

BANNER GENERAL BANNER GETTING STARTED GUIDE

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Banner General 9.0

Banner Getting Started Guide

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1 Overview



This guide describes the basic features of the Banner® 9.0 system. Learning to use these features is the foundation for using Banner at your institution.

Banner pages



In Banner 9.0, forms are no longer delivered as `.fmb` objects. Forms are now delivered as pages that are `.zul` objects.

Blocks

With the exception of the key block, which is remaining in Banner 9.0, information that was contained in a block in Banner 8.x is now contained in a section of a page in Banner 9.0.

Naming Conventions for Banner Objects



In Banner 9.0, Banner pages use both a long descriptive name, such as Basic Course Information, or a unique seven- or eight-character name of the Banner object, such as SCACRSE. The seven- or eight-character object names of pages, reports, jobs, and tables are assigned according to a set of conventions. Each name is built from the same four components:

- System identifier (one or two characters). See [“System Identifiers” on page 8](#).
- Module identifier (one character). See [“Module Identifier” on page 9](#).
- Object type code (one character). See [“Object Type Codes” on page 13](#).
- Unique identifier (four characters).

A few examples of Banner object names are shown in the table below.



Item Name	System	Module	Object type	Unique identifier
SPAIDEN	S Student	P Person	A Application	IDEN Identification
GJRRPTS	G General	J Job Submission	R Report	RPTS Report and Parameter Information
GTVZIPC	G General	T Validation form/ table	V Validation form/ table	ZIPC Zip/Postal Code

 **Note**

For information about table and column naming conventions, refer to the *General Technical Reference Manual*. ■

System Identifiers

The first component of a Banner object name is a one- or two-character system identifier. This code identifies the primary system owning the form, report, job, or table.

 **Note**

In most cases (but not always) the system identifier is the same as the System Indicator in the GTVSYSI table. ■

 **Note**

If the identifier code is one character long, the form, report, job, or table name is seven characters long. If the identifier is two characters long, the name is eight characters long. ■

System identifiers currently available in Banner 9.0

The following system identifiers are currently available in Banner 9.0:

Identifier	System
G	Banner General
S	Banner Student



System identifiers not yet available in Banner 9.0

The following system identifiers are not currently available in Banner 9.0 and must be accessed using Banner 8.x:

Identifier	System
A	Banner Advancement
E	Banner Document Management Suite
F	Banner Finance
IC	Banner Integration Components
I	Information Access (Kiosk)
K	Reserved for localizations to support regional markets.
MC	Reserved for Mod Center
N	Banner Position Control
P	Banner HR/Payroll/Personnel
R	Banner Financial Aid
T	Banner Accounts Receivable
VR	Banner Voice Response
W	Reserved for client applications that co-exist with Banner
XP	Windstar International Tax Navigator Interface for Banner
Y	Reserved for client applications that co-exist with Banner
Z	Reserved for client applications that co-exist with Banner

Module Identifier

The second component in a Banner object name (typically position 2) identifies the module of the form, report, job, or table.

Module identifiers currently available in Banner 9.0

The following system identifiers are currently available in Banner 9.0:

System	Identifier	Module Code	Module
General	G	E	Event Management
Student	S	C	Catalog
		I	Faculty Load*
		L	Location Management*
		S	Schedule

Note

An * indicates that not all 8.x forms in this module were converted to 9.0 pages.

Module identifiers not yet available in Banner 9.0

The following module identifiers are not currently available in Banner 9.0 and must be accessed using Banner 8.x:

System	Identifier	Module Code	Module
All systems	<i>any</i>	K	Reserved by SunGard Higher Education for localizations to support regional markets. Note: Some forms that were originally released for regional localizations were added to Baseline Banner. These forms retain the K in this position.
		V	Reserved by SunGard Higher Education for localizations to support regional markets
		W	Reserved for client forms or modules used within a Banner application
		Y	Reserved for client forms or modules used within a Banner application
		Z	Reserved for client forms or modules used within a Banner application
Advancement	A	A	Membership
		D	Designation
		F	Campaign
		G	Pledge and Gift/Pledge Payment
		L	Label
		M	Prospect Management
		O	Organization
		P	Constituent/Person
		S	Solicitor Organization
		T	Validation form/table
BDMS	E	X	Expected Matching Gift
		T	Validation form/table
Finance	F	X	BDMS
		A	Accounts Payable
		B	Budget Development
		C	Cost Accounting
		E	Electronic Data Interchange
		F	Fixed Assets
		G	General Ledger
		I	Investment Management
N	Endowment Management		

System	Identifier	Module Code	Module		
General		O	Operations		
		P	Purchasing/Procurement		
		R	Research Accounting		
		S	Stores Inventory		
		T	Validation form/table		
		U	Utility		
		X	Archive/Purge		
		J	Job Submission		
		L	Letter Generation		
		O	Overall		
		P	Proxy Access/Purge		
		S	Security		
		T	Validation form/table		
		U	Utility		
		X	Cross product		
		Information Access/ Kiosk	I	G	General
Integration Components Position Control	IC N	R	Financial Aid		
		S	Student		
		G	General/Overall		
		A	Application		
		B	Budget		
		C	COBRA		
		D	Benefit/Deductions		
		E	Employee		
		H	Time Reporting/History		
		O	Overall		
		P	General Person		
		R	Electronic Approvals		
		S	Security		
		T	Validation/rule table		
		U	Utility		
		Human Resources	P	X	Tax Administration
				A	Application
B	Budget				
C	COBRA				
D	Benefit/Deductions				
E	Employee				
H	Time Reporting/History				

System	Identifier	Module Code	Module		
		O	Overall		
		P	General Person		
		R	Electronic Approvals		
		S	Security		
		T	Validation/rule table		
		U	Utility		
Financial Aid	R	X	Tax Administration		
		B	Budgeting		
		C	Record Creation		
		E	Electronic Data Exchange		
		F	Funds Management		
		H	History and Transcripts		
		J	Student Employment		
		L	Logging		
		N	Need Analysis		
		O	Common Functions		
		P	Packaging & Disbursements		
		R	Requirements Tracking		
		S	Student System Shared Data		
		T	Validation form/table		
				U	Utility
Student	S	A	Admissions		
		E	Support Services		
		F	Registration/Fee Assessment		
		G	General Student		
		H	Grades/Academic History		
		I	Faculty Load*		
		L	Location Management*		
		M	CAPP		
		O	Overall		
		P	Person		
		R	Recruiting		
		T	Validation form/table		
				U	Utility
		Accounts Receivable	T	F	Finance Accounts Receivable
				G	General Accounts Receivable
O	Overall				
R	Research Accounting				
S	Student Accounts Receivable				

System	Identifier	Module Code	Module
Voice Response	VR	T	Validation form/table
		U	Utility
		G	General
		H	Header (Overall)
		R	Financial Aid
		S	Student

Note: The codes listed above apply to Voice Response packages. Voice Response forms are found in the General product and begin with the letters *GOR*.

