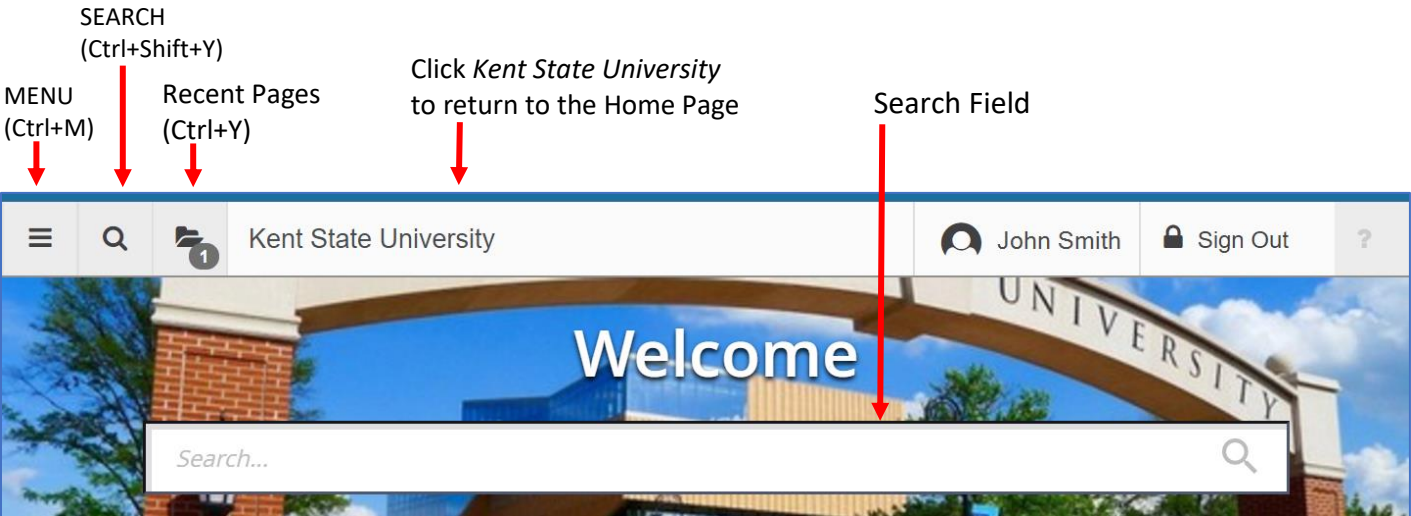


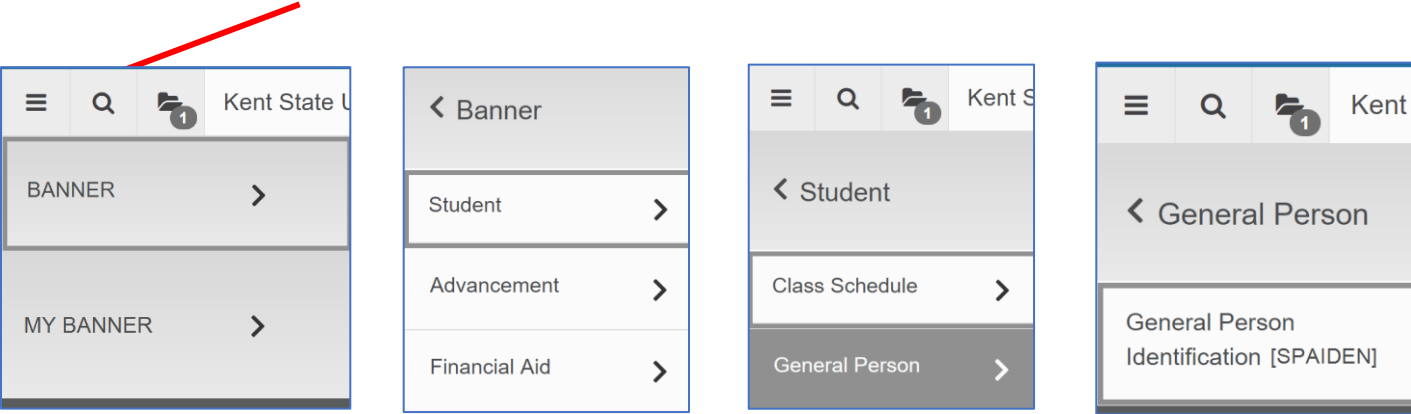
Banner Administrative Pages Quick Guide

Banner is now easier to use with an update to Banner Administrative Pages, which incorporates use of both Banner INB and Banner SSB.

