



BANNER 9

NAVIGATION GUIDE

Delta State University
Administrative Systems
Office of Information Technology

Administrative Systems
Bailey Hall 105
Phone: 662-846-4028
Email: pvaughn@deltastate.edu

01/03/2018 - updated

Banner 9

Banner 9, according to Ellucian, is no ordinary upgrade. *“ It delivers a fresh user experience, all new tools, and significantly improved capabilities across Banner, driving new efficiencies so you can focus on student success.”*

Banner 9 will provide a fresh look and updated functionality, including new functionality for faculty grading, student advising, and registration. Banner 9 replaces underlying Banner 8 technology that is being phased out, including Oracle Forms, and eliminates the need to run Java (JRE) in the browser. Banner 9 continues to provide single sign-on functionality and will make new modules and Admin pages accessible through a single product.

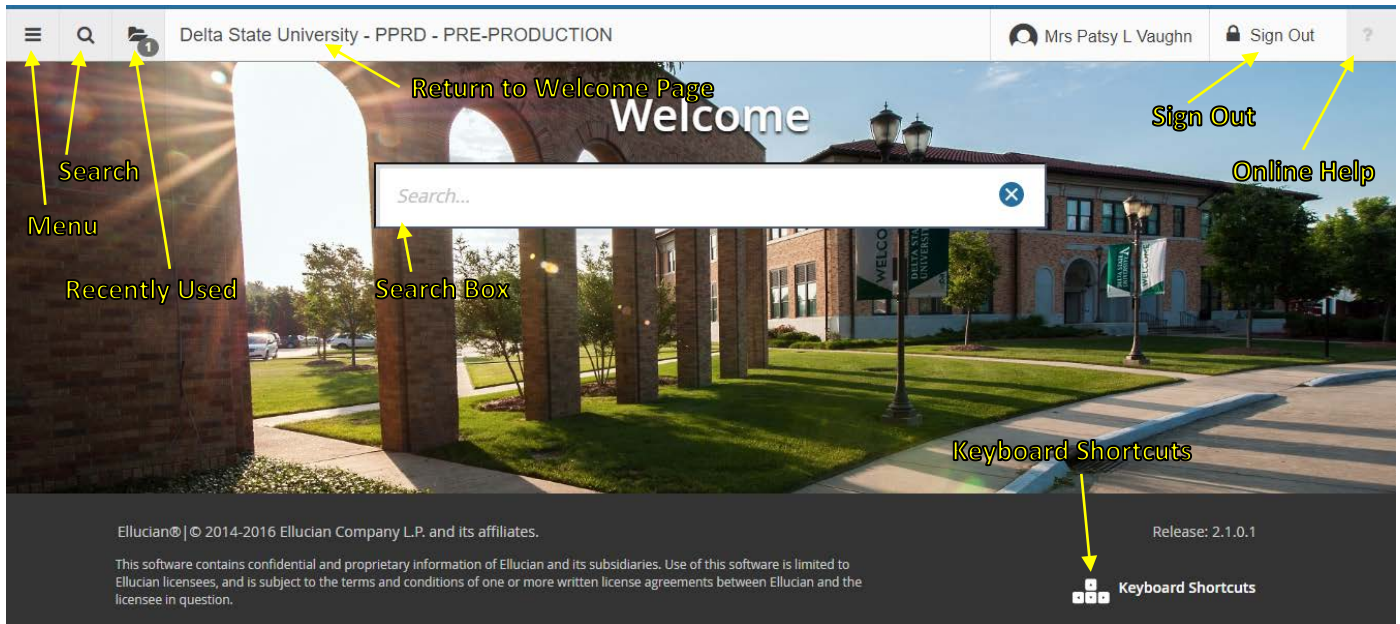
Some of its many new advantages include:

- Eliminating users’ browser compatibility problems
- Ending dependency on Internet Explorer and allows for full browser support (Chrome, Firefox, Safari, MS Edge)
- Greatly simplifying the upgrade process for administrators

What’s new with Banner Admin Pages?

The Banner 9 welcome screen offers a “google-like” experience for navigating throughout Banner Admin pages, offering multiple ways to search.

- Reorganization of the Banner Administrative menu.
- Banner Admin pages are transformed, web page-like versions of INB forms.



Banner 9 Welcome Page

You can then use any of the following to navigate within the Welcome Screen:

- **Menu icon (CTRL+M)** – The **Menu icon** is located in the upper left corner of the application. Click on this icon to open the Banner Menu. Find the page you are interested in opening. Select the desired entry and click Enter. The **Menu icon** will also allow you to open the My Banner menu which will allow you to create a personal list of pages that you use regularly. See the appendix for directions regarding how to set up My Banner.
- **Search icon (CTRL+Shift+Y)** – The **Search icon** is located in the upper left corner, just to the right of the Menu icon. Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.
- **Recently Opened icon (CTRL+Y)** – The **Recently Opened icon** is located in the upper left corner, just to the right of the Search 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.
- **Search box in the center of the page (CTRL+Home)** – In this box, you can enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.

You can **return to the Welcome Page** by clicking on the **Delta State University** home link.

On-line help is available via the “?” icon or shortcut key (CTRL+Shift+L). This icon is found in the top right corner of the page. This function allows you more information regarding a selected page or help in using that page.