Windstar International	XP	D	Download
Tax Navigator Interface for Banner		E	Extract

 **Note**

An * indicates that not all 8.x forms in this module were converted to 9.0 pages. ■

Object Type Codes

The third component of a Banner object name (typically position 3) identifies the type of form, report, job, or table.

Object type codes currently available in Banner 9.0

The following object type codes are currently available in Banner 9.0:

System	Identifier	Object Type Code	Description
General	G	A	Application form
		I	Inquiry form
Student	S	A	Application form
		I	Inquiry form

Object type codes not yet available in Banner 9.0

The following object type codes are not currently available in Banner 9.0 and must be accessed using Banner 8.x:

System	Identifier	Object Type Code	Description
Advancement	A	A	Application form
		B	Base table
		C	Called/list form
		I	Inquiry form
		P	Process/report
		R	Repeating rules table
		T	Temporary table
		V	Validation form
		V	View
Finance	F	A	Application form
		B	Base table
		I	Inquiry form
		M	Maintenance form
		Q	Query form
		R	Rule table
		R	Repeating table
		R	Report/process
		V	Validation form/table
		V	View
BDMS	E	A	Application form
		V	Validation form/table
General	G	B	Base table
		B	Batch COBOL process
		O	Online COBOL process
		Q	Query form
		R	Rule table/form
		R	Repeating table
		R	Report/process
		T	General maintenance
		T	Temporary table
		V	Validation form/table
V	View		
Information Access/ Kiosk	I	R	Report/process
Integration Components	IC	R	Report/process

System	Identifier	Object Type Code	Description
Position Control	N	A	Application form
		B	Base table
		B	Batch COBOL process
		I	Inquiry form
		P	Process
		R	Rule table
		R	Repeating table
		R	Report/process
		V	Validation form/table
Human Resources	P	A	Application form
		B	Base table
		B	Batch COBOL process
		I	Inquiry form
		P	Process
		R	Rule table
		R	Repeating table
		R	Report/process
		V	Validation form/table
Financial Aid	R	A	Application form
		B	Base table
		I	Inquiry form
		P	Process/report
		R	Rule table
		R	Repeating rules table
		R	Report
		T	Temporary table
		V	Validation form/table
		V	View
Student	S	B	Base table
		P	Process
		Q	Query form
		R	Rule table
		R	Repeating table
		R	Report/process
		V	Validation form/table
		V	View
Accounts Receivable	T	A	Application form
		I	Inquiry form
		P	Process
		Q	Query form

System	Identifier	Object Type Code	Description
		R	Report
		V	Validation form/table
Voice Response	V	K	Database package
Windstar International Tax Navigator Interface for Banner	XP	P	Report/process

2 Banner User Interface

Details about the Banner 9.0 User Interface can be found in this chapter.

Access Banner 9.0

To help ensure that only authorized users access Banner, you must log in with a username (user ID) and a password. To sign in to Banner 9.0, perform the following steps:

1. Launch your web browser and enter the URL used to access Banner. The Sign In page for Banner 9.0, is displayed below:



2. Enter your username, and password and click **Sign In**. If you enter a wrong username or password, you are prompted to reenter both. (Your institution determines the number of times you can try to log on.)

Once you complete these steps, the Banner Main Menu page is displayed:

Note

At this time, you need to log in to Banner 8.X and Banner 9.0 separately. Single sign-on (SSO) is not available between Banner 8.X and Banner 9.0. Once you have logged in to both databases, you can work between them.

Create a bookmark to access Banner 9.0

You can create a bookmark for the Banner 9.0 application, but the link should resemble the example below and should not include extra parameters.

`http://yourhostname/yourmodulename/banner.zul?page=mainPage`

Log out of Banner

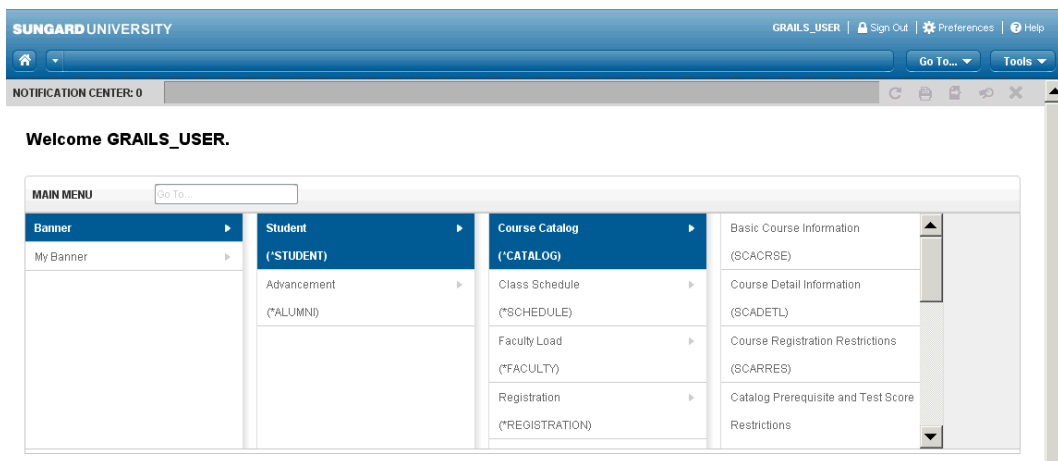
When you exit out of the application, *always* click **Sign Out** at the top of the page, and then exit out of the browser. This will completely close your session.

The application uses cookies and caching, so if you do not sign out completely, the next person who uses that computer may be able to access your work.

Main Menu

The Main Menu page allows you to select the product, module, and page moving from left to right.

This page contains a **Go To...** field that can be used to enter the seven letter page name (such as SCACRSE) or long descriptive name (such as Basic Course Information) to access a page directly.



Customizing menus

In Banner, you can customize menus for your entire institution or for individual users. For more information on customizing menus, please see [“Menu maintenance” on page 39](#).