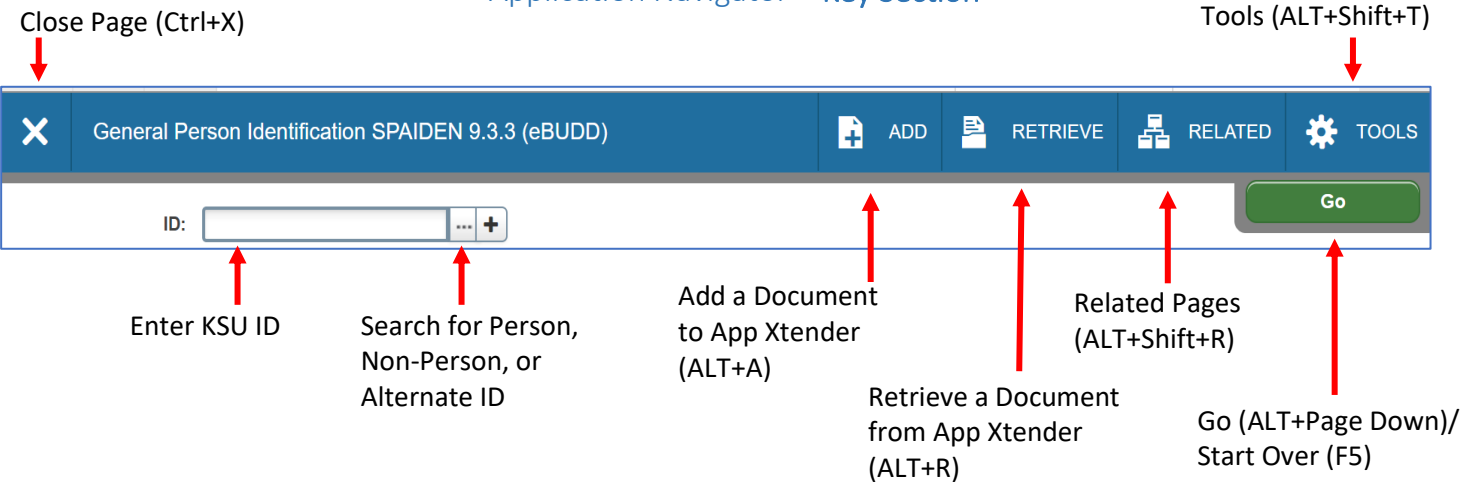
Application Home Page



Find a page using the Menu to drill down through folders or the Search field to specify an item to find.



Application Navigator – Key Section



Application Navigator – Person Search

Person Search SOAIDEN 9.3.5 (eBUDD)

ADD RETRIEVE RELATED TOOLS 1

PERSON SEARCH

Enter a query; press F8 to execute.

Last Name Equals Smith

Add Another Field ...