The Welcome Page has a set of keyboard shortcuts, which you can review by clicking on **Keyboard Shortcuts** in the bottom right corner of the page. Please see the appendix for a full list of Keyboard Shortcuts.

It is important to remember to use the **Sign Out** link in the upper right corner when closing the application (instead of just closing your browser) to make sure you are logged out of the application.

Basic Navigation

The basic navigation of each page (previously called Forms) includes the page header, key block, sections, notification center, and buttons.

The screenshot shows a software interface for 'General Person Identification SPAIDEN 9.3.3 (**PPRD**)' with a blue header bar containing a close icon, title, and navigation buttons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, the ID '900137180' and 'Okra, Fighting' are displayed. The main form area is divided into sections: 'IDENTIFICATION' (with ID and Name Type fields), 'PERSON' (with Last Name 'Okra', First Name 'Fighting', and other name fields), and 'NON-PERSON'. At the bottom, there is an activity log showing 'Activity Date 01/11/2018 11:50:15 AM' and 'Activity User PVAUGHN', along with an 'EDIT' button and a 'Record: 1/1' indicator.

Page Header

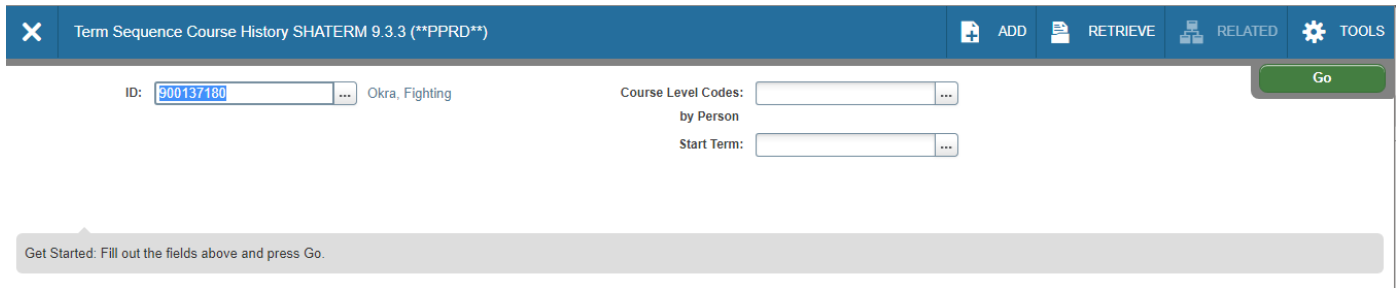
The screenshot shows the page header for 'General Person Identification SPAIDEN 9.3 (TEST)'. It features a blue header bar with a close icon, title, and navigation buttons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, the ID 'L00551478' and 'Student, Example' are displayed. A 'Start Over' button is visible on the right side of the header area.

The page header is part of the basic navigation and contains the following items:

- **Page close icon “X”** – Always use this icon to close your page.
- **Page title** – Includes description, acronym, version, and database.
- **Add and Retrieve icons** – These icons are used with Banner Document Management (Xtender).
- **Release and Submit buttons** – Displayed only with a workflow.
- **Related Menu button** – Displays a list of pages that can be accessed from this page.
- **Tools Menu** – Will include refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.
- **Notification Center** – Will be located to the right of the Tools Menu and will display the following information as needed: successful save of data, warning messages, error messages, informational messages, number of messages to be corrected to continue in the page. You can click in the box with the number in the page header to open or close the **Notification Center**.

The screenshot shows the page header for 'Common Matching Entry GOAMTCH 9.3.3 (**PPRD**)' with a blue header bar containing a close icon, title, and navigation buttons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, the ID '900123456' and 'Matching Source:' are displayed. A notification center is visible on the right side, showing an error message: '*ERROR* This ID is valid, use of this form is not allowed for valid IDs.' An orange arrow points from the 'Notification Center' text in the list above to the notification box.

Key Block



Term Sequence Course History SHATERM 9.3.3 (**PPRD**)

ADD RETRIEVE RELATED TOOLS

ID: 300137180 Okra, Fighting Course Level Codes: by Person Start Term: Go

Get Started: Fill out the fields above and press Go.

The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, the fields that can be entered in the key block are enabled. When you leave the key block, the fields in the key block are disabled.

When the cursor is in the key block, the information is displayed in a column format. When you leave the key block by clicking the **Go** (previously Next Block) button, the data is rearranged into a linear format and not enterable.

To access the body of the page, populate the key block data and then click **Go**.

You can return to the key block if you are in the body of a page by clicking **Start Over** (previously Rollback).

Sections

Pages are divided into sections (previously blocks) that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on. Each section contains related information. Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed by clicking on the arrow on the far left side of the section header. Some sections are accessed by using tabs that group information in a meaningful way.



If available, the sections can have a header that includes icons for the following actions:

- **Delete** – Use this to delete records in the section.
- **Copy** – Use this to copy records in the section.
- **More Information** – *This icon will only appear if supplemental data can be entered for the record.* The icon is displayed with a check mark if supplemental data already exists for the record.
- **Filter** – Use this to filter records in the section.