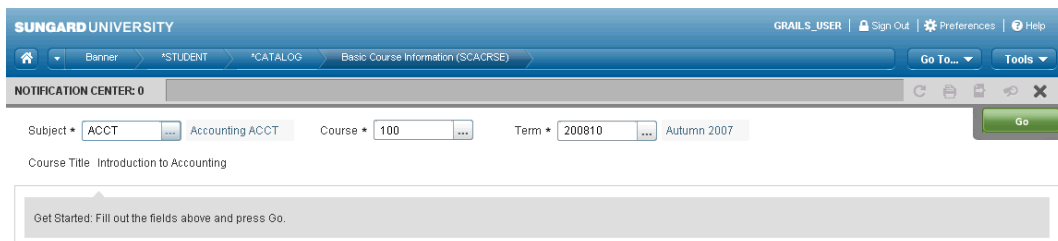
Page overview

The top left of each page displays the  **Home** button. The top right of each page displays the user ID from the login, a  **Sign Out** link, a  **Preferences** link, and the  **Help** link to Banner online help.

Also displayed across the top of each page is breadcrumb trail showing the path via the menu to the page you are on. You can click on the items in the breadcrumb trail to reopen the menu.

Pages are divided into sections of data. Pages still use Key blocks as in Banner 8.X. Sections of data can be accessed by scrolling up and down on the page. Some sections are accessed using tabs. Subtabs are used to denote a section of data where the records are child records of a parent or master section. Sections that are read-only have a notation in parentheses next to the section name.

When you access a page, enter the required information in the Key block and click the **Go** button. Continue working through the sections of the page.



Enter data in additional sections as needed. Click **Start Over** to return to the Key block and enter new data.

The screenshot shows the Banner system interface for a course. At the top, the user is logged in as GRAILS_USER. The navigation bar includes links for Banner, *STUDENT, *CATALOG, and Basic Course Information (SCACRSE). A notification center shows 0 notifications. The course details are for Subject: ACCTAccounting ACCT, Course: 100, Term: 200810 Autumn 2007, and Course Title: Introduction to Accounting. A 'Start Over' button is visible. The 'COURSE DETAILS (READ ONLY)' section shows fields for From Term (200710), To Term (201110), Course Title (Introduction to Accounting), College (BU), Division, Department (ACCT), Status (A), Approval (A), CIP, and Prerequisite Waiver. There are also checkboxes for Continuing Education, Tuition Waiver, Additional Fees, and Method (Syllabus Exists, Long Title Exists). A 'Copy Term Data' button is present. At the bottom, there is a 'Save' button.

The user ID of the user who last updated the record and the activity date are displayed at the bottom of the page.

The screenshot shows the bottom of the Banner system interface. It displays the text 'Last updated by: SYSTEST21 on 9-Jan-2008' and a 'Save' button.

Key Block

The first block on most pages contains key information. The key block determines what is entered or displayed on the rest of the page. All information on the page refers to the key block.

The key block has at least one field and sometimes more. For example, a page that maintains population selection information may have key block fields for both an application and a selection ID.

The key block stays on the page as subsequent sections appear.

When the cursor is in the key block, enterable fields in the key block are enabled. When you leave the key block, enterable fields in the key block are disabled.

Sections

Other sections of the page contain additional details for the key information. Each section contains related information.

Tabs

Some pages feature a tabbed interface. Tabs are used to arrange information in a meaningful way, and allow you to navigate easily between groups of information. Tab titles reflect the contents of a particular grouping of information.

Notification Center

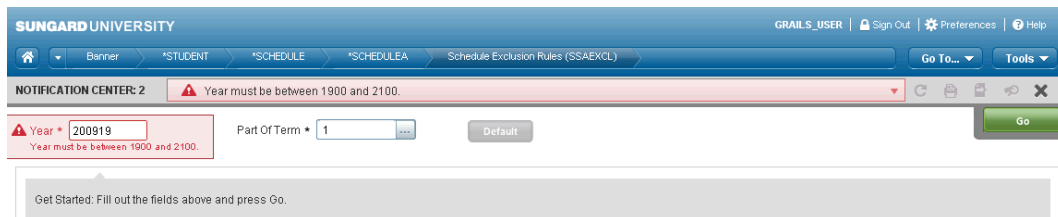
The Notification Center is located at the top of the page under the breadcrumb trail. It displays information such as:

- Key block, page, and field errors
Messages will have links to page level errors.
- System prompts
- Successful save of data
- Autohelp information
- *Confidential* and *Deceased* messages
- Record-specific messages
- Number of messages to be corrected to continue in the page

Here is the notification center at the top of the page.



Here are sample errors for the Key block.



Go To... option

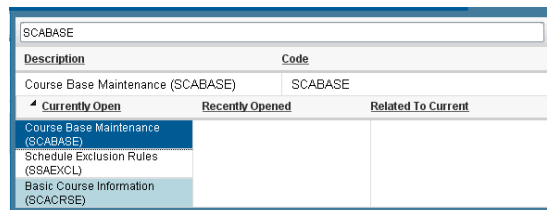
Use the **Go To...** button to access additional functionality. You can do the following from this prompt:

- Enter the seven letters for the page name (such as SCACRSE) or the long English page name (such as Basic Course Information) in the **Go To...** field.

If you are not sure of the exact page name, enter three letters to be prompted with a list of potential matches from the auto complete feature.

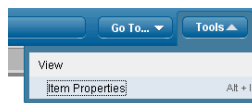
Click on the name of the page you want to access.

- Select a page to access from one of three options:
 - Currently Open
 - Recently Open
 - Related to Current (lists the items formerly on the Options Menu and accommodates only options used for page-to-page navigation)





Tools button

The **Tools** button can be used to view the Item Properties for an object. Select View, then Item Properties.



Buttons

A  **Close** button and a  **Data Extract** button can be found in the top right of the page in the Notification Center.


The following buttons are not yet enabled for Banner 9.0:

- **Reload**
- **Print**




Buttons exist at the top right of each section of data for the following functions:

-  **Additional Information**

The  **Additional Information** button is active and displayed with lines when supplemental data can be entered for the record.



The button is active and displayed with a check mark when supplemental data already exists for the selected record.

When no supplemental data rules exist for the section of the page, the  **Additional Information** button is not displayed.

-  **Filter**
-  **Insert**
-  **Delete**
-  **Copy**

The + **Insert** button at the bottom of a section of data (for example, the Partition Preferences section) is used to add a record in that section.

Use the ▾ **Arrow** button to the left of the section name (for example, PARTITION PREFERENCES) to collapse the section. Use the ▸ **Arrow** button to the left of the section name to expand the section.