Contains
Like
Starts With
Ends With
Equals
Not Equal

Clear All Go

Add fields to
filter results

Select a
filter operator
(this may change by page)

Enter the search criteria

Press the F8 key or click the
“Go” button to execute the query

Filter Again to search again or
reduce the number of results

Person Search SOAIDEN 9.3.5 (eBUDD)

ADD RETRIEVE RELATED TOOLS

PERSON SEARCH

Insert Delete Copy Filter

Filter Again

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	N
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

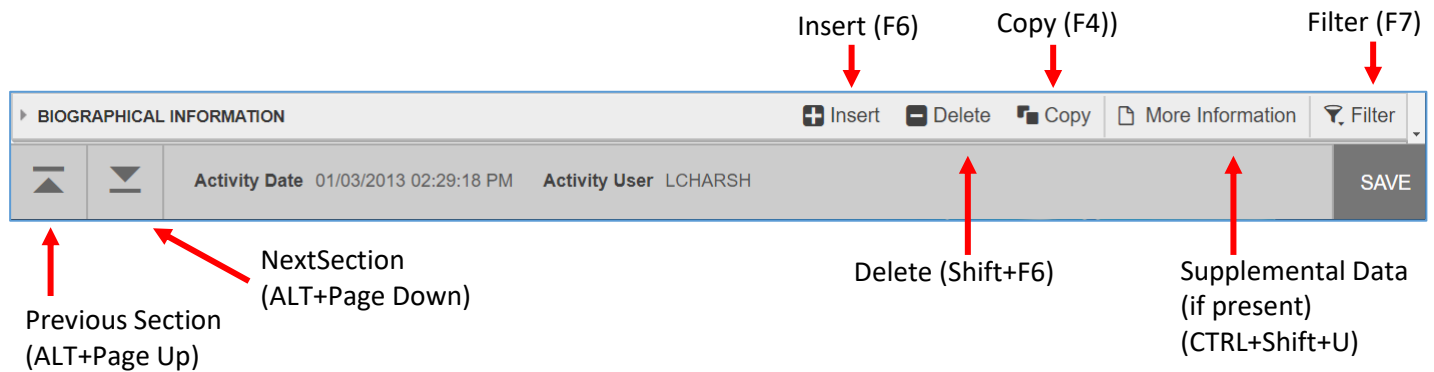
CANCEL SELECT

READ Record: 1/22239 SPRIDEN.SPRIDEN_ID [1]

Highlight the appropriate
search result

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

Application Navigator – Sections



Sections

- **Pages** are divided into **Sections** that contain details for the key information. A **Section** can represent one record or multiple records.
- **Sections** are accessed by scrolling up and down the page, and can be expanded or collapsed by clicking the arrow on the far left side of the Section header. Some Sections are accessed using **Tabs**.

Buttons

Button	Description
Add and Retrieve	The Add and Retrieve buttons are used to interact with Banner Document Management. Additional document management functions can be found by opening Tools .
Go	The Go button is used to advance the body of the page after populating the Key Section
Release and Submit	The Release Button and the Submit button are used to interact with the Banner workflow. These buttons only appear when the workflow application has been accessed and a workflow has been selected.
Save	The Save button, located at the bottom, right of the page, is used to save changes made in the form.
Section Navigation	The Next Section button and the Previous Section button, located at the bottom, left of each page, allow for navigation to the next or previous section of data.
Select	The Select button is used to retrieve data from a called page to the current page.
Cancel	The Cancel button is used to return to the called page without retrieving any data.
Start Over	The Start Over button will clear the data and return to the Key Section of the page.

Required Fields

An asterisk (*) displayed next to a field name indicates that the field requires a value before the next page may be accessed.

Lookup

The Lookup button next to a field indicates the field has a lookup feature. Clicking the Lookup button allows for entry of a filter value to limit results. Selecting a value and clicking the OK button returns the value to the calling page.

Filtering Data

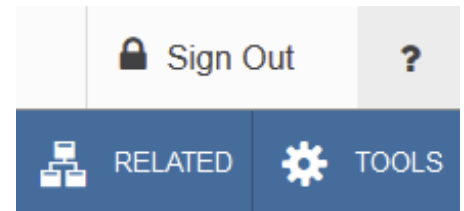
Data in a Section can be filtered if there is an active filter icon  in the Section Header.

Banner 8 to Banner Administrative Pages Differences

Menu Differences

File Edit Options Block Item Record Query Tools Help

is now in



The menu bar items in Banner 8 have are now utilized from the Banner Administrative Pages buttons for “RELATED” items (**Alt+Shift+R**) and “TOOLS” (gear icon) (**Alt+Shift+T**) found at the top, right of the page.