Bottom Section Navigation



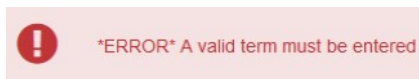
The bottom of the section of the page will contain icons to be used for navigation, perform functions, and display additional information.

- **Previous Section button** – Will take you backwards in the sections (Alt+ Page Up).
- **Next Section button** – Will take you to the next section of the page (Alt+ Page Down).
- **Activity Date** – Current system time. This would be the time stamped for the record if created or modified.
- **Activity User** – Name of account user creating or modifying the record.
- **Save button** – This the button you will use to save your data. **Error Message Types**

Notification Center Messages

You may see four message notification component types when working in Banner 9:

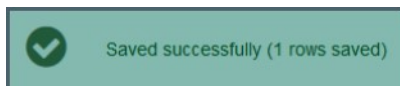
- **Error Notification** – Will display a “!” in a circle when message is displayed



- **Info Notification** – Will display an “i” in a circle when message is displayed. May display an OK button that you must select to continue.



- **Success Notification** – Will display a checkmark in a circle when message is displayed.



- **Warning Notification** – Will display a “!” in a yield sign when message is displayed. Will also display two buttons, Yes/No, that must be selected to continue.



Data Display Options

Required Fields

An asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page. The system uses the definition of the field as it is used in the application to determine if it is required. For fields that have conditional logic that determines whether they are required, the asterisk (*) is not displayed. If you leave a section or a page without entering information in a required field, the page notifies the individual in the Notification Center, requiring the user to perform some additional action.

Sort Order

In a grid layout, values for a field can be sorted; and, if you have chosen to sort the data, an up or down arrow next to the field name indicates the current sort order for the field. You can click the field label to reverse the sort order.

Dates

You can either enter the date directly or use the calendar icon for date selection. The date format is mmddyyyy. To enter the current date, type any letter and [TAB].

Lookup

The Lookup feature allows you to quickly find a value for a field. The **Lookup** button next to a field indicates that the field has the Lookup feature.

Click the **Lookup** button (...), enter a filter value, and press **Enter** to display results that match the filter criteria. Select a value and click **OK**, or double-click a value to return the value to the calling page.

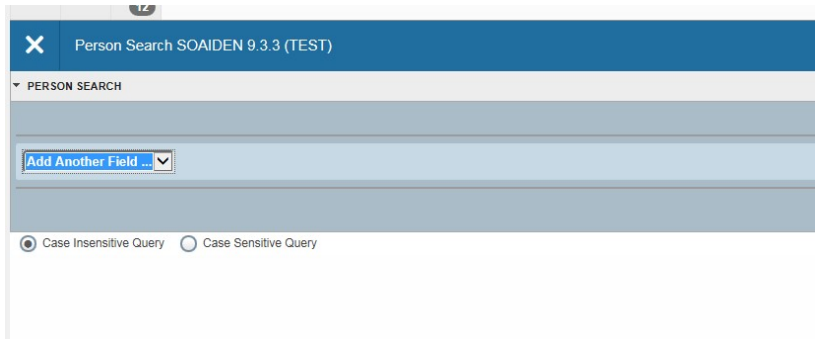
In addition, when you are in the key block and all you see is the id field, you can press the tab key and this will allow you to enter a name search.

Filtering Data

You can filter data in a section if there is an active **Filter** icon in the section header. Use the following steps to filter data in a section.

1. Click the active **Filter** (F7) icon for the section.

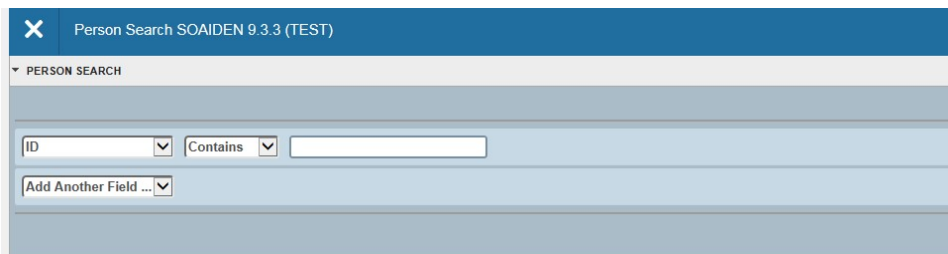
2. Choose the field you want to filter from the **Add Another Field** drop down list.



The screenshot shows a web application window titled "Person Search SOAIDEN 9.3.3 (TEST)". Below the title bar is a section labeled "PERSON SEARCH". In this section, there is a dropdown menu labeled "Add Another Field ..." which is currently open, showing a list of fields. Below the dropdown menu, there are two radio buttons: "Case Insensitive Query" (which is selected) and "Case Sensitive Query".

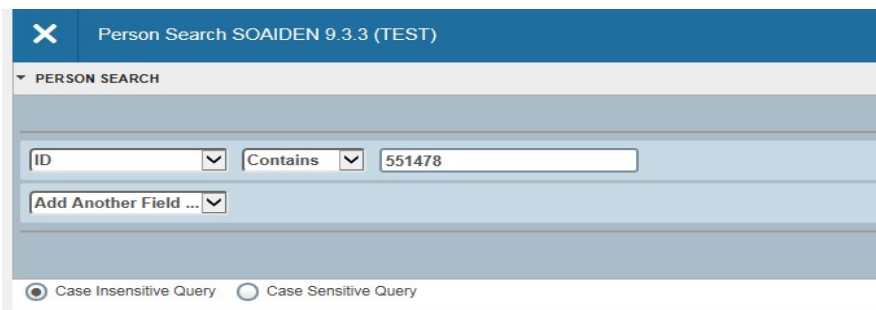
3. Choose an operator from the **Contains** drop down list. The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).