Use the arrow buttons at the bottom left of each page to move between the sections of data. The  **Next Section** button goes to the next section of data. The  **Previous Section** button goes to the previous section of data.

The **Save** button is located at the bottom right of each page.

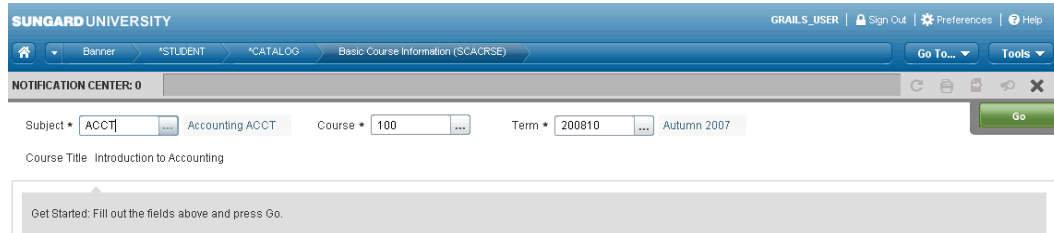


Required fields

An asterisk (*) is displayed to the right of the section name when the section contains required fields. You must enter values in the required fields to save the record on the page.


An asterisk (*) is displayed to the right of the field name when the field is required. You must enter values in the required fields to continue on the page.

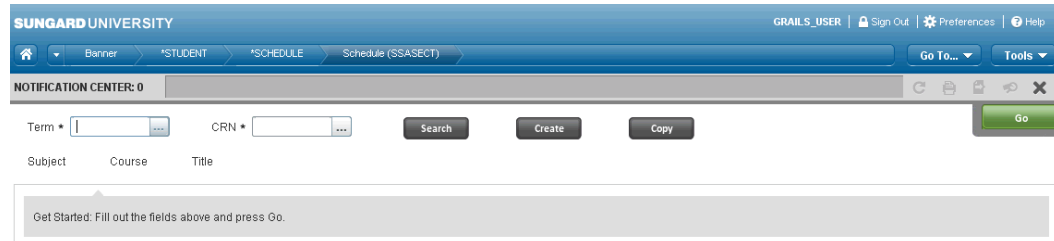
In the example below, three of the Key block fields are required.



The screenshot shows the Banner system interface for a course record. The top navigation bar includes 'SUNGARD UNIVERSITY', 'GRAILS_USER', 'Sign Out', 'Preferences', and 'Help'. The breadcrumb trail is 'Banner > *STUDENT > *CATALOG > Basic Course Information (SCACRSE)'. The 'NOTIFICATION CENTER: 0' is visible. The form fields are: Subject * [ACCT] Accounting ACCT, Course * [100], Term * [200810] Autumn 2007. The Course Title is 'Introduction to Accounting'. A 'Go' button is present. A message box at the bottom says 'Get Started: Fill out the fields above and press Go.'

Lookups and pagination

Fields with lookup capability have  **Lookup** buttons. Select the **Lookup** button to the right of the field to open the Lookup window.



The screenshot shows the Banner system interface for a schedule record. The top navigation bar includes 'SUNGARD UNIVERSITY', 'GRAILS_USER', 'Sign Out', 'Preferences', and 'Help'. The breadcrumb trail is 'Banner > *STUDENT > *SCHEDULE > Schedule (SSASECT)'. The 'NOTIFICATION CENTER: 0' is visible. The form fields are: Term * [] CRN * [] with 'Search', 'Create', and 'Copy' buttons. The table headers are Subject, Course, and Title. A 'Go' button is present. A message box at the bottom says 'Get Started: Fill out the fields above and press Go.'

Lookups have auto complete functionality. When you enter a value in a field that has lookup capability, you will be prompted with a list of potential matches as you type. You can select a value from the lookup results (list of values), filter the results, and review the pages of results.

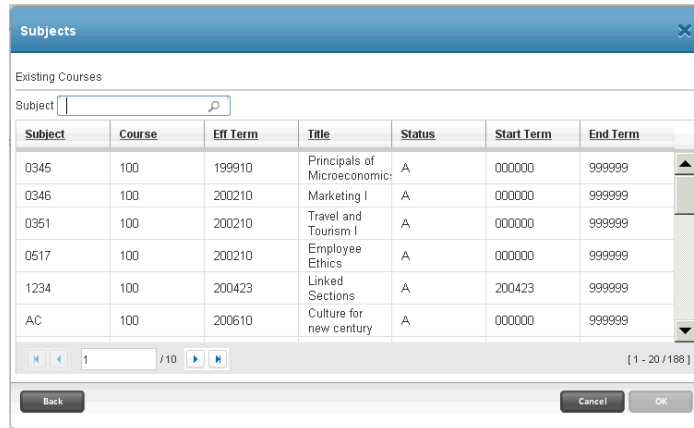
Note

Activity dates on lookups will not have timestamps, unless a timestamp is required for the record. ■

There is a pagination bar at the bottom of the window. On the left, it displays the number of pages of results and the page you are viewing, such as 1 / 5 (page 1 of 5). On the right, it displays the number of records per page and retrieved overall, such as 1-20 / 100 (records 1 - 20 out of 100).

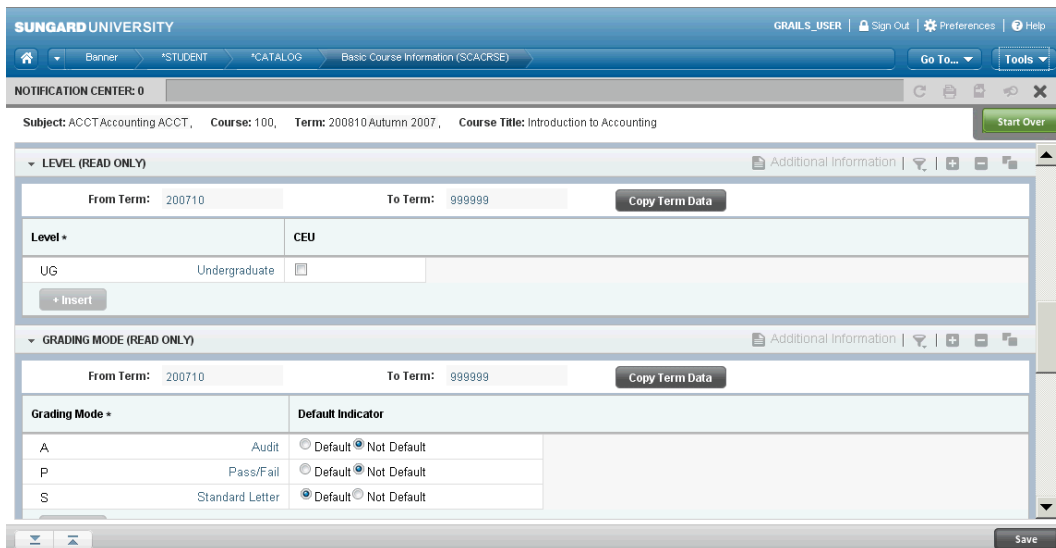
Use the inside **Previous** and **Next** buttons to move through all the pages of results one page at a time. Use the **First** and **Last** buttons to go directly to the first and last pages of results. You can also enter a page number to access a specific page.

