



# Banner General

## Navigating Banner Quick Reference Guide

### 1) Application Navigator

Application Navigator is the single utility used to navigate between the Banner pages and the Oracle forms environment.

### 2) Basic Navigation

You can view the person that is logged in, Sign Out link and Help files. The Help file icon is only active when a page is opened.

### 3) Search field

Search field on main page that allows you to type a Banner descriptive or enter a seven acronym to open a page.

### 4) Menu and Search icon

The Menu and Search icons opens a drop-down sliding menu.

- Menu icon allows a user to view Banner Module categories and sub-categories to select and open a page.
- Search icon allows user to enter the seven character acronym or description name for a page.

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### 5) Keyboard Shortcuts

Application Navigator has a set of keyboard shortcuts, which you can review by clicking on Keyboard Shortcuts in the bottom right corner of the page.

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



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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.

The screenshot shows a web-based application interface. At the top left is a navigation bar with a search icon, a recently opened pages icon (circled in red with number 1), and the institution name "San University". To the right are user account details "SYSTEST11", a "Sign Out" link, and a question mark icon. Below the navigation bar is a blue header bar with the title "Identification PPAIDEN 9.0 (GVUDG)" and a close button. On the right of the header are "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. A green "New" button is also visible. The main content area has a table with sections like "Current Identification", "Alternate Identification", "Address", etc. A toolbar above the table includes "Insert", "Delete", "Copy", "More Information", and "Filter" buttons. At the bottom of the table are "Activity Date" and "Activity User" fields, along with a "SAVE" button. The entire window is framed by a light gray border.

#### 2) Page Header

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

#### 3) Related and Tools icons

- Related menu displays a list of pages that can be accessed from this page.
- Tools menu includes refresh, export, print, clear record, clear data, item properties, display ID image, 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.

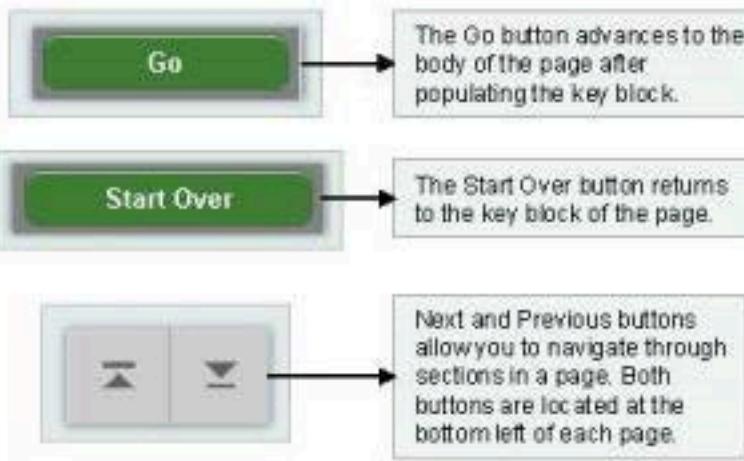
- Click the down or up arrow to open and close a section.

This screenshot shows a continuation of the previous window. It features a "CURRENT IDENTIFICATION" section with a toolbar above it containing "Insert", "Delete", "Copy", "More Information", and "Filter" buttons. A green "Go" button is highlighted with a callout box explaining its function. Below the section is a "Start Over" button with a callout box explaining its function. At the bottom left are "Next" and "Previous" navigation buttons.

#### 6) Sections icons

Each section has the following icons for that section:

- Insert records
- Delete records
- Copy records
- Filter records
- More Information icon displays if supplemental data can be entered for the record. Refer to Supplemental Data Engine for more details.
- Filter records





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#### Searching for Data in a Key Block

The Lookup feature allows you to quickly search for a value for a field.

1. Click the **Lookup** icon in the field.
2. Type a value in the **Criteria** field, then press Enter.
- Or, double-click a value to return the value to the calling page.

**Citizen Type Validation (STVCITZ)**

Criteria	Code	Desc	Change
<input type="text" value="C"/>	E	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 the **Filter** icon.
2. Click the **Add Another Field...** drop-down list and select a value.
3. Click the **Contains** drop-down list and select an operator.
- The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).
4. Type a value for the field that you selected.
5. Repeat steps 2 – 4 to further refine the filter.
6. Click **Go**.

Last Name Contains Good

Add Another Field ...