The **Contains** operator is available for alphanumeric and other fields only. The **Between** operator includes the values entered. For example, for codes "between" 1 and 5, the values 1, 2, 3, 4, and 5 are considered. Required fields do not use the Is Null and Is Not Null operators.



The screenshot shows the same "Person Search SOAIDEN 9.3.3 (TEST)" window. In the "PERSON SEARCH" section, the "Add Another Field ..." dropdown is now closed. The "ID" field is selected in the first dropdown, and the "Contains" operator is selected in the second dropdown. A text input field is present to the right of the operator dropdown, which is currently empty.

4. Enter a value for the field you selected.



The screenshot shows the same "Person Search SOAIDEN 9.3.3 (TEST)" window. The "ID" field is selected in the first dropdown, and the "Contains" operator is selected in the second dropdown. The text input field now contains the value "551478".

5. **Optional:** If you want to add another field to the filter criteria, choose a field from the **Add Another Field** dropdown, select an operator, and enter a value for the field that you selected. Repeat this step until all filter criteria are entered.
6. When all filter criteria are entered, click **Go** (F8) to display the filter results. The number of records retrieved is displayed at the bottom of the section. The results for a field can be sorted in

ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

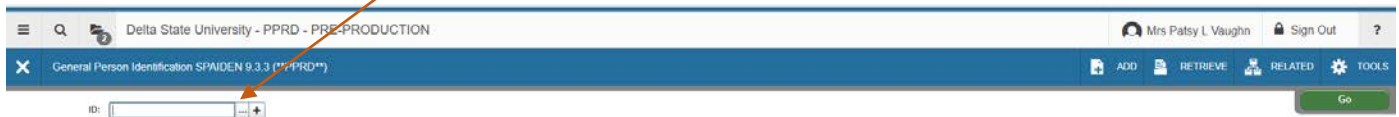
7. **Optional:** If you want to perform another filter, click **Filter Again**.

8. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase **x** in the upper corner of the filter window to close the filter.

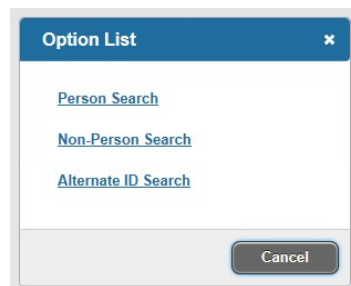
Wild Card Lookup

When utilizing the Lookup option you may perform either exact match lookups or partial match lookups when some of the information is unknown. To perform a partial match lookup, you will use a “%” to replace the unknown information. For example, when searching for a student with an incomplete ID number you may enter the known information as L0055%47%.

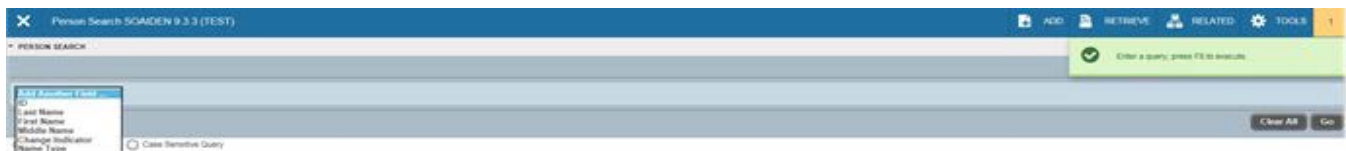
1. Select the lookup icon (...).



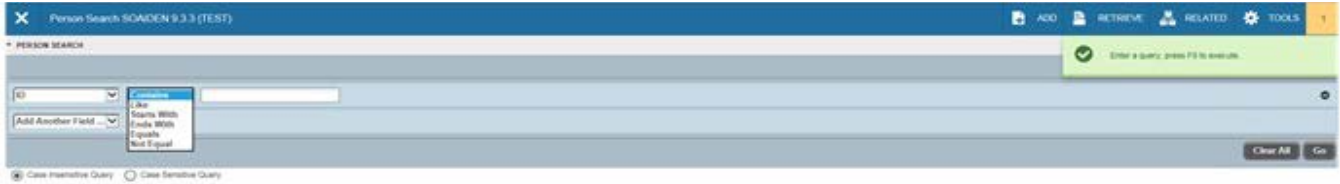
2. Choose the type of search to be completed from the option list.



