BANNER OLD ("Forms") & NEW ("Administrative Pages")

What do you see when logging in?  
OLD = Java,  
NEW = no Java, only the browser

What does the Banner home page look like?  
OLD

NEW

Where are the menus of Pages/Forms?  
NEW, click the 3 horizontal bars to see the menus; click the > to open the menu, and the < to close it
So what is that big Search box under Welcome?

If you start typing the Page name there, Banner will start showing possible choices; when you see the one you want you can either keep typing the Page name and hit Enter, or click on the choice in the list.

You can also search using the title or part of a title of a Page.

Does Banner still keep track of the Pages/Forms I use?

OLD: click the File menu

NEW: click the Folder icon; you can go back to the Page by clicking it.
How do I set the printer I want to use?  OLD

Clicking the down arrow showed a list to pick from

What are the blue & gray arrow controls at the bottom of the Page?  NEW

You can pick how many records to display at a time; the arrows let you move forward or backward, or to the beginning or end of the list
How do the NEW Pages work?

If you know the 800 number you can use it, or you can search for the student: **OLD**, using the down arrow **NEW**, using the 3-dot icon

To launch the search, press F8 or click the Query icon (to the right of the ?)
And then pick how to compare with that Down arrow ...

And then type your value and click GO or F8 (you don't need to use % as a wild card any more)

A search using 2 fields would look like this ...

NEW
AND THE RESULT WOULD LOOK LIKE THIS; IF YOU WANTED TO SEARCH AGAIN, maybe to reduce the number of choices, just click Filter Again.

Double click the ID/800 number of the student you want to select.
What can you do with all of the choices on this Page?

To log off of Banner,

OLD

Click the X in the Menu bar twice

NEW

Click the Sign Out icon

To close this particular Page,

OLD

Click the X in the Menu bar once

NEW

Click the X next to the Page Title

Get Help information for the Page,

OLD

Click Help on the Menu bar

NEW

Click ? to the right of Sign Out

See other Pages of related information that you can use,

OLD

Click Options on the Menu bar

NEW

Click the RELATED icon

See other actions that you can take,

OLD

Click Options or Help on the Menu bar

NEW

Click the TOOLS icon
To see data on the Page after you fill in the key information, just click Go (Alt+PageDn) or the Down arrow.

- If a column title has an * (like Detail Code *), you can click on it to sort ascending or descending.
You can use the Filter icon to search for & display only records with certain information

Type in your selection rules, and click Go (Alt+PageDn)
To move between sections of data on the same Page, either use the Up and Down arrow keys, click in the section you want to be in, or use Alt+PageUp and Alt+PageDown.

To look up data for another student, click Start Over.

To easily download the data on a Page to Excel, click Export under the TOOLS icon and then OK in the following dialog box.
Where do I see information and error messages?  

**OLD** At the very bottom of the Form

**NEW** Information, warning and error messages will appear below the RELATED/TOOLS icons; if you click on the message or the message number (yellow block) it disappears.

![Message Example](image)

**NEW** To improve security, inactive Banner Page sessions will time-out after 30 minutes; time-out can be avoided by clicking the Extend button.

**NEW** Warning! Due to inactivity, your session will expire in 00:02:43.

To extend your session another 30 minute(s), please press the Extend button.

![Extend Button](image)

When Banner Pages are working to find and display the data, the Page may be grayed and a spinning circle shown.
Commonly used keyboard shortcuts for Banner Pages (from what you see at the top of the page down to the bottom of the page)

- **Close (Ctrl+Q)**
- **Related (Alt+Shift+R)**
- **Tools (Alt+Shift+T)**
- **Start Over (F5)**
- **Go (Alt+PageDown)**
- **Insert (F6)**
- **Delete (Shift+F6)**
- **Copy (F4)**
- **Filter (F7)**

**Go**

Enter a query; press F8 to execute.

**Previous Section (Alt+PageUp)**

**Next Section (Alt+PageDown)**

**Save (F10)**

To see (if the black triangle points down) or hide (if the black triangle points right) sections of a Page