

Banner General

Navigating Banner Quick Reference Guide



1) Application Navigator

Application Navigator facilitates seamless navigation between Banner 8.x forms, Banner 9.x pages, Banner 9.x Self-Service, and Banner 8.x Self-Service applications, allowing them to behave like a single application.

2) Basic Navigation

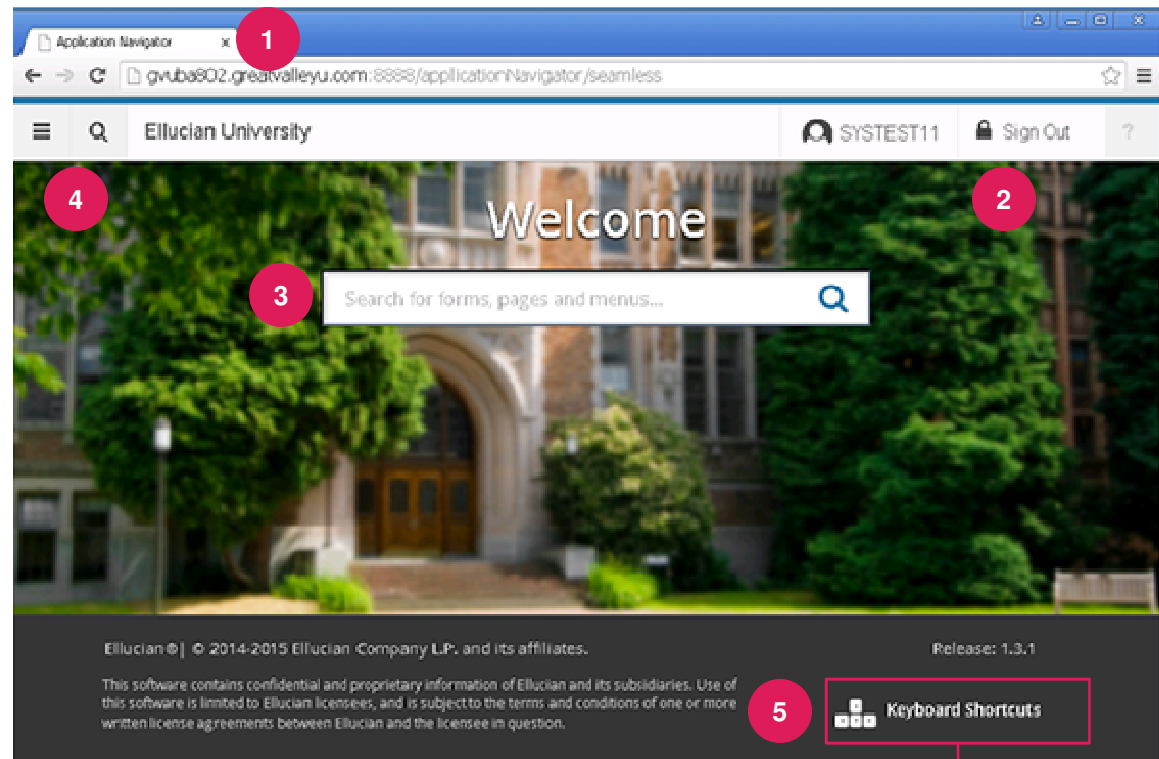
You can view the person that is logged in as well as have access to the **Sign Out** link and the **Help** icon. The **Help** icon is active only when a page is open.

3) Search field

The **Search** field allows you to type a Banner page name, a partial or descriptive page name, or the seven-letter page identifier to access and open a page.

4) Menu and Search icons

- The **Menu** icon allows you to view Banner Module categories and sub-categories and select and open a page.
- The **Search** icon lets you type a Banner page name, a partial or descriptive page name, or the seven-letter page identifier to access and open a page.



5) Keyboard Shortcuts

Use the Keyboard Shortcut link to view a partial list of handy keyboard shortcuts including:

- Menu** – CTRL+ M
- Open Items** – CTRL+ Y
- Search** – CTRL+ Shift + Y
- Help** – CTRL + Shift + L
- Sign Out** – CTRL + Shift + F

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Navigating an Open Page

1) Recently Opened icon

Allows you to access all pages opened during a session. The number indicates the number of pages opened in a session.