EXAMPLE: Banner 8 Options > Next Action
Banner Administrative Pages Tools > Options > Next Action

Searching / Filtering

In the Banner Administrative Pages, the terminology for ‘searching’ is now referred to as ‘filtering’.

There is a new screen for filtering (keyboard shortcut F7).

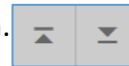
If you have already entered search criteria, pressing ‘F7’ does not always clear those filters, but sometimes leaves the filters you have previously entered. The ‘F8’ key still works to apply your search/filter criteria.

Previous / Next Section


In the Banner Administrative Pages, ‘Blocks’ are now referred to as ‘Sections’.

For keystroke shortcut users, the new keyboard shortcut ‘Alt+Page Down’ should work anytime you used the ‘Next Block’ navigation of ‘CTRL+Page Down’.

For point-and-click/mouse users, there are new buttons on the bottom left of the window that allow you to go to the previous (Alt+Page Up) or next (Alt+Page Down) section.




Go / Start Over

The ‘Go’ button  on the top right of the page navigates to the main/first section of a page, after the initial parameters are entered on a page, similar to how it is done in Banner 8. Once in the next section, the ‘Go’ button will change into a ‘Start Over’ button.

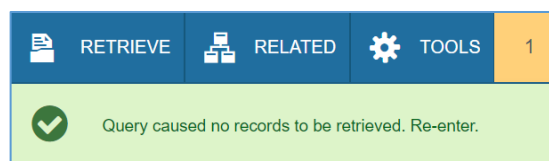
The ‘Start Over’ button is the Banner Administrative Pages replacement for the ‘Rollback’ button used in Banner 8. Alternatively, the ‘F5’ key can be used to perform the ‘Start Over’ function.

Closing a Page

The ‘Page Close’ button  has moved to the top left of the page. The keyboard shortcut ‘CTRL+Q’ may also be used to close the current page.

Notifications

Warnings and Errors now appear in the top right corner of the screen, below the ‘Tools’ button. Please note that they will cover the ‘Start Over’ / ‘Go’ button as well as other items in that corner of the screen until you dismiss the notification by clicking the box noting the number of errors, in the top right corner.



Banner Keyboard Shortcuts

The Following table displays the Keyboard Shortcuts used to navigate Banner 8 and the updated Keystroke Shortcuts for Banner Administrative Pages.

Action	Banner 8	Banner Admin
Application Navigator		
Access Help	Banner Admin. keyboard shortcuts will work in Banner 8 if Application Navigator is running and the shortcut configuration settings have been applied.	CTRL+M
Access Menu		CTRL+Y
Display recently opened items		CTRL+SHIFT+L
Search		CTRL+SHIFT+Y
Sign out		CTRL+SHIFT+F
Banner Document Management (BDM)		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not applicable	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	SHIFT+F7	F5
Copy	CTRL+C	CTRL+C
Count Query	SHIFT+F2	SHIFT+F2
Cut	CTRL+X	CTRL+X
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	Click field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1

Action	Banner 8	Banner 9
First Page	Not applicable	CTRL+Home
Insert/CreateRecord	F6	F6
Last Page	Not applicable	CTRL+End
List of Values	F9	F9
MoreInformation	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL+PageDown	ALT+PageDown
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Paste	CTRL+V	CTRL+V
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
PreviousSection	CTRL+PageUp	ALT+PageUp
Print	SHIFT+F8	CTRL+P
Redo	Not Applicable	CTRL+Shift+Z
Refresh or Rollback	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	SHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not applicable	CTRL+G
Undo	Not Applicable	CTRL+ Z
Up/Previousrecord	Up Arrow	Up Arrow
Workflow		
ReleaseWorkflow	Icon or Menu	ALT+Q
SubmitWorkflow	Icon or Menu	ALT+W