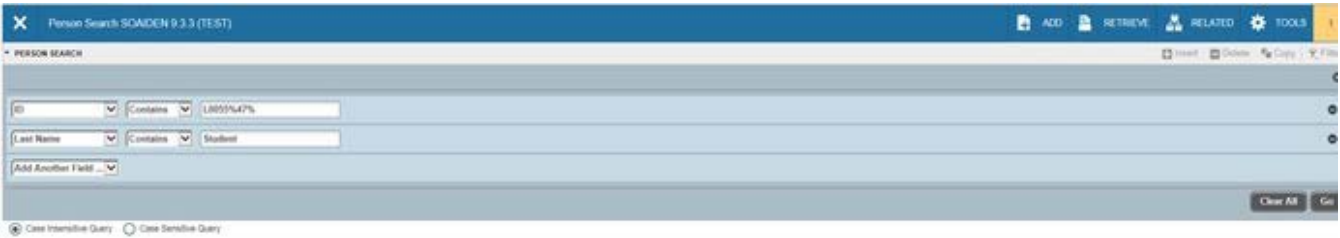
3. Begin the filter process by selecting the appropriate filter. (i.e. ID, Last Name, etc.)



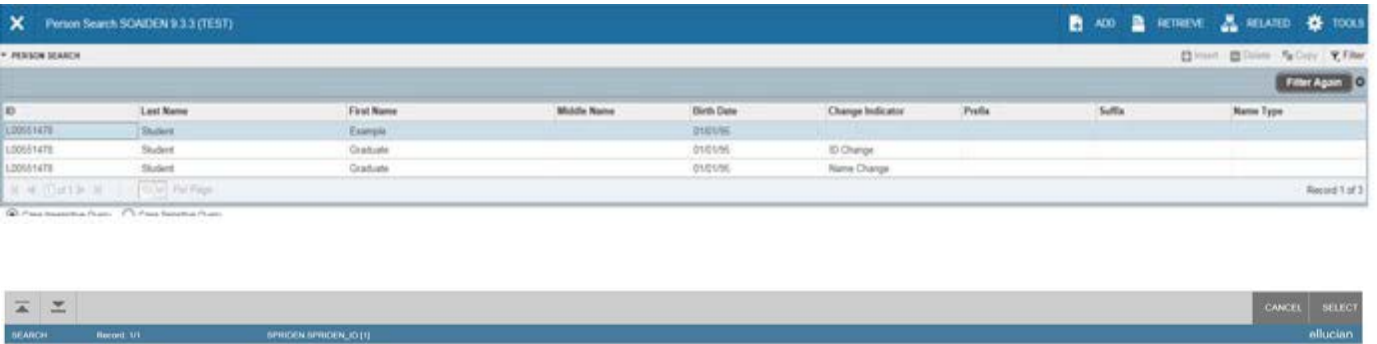
4. Choose the appropriate operator for the list.



5. Add any additional filters if any additional information is known. Select **Go** button.



6. You will be provided a list of compatible information and may either highlight the information and use the Select button from the lower right of the form or select Cancel.



7. The selected information will be returned to the calling page.



Multiple Records

Data can exist in multiple records of the same type in the database, for example addresses, and are displayed in multiple ways. Records can be viewed one record at a time or in a grid.

One record at a time. In this instance, the details of the data are not displayed in a table grid, but rather in a more easily readable manner. You can move from record to record using pagination controls (the arrows located in the bottom left hand corner)

The screenshot shows a web application interface for 'General Person Identification SPAIDEN 9.3.3 (**PPRD**)' with a 'Start Over' button. The main content area is divided into several tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Biographical' tab is active, displaying a form with fields for Gender (Male, Female, Not Available), Birth Date (02/01/1969), Age (28), SSN/SIN/TIN (120545677), Confidential, Deceased, Deceased Date, Citizenship, Marital Status, Religion, Legacy, Ethnicity, New Ethnicity, Ethnicity and Race Confirmed, Confirmed Date, Veteran File Number, Veteran Classification (Not a Veteran), and Date of Discharge. Below the form is a 'RACE INFORMATION' section with a table header 'Race * Description' and a pagination control showing 'Record 1 of 1'. At the bottom, there is an 'EDIT' button, 'Record: 4/1', 'SPBPERG.PERS_SEX [1]', and a 'SAVE' button.

Pagination Controls

In a grid. In this instance, the data is presented in column and row format. You may need to scroll to view all the data. You can page through the records using the pagination controls, decide how many records you want to review in the grid, and sort the data in ascending or descending order by clicking on the arrows next to the column heading. (See screenshot on the next page)

The screenshot shows a web application interface for 'Delta State University - PPRD - PRE-PRODUCTION' with a 'Filter Again' button. The main content area is a table grid with columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, Course/Section Title, Schedule Type, Instructional Method, Duration, Unit, and Link. The table contains 10 rows of data. Below the table is a summary section with columns: Enrollment, Maximum, Actual, and Remaining. The summary shows Enrollment: 35, Maximum: 35, Actual: 0, and Remaining: 35. At the bottom, there is an 'EDIT' button, 'Record: 1/1183', 'SUBJECT,SSN,SYCT_TERM_CODE [1]', and a 'SAVE' button.