2) Page Header

The page header identifies the open page name and contains icons for basic navigation.

3) Related and Tools icons

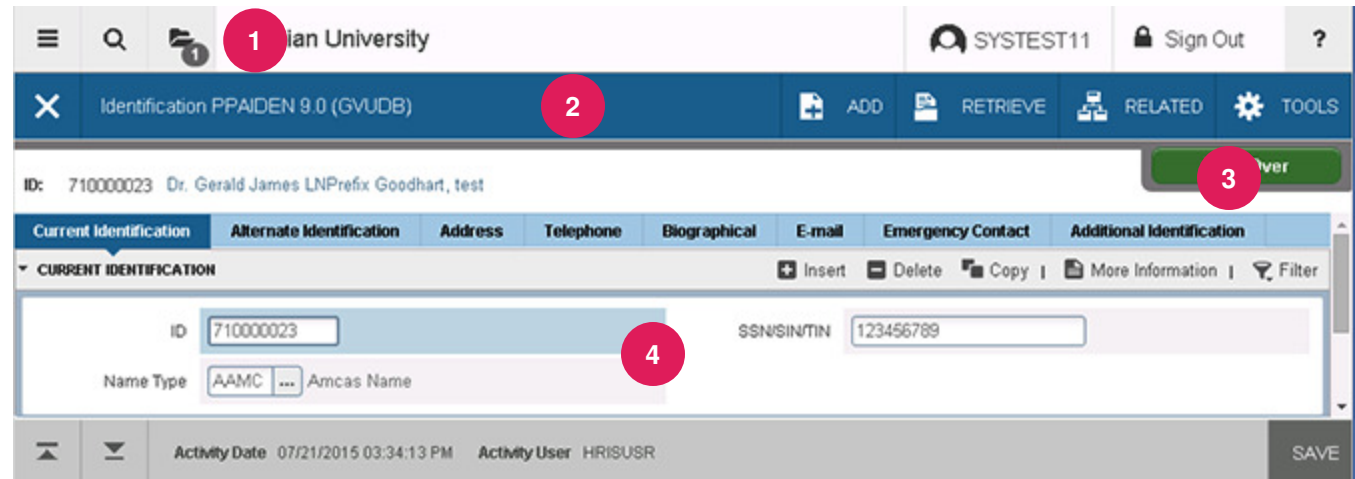
- The **Related** menu displays a list of pages that can be accessed from this page.
- The **Tools** menu displays a list of functions such as Refresh, Export, Clear record, Clear data, Item properties, and other options controlled by the page.

4) Main Key Block

The first block on most pages contains key information.

5) Open/Close Sections

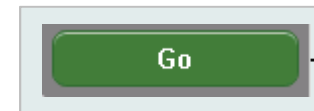
Pages are divided into sections that contain additional details for the key information. Click the down or up arrow to open and close a section.



6) Section icons

Each section has the following icons:

- **Insert** record
- **Delete** record
- **Copy** record
- **More Information** icon displays if supplemental data is available and/or can be entered for the record. Refer to Supplemental Data Engine for more details.
- **Filter** record



The **Go** button advances to the body of the page after populating the key block.



The **Start Over** button returns to the key block of the page.



Next and **Previous** buttons allow you to navigate through sections in a page. Both buttons are located at the bottom left of each page.

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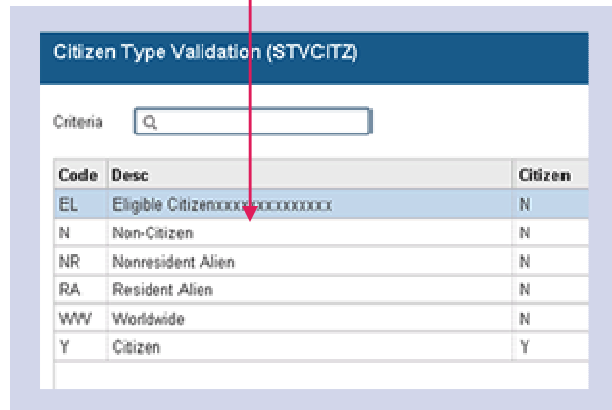
Searching for Data in a Key Block

The **Lookup** icon allows you to quickly search for a value associated with a field.

