

Basic Data Sheet - Banner 9 Administrative Pages

Learning Objectives:

This workshop walks through some of the common operations found with the updates to the interface and share with you the new vision of Banner at Kent State.

Course Methodology:

This is a walk-through, demonstration presentation. Approximately 30 minutes will be spent on Banner Administrative Pages followed by Q&A at the end.

Material Covered:

- Review of the Banner 9 version navigation
 - INB vs SSB
- Banner Administrative Page layout
- Locating Administrative Pages
 - Drill Down
 - Search
- Retrieving Records-
 - Basic
 - Detailed Search
- Related and Tools Buttons
- Help options

INTRODUCTION Banner Administrative Pages

Banner is the cornerstone of data at Kent State. It is solid application that often has quite a steep learning curve in being able to efficiently retrieve or update information. With the latest updates to Banner, the foundation of the Banner platform remains, while the user interface has been improved for a simpler, web-based user experience.

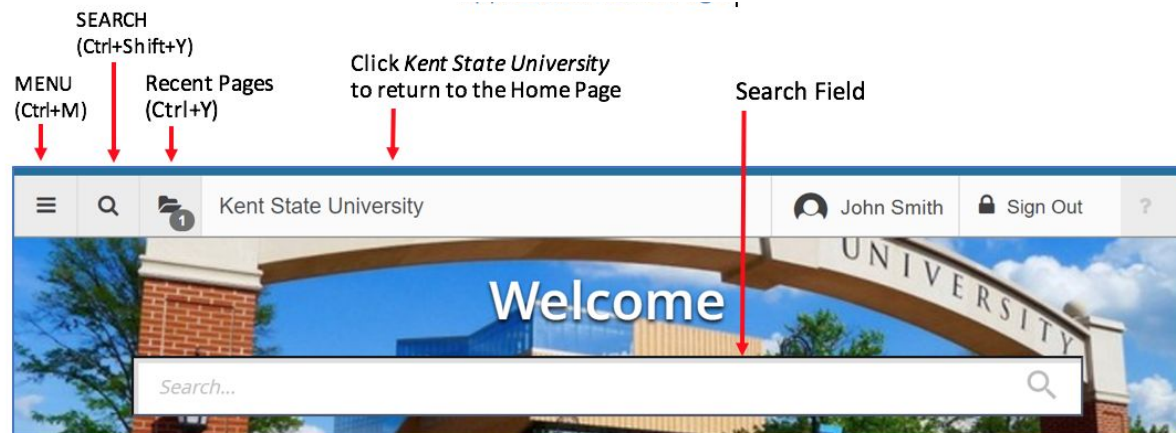
Home Screen Layout

On the Application Home Page, general navigation tools are displayed across the top, as well as a general search field in the center of the page.

The navigation tools include:

- a menu button, to drill down through data sections
- a search button to execute a search
- a recent pages button to view or return to previously visited pages
- a link to return to the home page
- a Sign Out button to exit the application

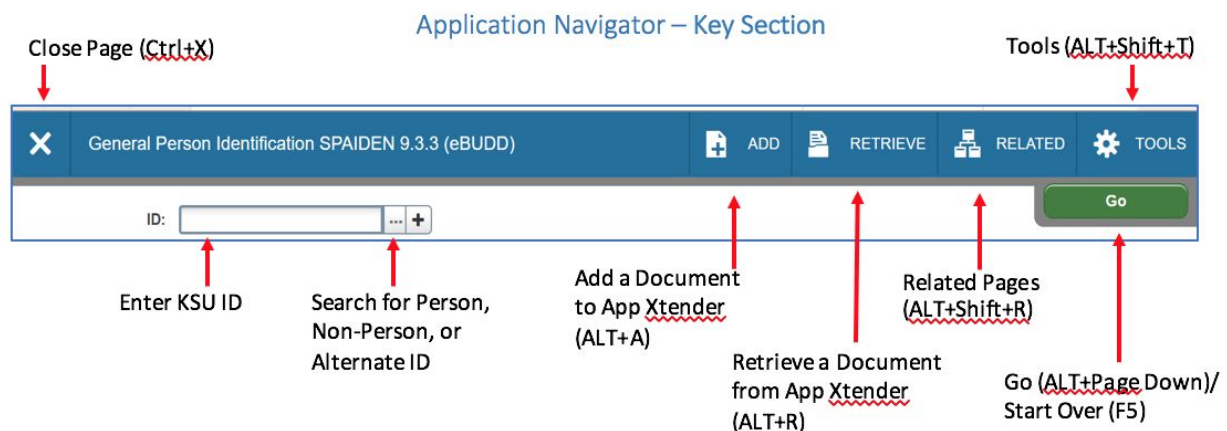
Locating Forms



Using the Menu button in the upper left hand corner, pages can be found by drilling down through folders to find an item, in the same fashion as previous Banner INB version 8. The Menu button will also allow for navigation to Banner Self Service pages, such as Human Resources selections, and FlashFast, according to user permissions.

Another way to navigate to a Banner form is to use the Search field, of the Home page, by entering search criteria of the seven letter Banner form name, or the more descriptive name now used in the updated Banner Administrative Pages.

Retrieving Records



Below the ribbon, records can be retrieved using an ID input field, for entry of a Kent State University ID number. If the ID number is not available, pressing the Tab key on the keyboard navigates to a name entry field, similar to the previous version of banner. And, like the previous version of Banner, should more than one record meet the name search criteria, an Extended Search window will open. This allows the user to view all results, navigate to a Detailed Search page for Person Search or Non Person Search, or reduce the number of results by adding more criteria to the current search.

A Detailed Search may also be performed from the Key Block by clicking the ellipses button, next to the ID Entry field. This will display a selection panel for choosing the type of search, either by Person, Non-Person, or Alternate ID. Executing a detailed search is completed by adding filters to the requested criteria. Drop down fields allow users to add a filter field, a comparison operator, and search criteria for the selection. More filters can be included by starting with the “Add Another Field” drop down selection and entering additional criteria. The search can be executed by clicking the “Go” button or by pressing F8 as noted in the hint box which appears below the ribbon.

Record Selection

Filter Again to search again or reduce the number of results

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	
810999999	SMITH	ADAM		12/03/75	Name Change			N
810999998	SMITH	BECKY		12/03/75	ID Change			
810999997	SMITH	CHARLIE		09/17/89	Name Change			P
810999996	SMITH	DORIS		09/17/89	ID Change			
810999995	SMITH	EDWIN		11/09/92	Name Change			P

Highlight the appropriate search result

Use the “Select” button to retrieve the record (Alt+S)

The individual record can be retrieved by clicking once on the appropriate record to select it, then clicking on the Select button. This will bring the record to the search field by ID number. Clicking the Go button will retrieve the record.