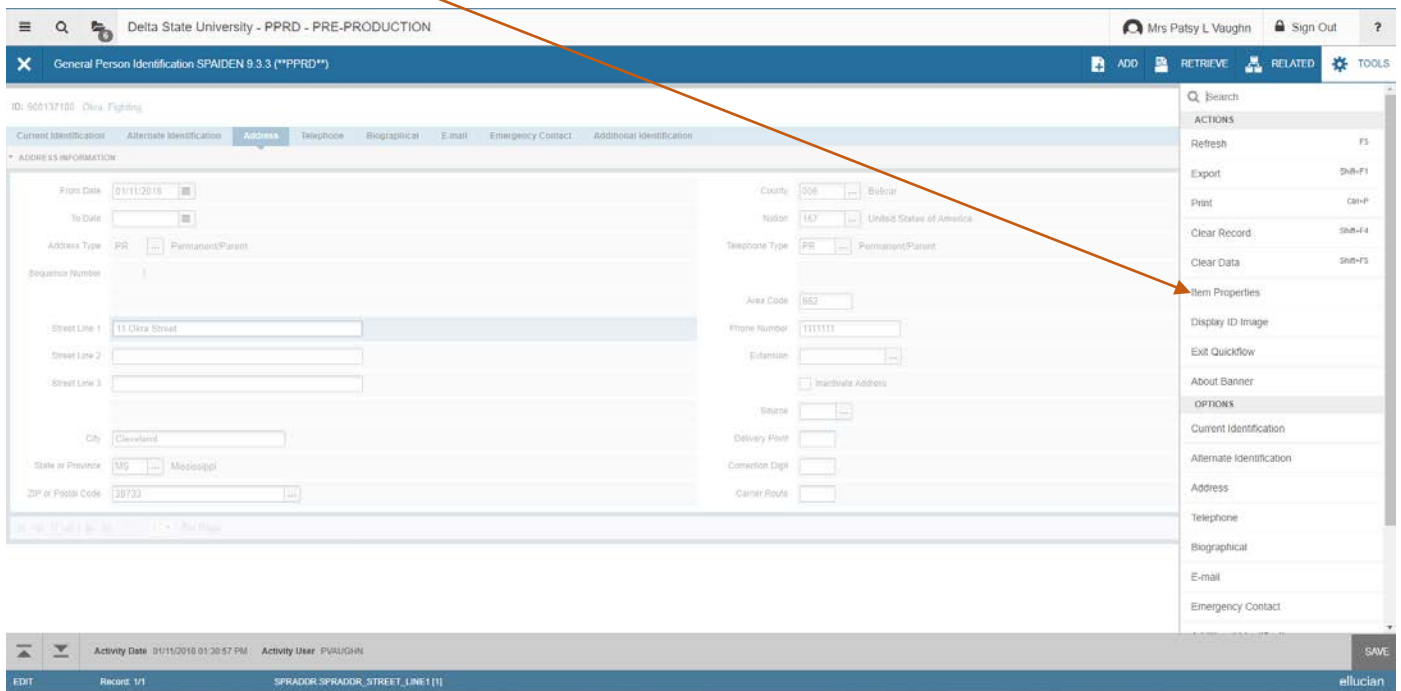
Page through options in grid format

Advanced Features

Item Properties

Item Properties lists all properties for the field where the cursor is currently located.

Item properties include the field's internal database name, whether the field is required, type of data (character or numeric), maximum length, and other characteristics of the field. The specific properties that are displayed depend on the type of field. To display Item Properties for a field, place the cursor in the field and select **Tools > Item Properties**.



Appendix

Buttons

Banner admin pages include several buttons.

Button	Description
Add and Retrieve	Use the Add and Retrieve buttons to interact with Banner Document Management (xTender) to properly store and review documents.
Go	Use the Go button to advance to the body of the page after populating the key block.
Save	Use the Save button to save changes on the page. The Save button is located on the bottom right side of the page.
Section Navigation	Use the Next Section button to navigate to the next section of data. Use the Previous Section button to navigate to the previous section of data. The Next Section and Previous Section buttons are located at the bottom left of each page.
Select and Cancel	Use the Select button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. When you need to go to a secondary or called page to retrieve data, the Select and Cancel are presented at the bottom of the page.
Start Over	Use the Start Over button to return to the key block of the page.

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

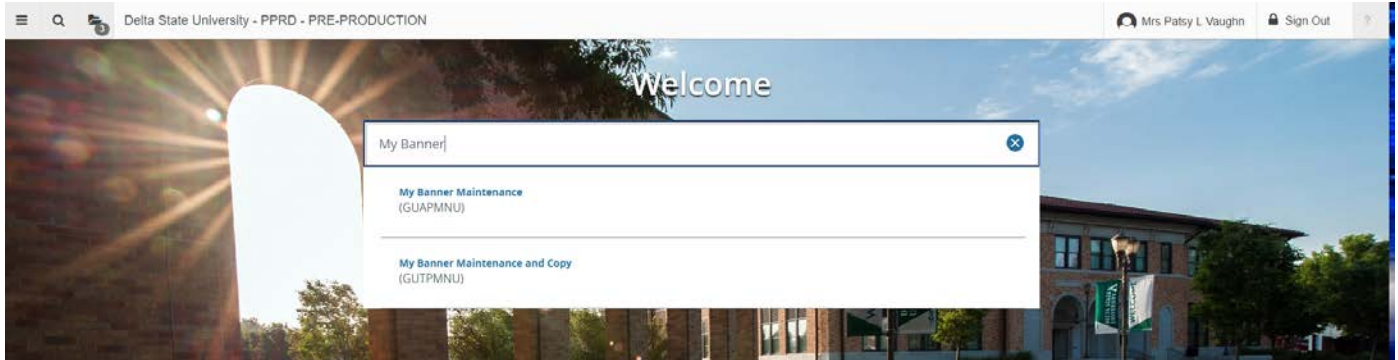
Action	Banner 9 Keystroke	Banner 8 Keystroke
Banner Document Management		
Add BDM Documents	Alt + A	Icon or Menu
Retrieve BDM Documents	Alt + R	Icon or Menu