When you perform a lookup or filter from a Key block, if there is no **Select** button available to bring back the value, you can double click to return the value.





Read only

Sections of pages that cannot be modified are read only. (READ ONLY) is displayed to the right of the section heading. When the user has a query-only role for a page, (READ ONLY) is displayed in each section of the page.

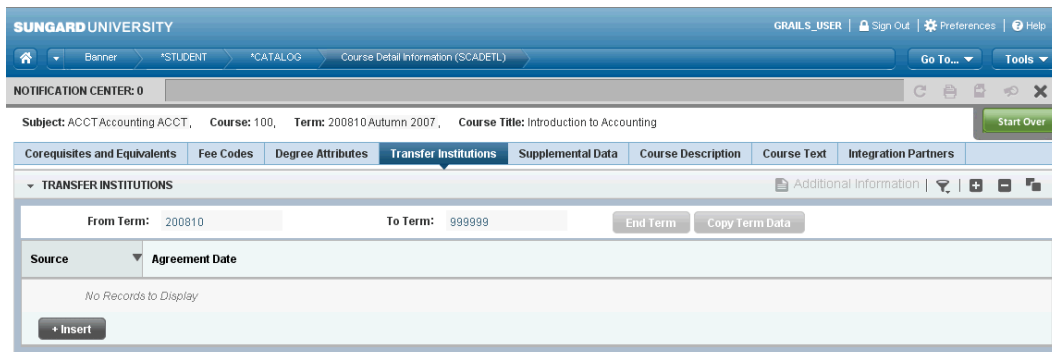



Filtering data

Use the  **Filter** to perform a query on a section of data, when the button is active for the section. You can define a query or use the  **Display Unfiltered Results** button to close the filter and display all records.

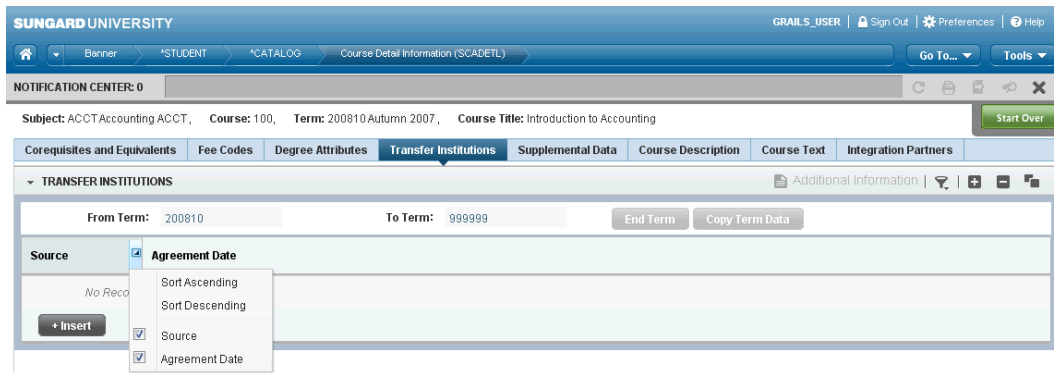
When the results for a field can be sorted, an up or down arrow is displayed to the right of the field name. The arrow indicates the current sort order for the field. You can reverse the order of the sort by clicking on the field label/column header.

In this example, the arrow is to the right of the **Source** field.



You can mouse over field label box to display a  button at the right of the field label. Click on this button to display a list of fields in the section for which you can view query results. When in the list of fields, uncheck the checkbox to the left of the field name to remove that field from the results display for the section. Where available, you can also sort the results in ascending or descending order from the field list.

Here is the view when the arrow for the **Source** field is selected. You can check or uncheck **Source** and **Agreement Date** in the list of fields.



The screenshot shows the Banner system interface for SUNGARD UNIVERSITY. The user is logged in as GRAILS_USER. The navigation bar includes Banner, *STUDENT, *CATALOG, and Course Detail Information (SCADETL). The notification center shows 0 notifications. The course details are: Subject: ACCTAccounting ACCT, Course: 100, Term: 200810 Autumn 2007, Course Title: Introduction to Accounting. The 'Transfer Institutions' section is active, showing a table with columns for From Term (200810) and To Term (999999). A dropdown menu is open for the 'Source' field, showing options for 'Sort Ascending', 'Sort Descending', 'Source', and 'Agreement Date'. The 'Source' and 'Agreement Date' options are checked.

Note

When you perform a lookup or filter from a Key block, if there is no **Select** button available to bring back the value, you can double click to return the value.

Define a query

To define a query, perform the following steps.

1. Click the active **Filter** button for the section of data.
2. Choose a field from the **Select a field...** field.
3. Select an operator from the **Contains** field.
 - Numeric fields use *Equals*, *Not Equals*, *Not Equals or is Null*, *Less Than*, *Less Than or is Null*, *Less Than or Equal*, *Less Than or Equal or is Null*, *Greater Than*, *Greater Than or Equal*, *Is Null*, *Is Not Null*, or *Between*.
 - Alphanumeric fields use *Contains*, *Starts With*, *Ends With*, *Equals*, *Not Equals*, *Not Equals or is Null*, *Is Null*, or *Is Not Null*.
 - Date fields use *Equals*, *Between*, *Greater Than*, *Less Than*, *Less Than or is Null*, *Less Than or Equal*, or *Less Than or Equal or is Null*.
 - Other fields use *Equals*, *Not Equals*, *Contains*, *Starts With*, or *Ends With*.
 - Check boxes use *Equals checked* or *Equals unchecked*.

Note

When the *Between* operator is used, it indicates that all the numbers in the range are considered, including the values entered. For example, for numbers “between” 1 and 5, the values of 1, 2, 3, 4, and 5 are considered.

4. Enter a value for the field you selected.

5. Add another field using the **Add Another Field...** field.

6. Select an operator for the field.

7. Enter a value for the field.

Continue with Steps 5, 6, and 7 until all fields have been added and set up for the filter.