1. Click the **Lookup** icon in the field.
2. Type a value in the **Criteria** field, then press **Enter**

-or-

Double-click on a value to return the value to the calling page.



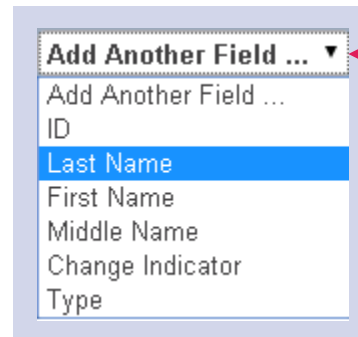
Citizen Type Validation (STVCITZ)

Criteria

| Code | Desc | Citizen |
|------|-------------------|---------|
| EL | Eligible Citizen | N |
| N | Non-Citizen | N |
| NR | Nonresident Alien | N |
| RA | Resident Alien | N |
| WW | Worldwide | N |
| Y | Citizen | Y |



Citizenship ... Citizen



Add Another Field ...

- Add Another Field ...
- ID
- Last Name
- First Name
- Middle Name
- Change Indicator
- Type

Filtering Data on an Open Page

You can filter data in a section by clicking the active **Filter** icon in the section header.

1. Click on the **Filter** icon.
2. Click the **Add Another Field...** drop-down arrow and select a value.
3. Click the **Contains** drop-down list and select an operator. *Note: The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).*
4. Type a value in the blank field to the right of the Contains field.
5. Repeat steps 2 – 4 to further refine the filter.
6. Click **Go**.



Last Name Contains Good

Add Another Field ...

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| Function | Key stroke |
|--|--|
| Next field/Item | Tab |
| Previous field/Item | Shift - Tab |
| Up | Up arrow |
| Down | Down arrow |
| Previous page up | Page up |
| Next page down | Page down |
| First page | CTRL + Home |
| Last page | Ctrl + End |
| Page tab 1, page tab 2 | Ctrl + Shift +1, Ctrl + Shift +2, ... |
| Edit | Ctrl + E |
| Choose/Submit/ Action | Return/Enter |
| List of values | F9 |
| Cancel page, Exit, Close current page, Cancel search or query | Ctrl + Q |

| Function | Key stroke |
|------------------------------|--------------------------|
| Save | F10 |
| Clear One Record | Shift + F4 |
| Delete Record | Shift + F6 |
| Duplicate Selected Record | F4 |
| Insert/Create Record | F6 |
| Clear All in Section | Shift + F5 |
| Open Menu Directly | Ctrl + M |
| Next Section | Alt + Page down |
| Previous | Section Alt + Page up |
| Duplicate Item | F3 |
| Clear Page/Start over | F5 |
| Search/Open Filter Query | F7 |
| Execute Filter Query | F8 |

| Function | Key stroke |
|--|------------------|
| Export | Shift + F1 |
| Print | Ctrl + P |
| Refresh/Rollback | F5 |
| Change MEP Context | Alt + Shift + C |
| Open Related Menu | Alt + Shift + R |
| Open Tools Menu | Alt + Shift + T |
| More Information | Ctrl + Shift + U |
| Application Navigator Display Open items | Ctrl + Y |
| Application Navigator Search | Ctrl + Shift + Y |
| Application Navigator Help | Ctrl + Shift + L |
| Application Navigator Sign Out | Ctrl + Shift + F |
| Copy | Ctrl + C |
| Cut | Ctrl + X |

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| Function | Key stroke |
|-------------------------|------------------|
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Shift + Z |
| Cancel action | Esc |
| Select on a Called page | Alt + S |
| Retrieve BDM Documents | Alt + R |
| Add BDM Documents | Alt + A |
| Submit Workflow | Alt + W |
| Release Workflow | Alt + Q |