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	

My Banner Personal Menu

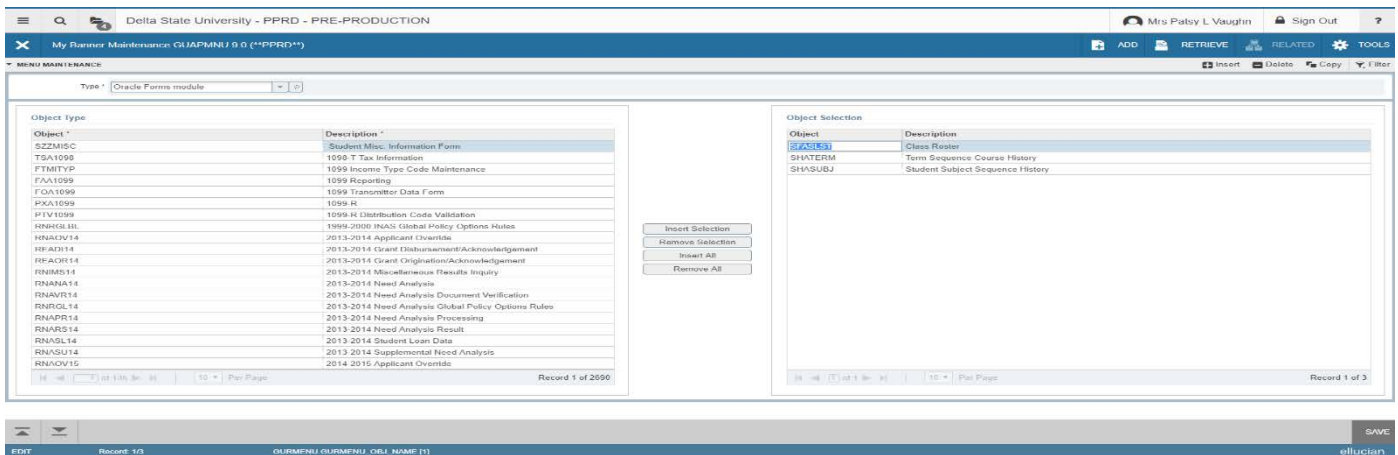
You may create a personal menu tied to your Banner user ID. Your personal menu will contain the pages, jobs, menus, and quickflows that are most important in your daily work. Once the personal menu is created, you may access it from the main menu.

1. From the Banner 9 Welcome Page page, use either the search box in the middle of the screen or the search icon to enter either "My Banner" or "GUAPMNU".