- If you wish to remove a filter data element, click **Remove** to remove a field you have added.

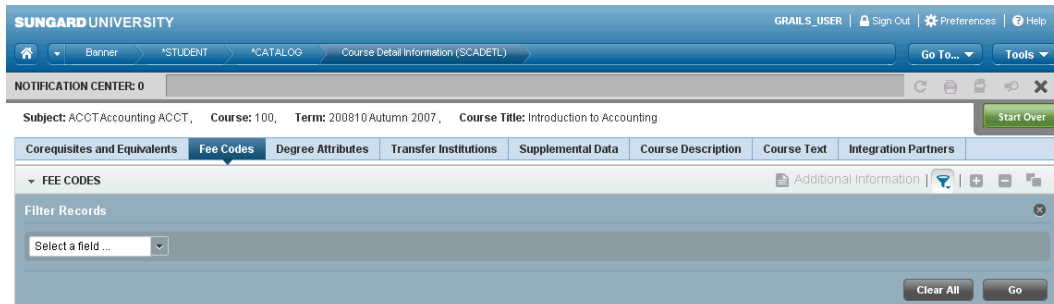
- Click **Clear All** to remove all fields, and then re-enter the data for the filter.

8. Click **Go** to see the results.

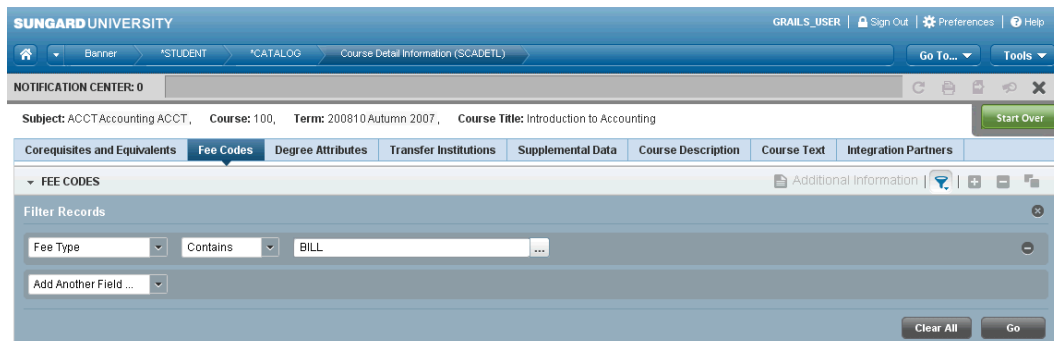
The query results are displayed. The number of records retrieved is displayed at the top of the section. You can sort on the results in ascending or descending order.

9. Click **Filter Again** to perform another query.

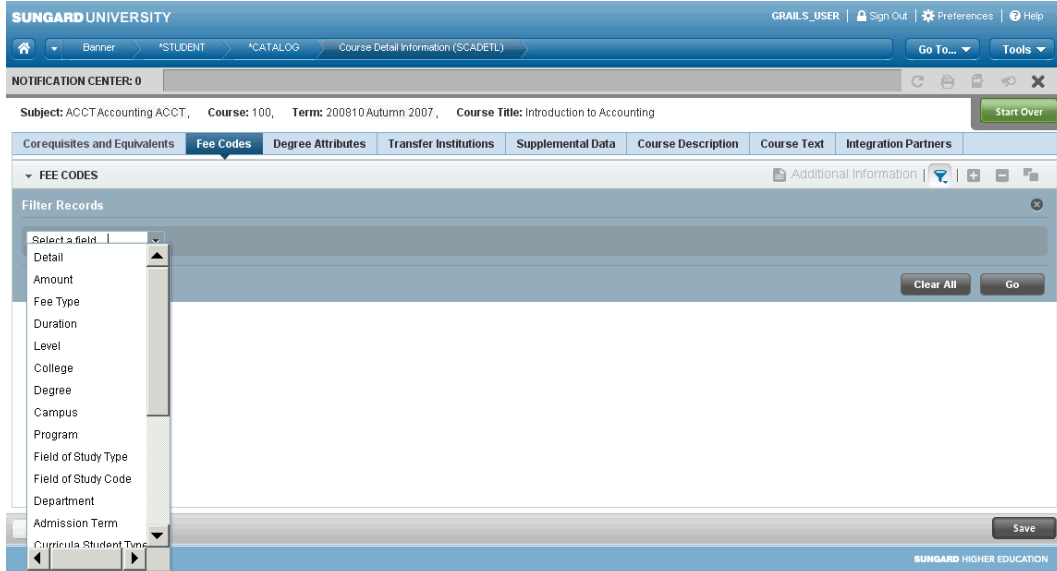
Here is the view of a section of a page, when you click on the **Filter** button.



Here is the view when the operator has been entered.

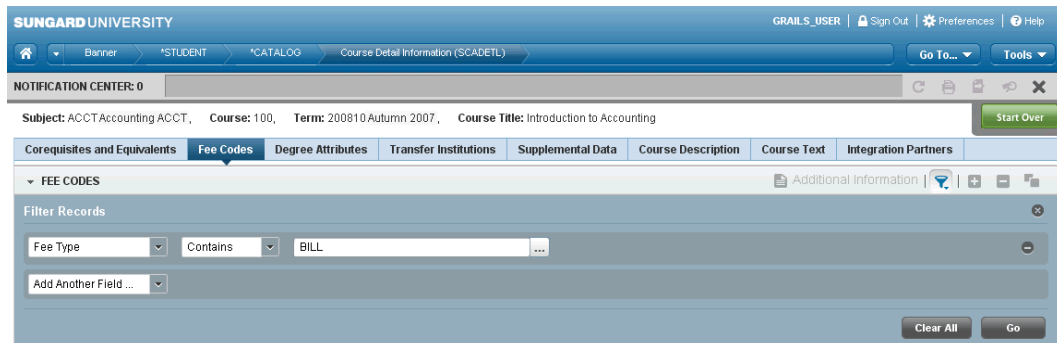


Here is a view of the additional fields that can be added to the query.



Here are the query results with the **Filter Again** button displayed.

The X in the circle to the right of the **Filter Again** button can be used to display all unfiltered results. So for a filter on sections for a term, the results would show *all* sections for *every* term. This control should be used carefully. It will be removed in an upcoming release.



Advanced filtering of data

Advanced filtering capability has been implemented on some pages in Banner 9.0. You can perform an advanced filter on any fields on a page. You can sort the data that is returned on any of the elements in the Query Results section.

