **Home Page:** Displays the institution name. By selecting you will always be returned to the Application Navigator landing page.
5. **Search box in the "Welcome Page"** lets you enter either the descriptive name of the page or the Banner acronym for the page.
6. **Banner User Name** displays the Banner Username of the person logged into this account.
7. **Sign Out** link in the Application Navigation Toolbar will exit you from all your Banner portal applications.
8. **Help Icon** can be selected from a functional page, selecting this icon will open the help information. Help is not available from the Home Page.
9. **Key Board Shortcuts:** Application Navigator page has a set of keyboard shortcuts, which you can review by clicking on Keyboard Shortcuts in the bottom right corner of the page.

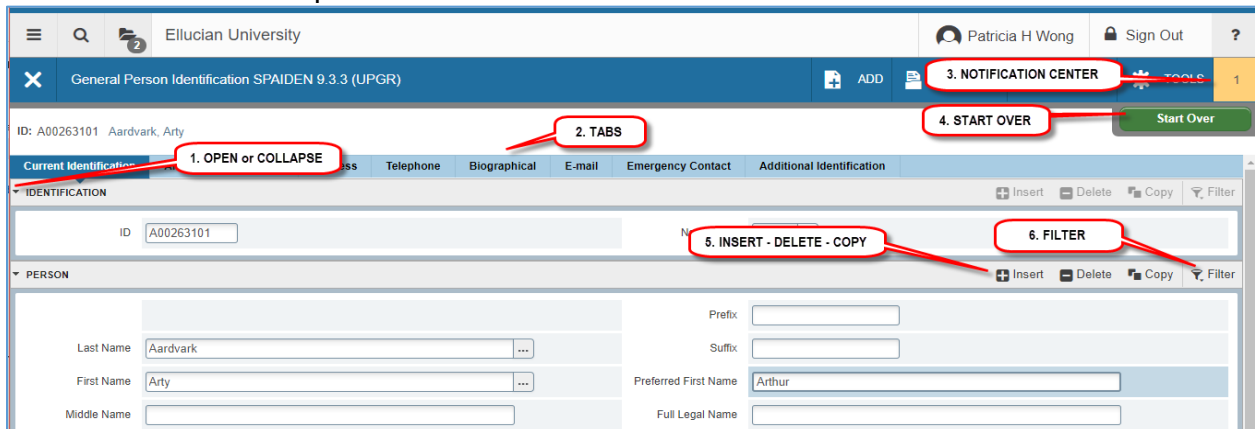
PAGE HEADER contains the following items:



1. **Page close** icon.
2. **Page title** is formatted according to the preferences established on the User Preference (GUAUPRF) page.
3. **ADD** and **RETRIEVE** icons, which are used with Banner Document Management.
4. **RELATED** button displays a list of pages that can be accessed from this page like the Options Menu in Banner 8.
5. **TOOLS** button which includes refresh, export, print, clear data, item properties, display ID image, and other options controlled by the page.
6. **GO** To access the body of the page, populate the key block data and then click **Go**.

Note: Workflow Release and Submit buttons also display in the page header.

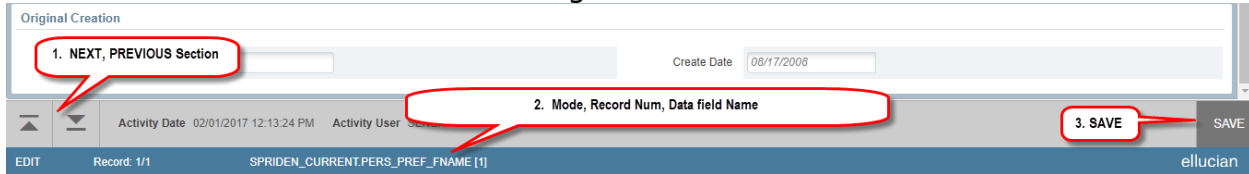
SECTIONS of the form will display after the key data has been entered and the **GO** button has been pressed.



Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed

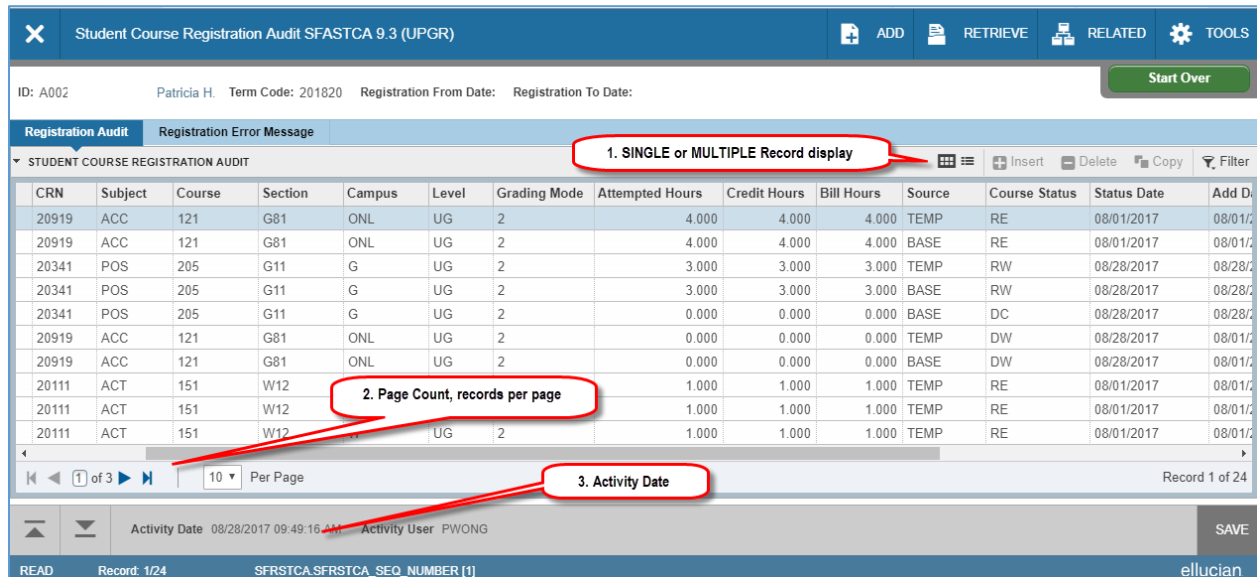
1. **Open or Collapse** a section by clicking on the arrow on the far left side of the section header.
2. **Tabs** are available on some pages to access sections of grouped information.
3. **Notification Center** displays messages including errors.
4. **Start Over** returns to the key block.
5. **Record icons** for the following actions:
 - a. **Insert.** Use this to insert records in the section.
 - b. **Delete.** Use this to delete records in the section.
 - c. **Copy.** Use this to copy records in the section.
6. **Filtering** is used to limit and identify records based upon search criteria. See example below.

PAGE FOOTER includes the following:



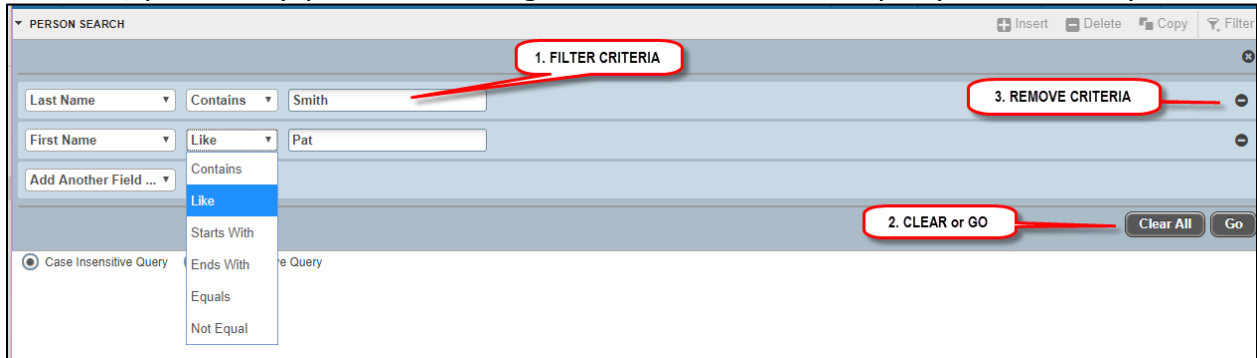
1. **NEXT** and **PREVIOUS** sections move up and down between sections and tabs.
2. Additional information including:
 - a. **MODE** identifies edit (update) versus query mode.
 - b. **Record Number** identifies record number and total records.
 - c. **Data Field Name** identifies the Banner table and data field. RELATED button displays a list of pages that can be accessed from this page like the Options Menu in Banner 8.
3. **SAVE** button.

DATA in GRID MODE



1. **Single** and **Multiple** record icons can display in grid mode or one record at a time.
2. **Page Count** and **Records per Page** manage the number of records displayed.
3. **Activity Date** displays the record's last change date.

FILTERS provide the ability to search for specific records by querying on data element, previously provided through search and execute query functionality.



1. **Filter Criteria** provides the ability to select based upon field, function, and criteria.
2. **Clear All** and **Go** icons are used to clear the filter criteria or execute (Go) the filter.
3. **Remove** button are used to remove a single criteria record.

OTHER BASIC NAVIGATION HINTS

1. Required Fields – noted by Asterisk “*”
2. Sort Order – in Grid mode, click on header name.
3. Dates – can be identified by calendar pop-up.
4. Multiple Records are identified by record count in page footer.

KEYBOARD SHORTCUTS

ACTION	Banner 9	Banner 8
Choose / Submit	ENTER	ENTER
Clear record	SHIFT+F4	SHIFT+F4
Clear records (all in a section)	SHIFT+F5	SHIFT+F5
Delete Record	SHIFT+F6	SHIFT+F6
Down or Next Record	Down Arrow	Down Arrow
Duplicate selected record	F4	F4
Exit Current Page or Exit Search	CTRL+Q	CTRL+Q
Expand/Collapse Drop-down field	ALT+Down Arrow	Click field
Export Data	SHIFT+F1	Extract data
First Record	CTRL+Home	Not applicable
Help	CTRL+SHIFT+L	ALT+H
Insert/Create Record	F6	F6
Last Record	CTRL+End	Not applicable
Lookup or List of Values (LOV)	F9	F9
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down

ACTION	Banner 9	Banner 8
Next Section	ALT+Page Down	CTRL+Page Down
Open Menu Directly	CTRL+M	F5
Open Related Menu	ALT+SHIFT+R	Not applicable
Open Tools Menu	ALT+SHIFT+T	Not applicable
1 st Tab 2 nd Tab and so on	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on	Not applicable
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
Save	F10	F10
Select record on a Called Page	ALT+S	SHIFT+F3
Start Over or Rollback	F5	SHIFT+F7
Toggle Multi/Single Records View	CTRL+G	Not applicable
Up/Previous record	Up Arrow	Up Arrow
Workflow		
Release Workflow	ALT+Q	Icon or Menu
Submit Workflow	ALT+W	Icon or Menu
Banner Document Management		
Add BDM Documents	ALT+A	Icon or Menu
Retrieve BDM Documents	ALT+R	Icon or Menu
Application Navigator		
AppNav - Access Help	CTRL+SHIFT+L	
AppNav - Access Menu	CTRL+M	
AppNav - Recently Opened pages	SHIFT+Y	
AppNav - Search	CTRL+SHIFT+Y	
AppNav - Sign Out	CTRL+SHIFT+F	