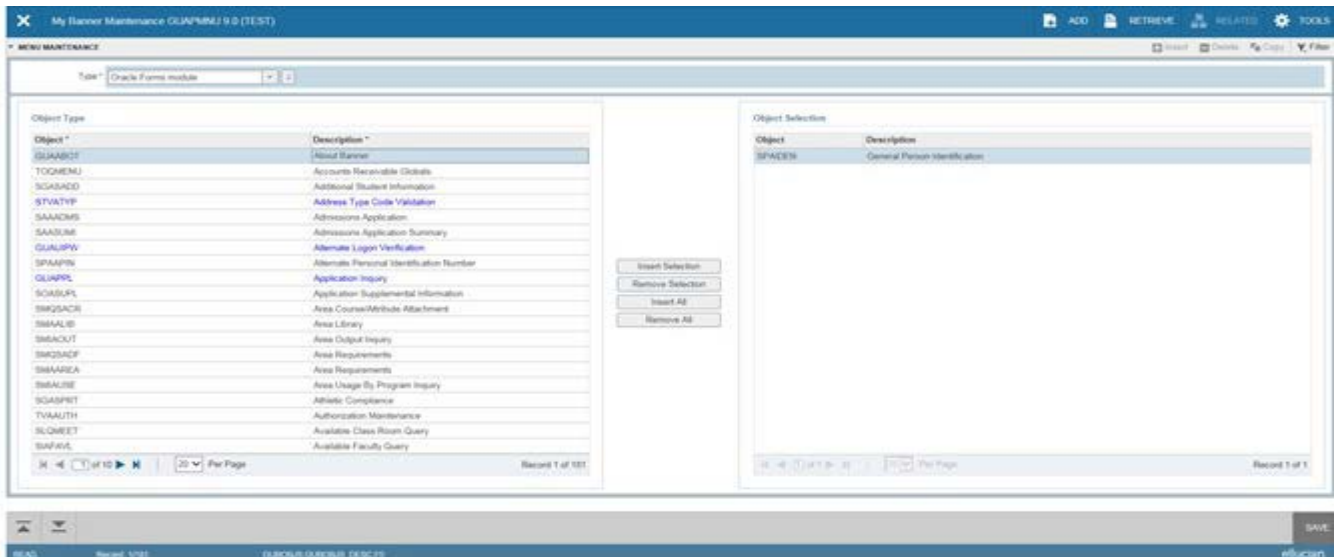


2. The My Banner maintenance page contains:

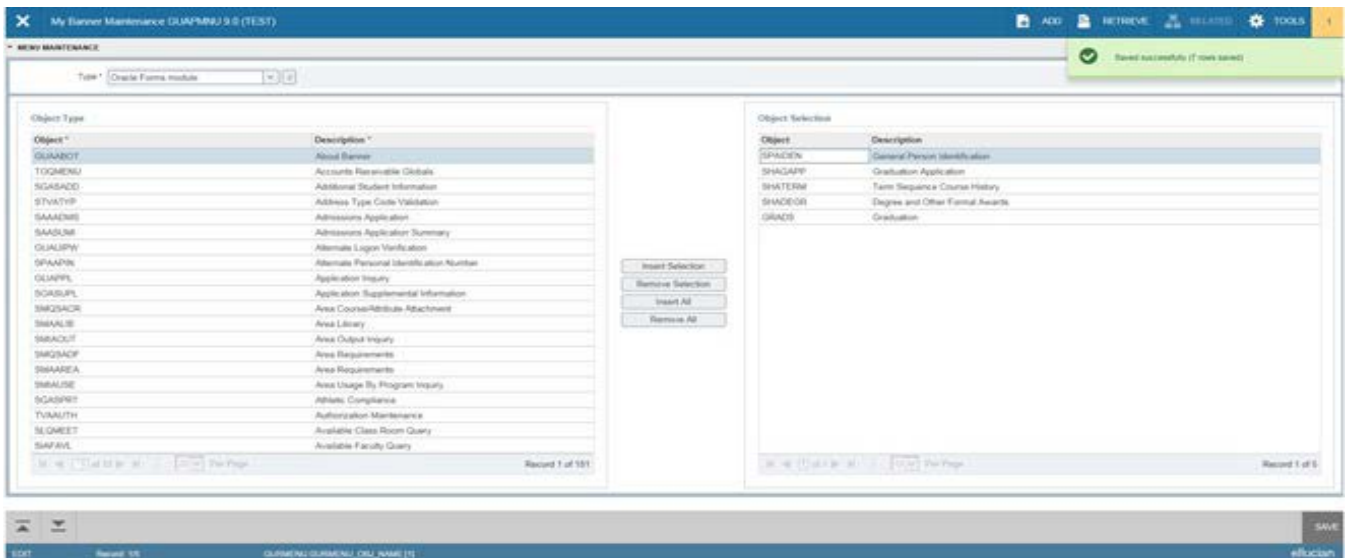
- Type: A drop down menu located at the top of the screen to allow you to choose from Banner Pages, Job Submissions, Menus, Menu Messages, and Workflows to access all forms needed to customize your My Banner.
- Object Type: All available pages, jobs, menus, or quickflows associated with the chosen type selected from the drop down menu.
- Buttons: Buttons are used to insert or remove selections from the available list to your My Banner list.
- Object Selection: Will display the contents of your personal menu.



- To add objects to your personal menu, select the name from the left pane by double-clicking it and then use the Insert buttons in the middle of screen to add to the right pane.



- After each page selection to the right pane, select Save in the bottom right hand corner to retain selections.



Delta State University - PPRD - PRE-PRODUCTION

Mrs Patsy L. Vaughn Sign Out

My Banner Maintenance: GUAPMNU 9.0 (**PPRD**)

ADD RETRIEVE RELATED TOOLS

MENU MAINTENANCE

Type: Oracle Forms module

Object *	Description *
SPAEMRG	Emergency Contact
SPAIDEN	General Person Identification
SPAINTL	Discontinued International Information
SPAPERS	General Person
SPATELE	General Person Telephone
SRAPRED	Electronic Prospects Default Options
SRAPREL	Electronic Prospect Detail
SRADUIK	Quick Recruit
SRARAPT	Recruiters Appointments/Visits
SRABECR	Recruit Prospect Information
SRARICC	Recruiter Integration Curriculum Crosswalk
SRARINF	Recruiters Prospect
SRARITC	Recruiter Integration Test Code Crosswalk
SRASRCE	Source Visits/Prospects
SRASUMI	Prospect Summary
SRATPFD	Tape Field Position Rule
SRATPTS	Tape File Test Score Controls
SRAWACK	Web for Prospects Acknowledgement Letter
SRAWPOS	Web for Prospects Display Rules
SRAWPRO	Web for Prospects Selection Rules

Record 2202 of 2690

Object	Description
SFASLST	Class Roster
SPAIDEN	General Person Identification
SHATERM	Term Sequence Course History
SHASUBJ	Student Subject Sequence History

Record 2 of 4

Insert Selection Remove Selection Insert All Remove All

SAVE

EDIT Record: 2/4 GURMENU.GURMENU_ORJ_NAME [2] elucian

5. Shortcut to creating your My Banner list: Beginning with the Object Selection panel (the right panel), select the first open record. This is displayed as a box with a cursor available. Enter the seven character page and arrow down to create the next record. You may enter as many pages as you wish. Remember to select Save before exiting the page.

6. You will have to sign out and sign back in to see changes on your My Banner.

NOTE: This is a living document and may be updated at any time.