To use advanced filtering, do the following:

1. Access a page that uses advanced filtering, such as SSASECQ.
2. Select a data element for the filter in the Advanced Filter section at the top of the page.
 - 2.1. When the page is accessed directly, select the fields from the **Add Another Field...** pulldown list.

Add as many fields as you need to define the filter.
 - 2.2. When the page is called from another page, use the defaulted values in the Advanced Filter section to filter records, and/or select values from the **Add Another Field...** pulldown list.


Add as many fields as you need to define the filter.
3. Set the operator for the field.
 - Alphanumeric fields use *Contains (Default)*, *Starts With*, *Ends With*, *Equals*, *Not Equals*, *Not Equals or is Null*, *Is Null*, or *Is Not Null*.
 - Numeric fields use *Equals (Default)*, *Not Equals*, *Not Equals or is Null*, *Less Than*, *Less Than or is Null*, *Less Than or Equal*, *Less Than or Equal or is Null*, *Greater Than*, *Greater Than or Equal*, *Is Null*, *Is Not Null*, or *Between*.
 - Date fields use *Equals (Default)*, *Between*, *Greater Than*, *Greater Than or Equal*, *Less Than*, *Less Than or is Null*, *Less Than or Equal*, *Less Than or Equal or is Null*, *Is Null*, or *Is Not Null*.
 - Check boxes use *Equals checked* or *Equals unchecked*.
 - Radio groups use *Equals*.

Note

When the *Between* operator is used, it indicates that all the numbers in the range are considered, including the values entered. For example, for numbers “between” 1 and 5, the values of 1, 2, 3, 4, and 5 are considered.

Required fields do not use the *Is Null*, or *Is Not Null* options. ■

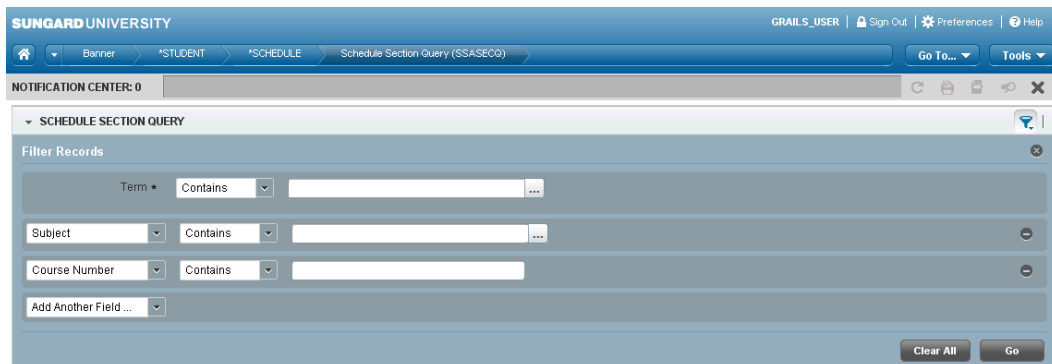
4. Enter the value for the field.

5. Continue with Steps 2, 3, and 4 until all fields have been added and set up for the filter.
 - If you wish to remove a filter data element, click on the  **Delete** button to delete a field you have added.
 - Click **Clear All** to remove all fields, and then re-enter the data in the Advanced Filter section.
6. Click **Go** to see the results.

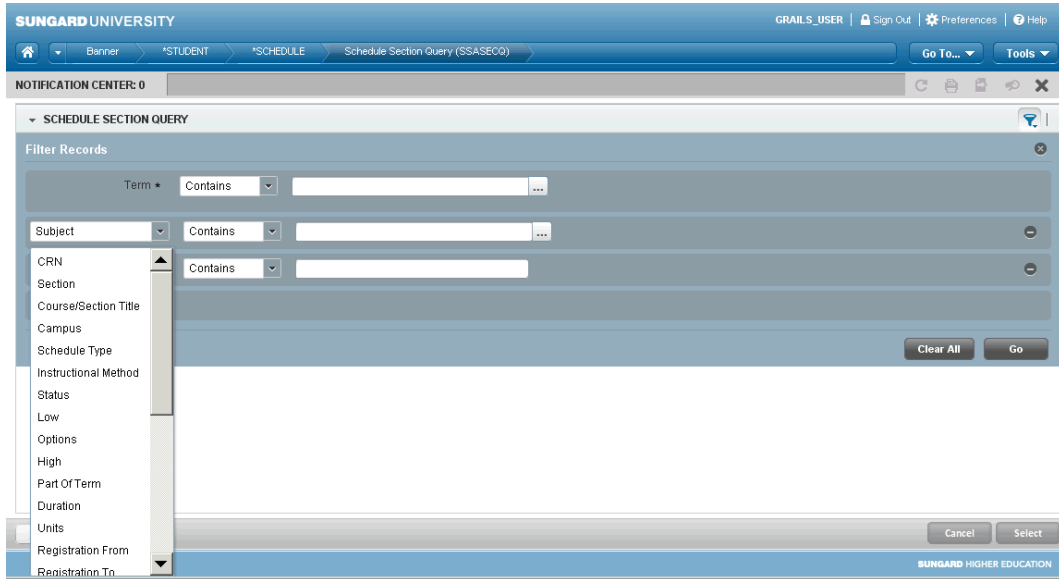
The query results are displayed. The number of records retrieved is displayed at the top of the section. You can sort on the results in ascending or descending order.
7. If you want to redefine the query or perform a new query, click **Filter Again** to return to the Advanced Filter section.
8. When you have the results you want, choose a record, and click **Select** to bring the data back to the calling page, or click **Cancel** to cancel the filter.

When the page is accessed from a menu, the **Select** and **Cancel** buttons are disabled.

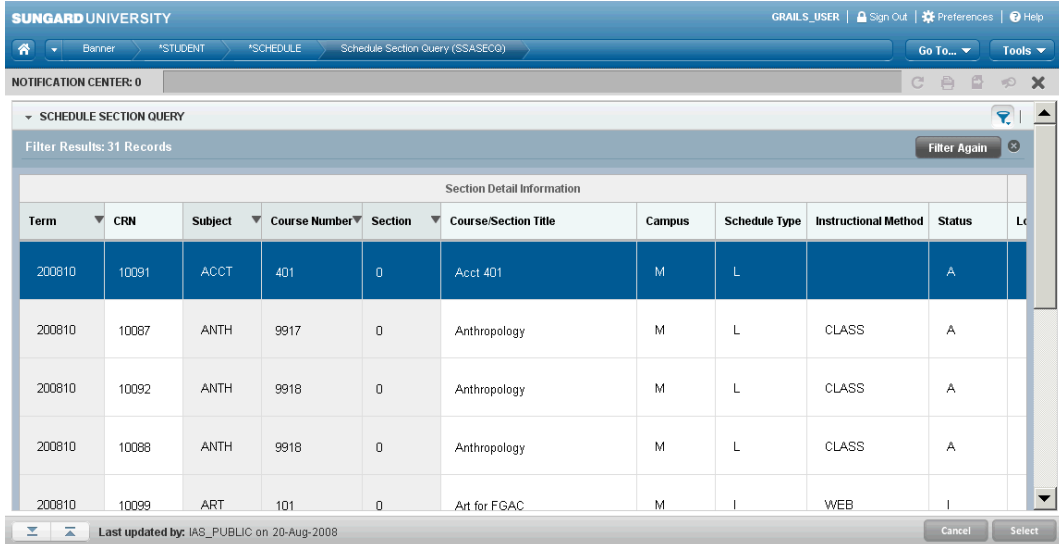
Here is the Advanced Filter section at the top of SSASECQ.



Here is an example of the list of fields that you can select from to add more data elements to the filter.



Here is the Query Results section for an advanced filter on a term.



Here is the rest of that page, with the additional information on the bottom for the number of pages of records and number of records that can be viewed.

Course ID	Section ID	Course Name	Section Name	Days	Times	Class Type	Class Status
200810	10099	Art for FGAC	Art for FGAC	M	I	WEB	I
200810	10097	Art for FGAC	Art for FGAC	M	I	WEB	A
200810	10098	Art for FGAC	Art for FGAC	M	I	WEB	A
200810	10085	ART 200 GR level	ART 200 GR level	A	LEC	CLASS	A
200810	10081	Art 901	Art 901	M	L	CLASS	A
200810	10083	WL: Aust Studies pre-requisite	WL: Aust Studies pre-requisite	M	L	TR	A

Keyboard shortcuts

Keyboard navigation is available for Banner 9.0 that allows full navigation capabilities. You can customize your key mapping at your institution. Keyboard shortcuts are provided as mouse over tool tips. Here are the keyboard shortcut mappings for the PC.

Oracle Forms function keys such as Commit, List, Duplicate Item, Edit, and Count Query Hits are no longer used.

Note

Please see Appendix A, "International and Languages" for translations of keyboard shortcuts.

Function/Button	Keyboard
Direct Access / Go to	Alt + G
Go	Shift + F3
Start Over	Shift + F2
Copy Term	Alt + C
End Term	Alt + X
Copy record/section	Shift + F6
Insert Record	Shift + F4
Delete Record	Shift + F5
Save	Shift + F10
Lookup	F9
Filter	Shift + F7

Function/Button	Keyboard
Go (on Filter)	Shift + F8
Next Block/Section	Page Down
Previous Block/Section	Page Up
Next Field	Tab
Next Record	Down Arrow
Previous Field	Shift + Tab
Previous Record	Up Arrow
Clear Field	Backspace
Cancel (window)	Esc (When a window is open and a Cancel button is displayed, the Escape key can be used to close the window.)
Cancel (page)	<i>Not available at this time</i>
Exit	Ctrl + Q
Help	Alt + F1
Item Properties	Alt + I
Tools	Alt + L
Browse menu	Alt + M
Home	Shift + Home (returns to Main page)

Using Help

Banner has several kinds of help that can give you immediate online assistance:

- **Online help.** This is online information about pages and fields in Banner.
- **Banner Documentation Bookshelf.** This tool lets you access Banner documents directly from your computer by using a desktop shortcut. These electronic documents look the same as the hard copy versions, regardless of the computer you are using.
- **Help (Item Properties).** This list shows all the properties of the field where the cursor is currently located.

Online Help

Banner online help contains information about pages and fields, as well as tasks you can perform with Banner. This help system runs in a web browser.

Installation and configuration information is contained in the *Banner Middle Tier Implementation Guide*. These activities are performed by your site administrator.


Online help is also available “off-line.” You can download a .zip file of each Banner product’s online help, install it on your local computer, and use it even when you are not connected to Banner.

Each Banner product’s online help (whether accessed through the Banner system or by downloading the .zip file) contains a .pdf file that contains the same page reference information found in online help. The .pdf file presents the online help information in a printer-ready format.

See the “About Online Help” topic within online help for more information on using online help.

Accessing Online Help for a Page

When you access online help, information about the current page is displayed. From there, you can expand the help window to browse through other topics, or to use the search and index features to look for specific topics.

To display online help for a page, click  **Help**.

Browsing for Topics

The Contents tab and the bread crumb trail both enable you to browse for topics categorically. Page and field information is organized by Banner module. Task information is contained under the *Procedures* heading.

Searching for Topics

The Search tab allows you to search for topics within the help system. You can also use your browser’s “search on page” feature to find specific text on a help page.

Using the Index

The Index tab provides an alphabetical listing of topics within the help system. Click on a letter in the index to scroll through topics that begin with that letter.

Accessing the Help Center

If you want information about pages and tasks for another Banner product, use the **Help Center** link, which is available from the main menu of Banner, or from anywhere within the help system.

Banner Documentation Bookshelf

The Banner Documentation Bookshelf is an easy way to access Banner documents directly from your computer. The Bookshelf includes both user and technical documentation. Documents in the Bookshelf appear in PDF (portable document format). They look the same as the hard copy versions, regardless of the computer you are using. You can print any document locally.

The Bookshelf can be downloaded to a central location at your institution, making it available for use by authorized users.

In addition to the system setup, you must install Adobe Reader® on your computer. This software is freely available from Adobe and lets you read, print, and search the PDF files in the Bookshelf. Once you know the location of the Bookshelf at your institution, you can create a shortcut on your desktop to access it easily.

To create a desktop shortcut for the Bookshelf:

1. Open Windows Explorer.
2. Browse to the location where the Bookshelf directory is stored at your institution (*bdoc8x* or *bdoc9x*, depending upon the version of Banner you are using).
3. Right click *bkshlfx.pdf* and choose *Create Shortcut*.
4. Drag the shortcut to your desktop.
5. (Optional) Rename it.
6. Double-click the icon to launch the Bookshelf.

To access a specific manual and chapter:

1. Open the Bookshelf.
2. In the left pane, click the bookmark in front of the product you want to access. The bookmark expands to show the product's documents.

3. If necessary, expand bookmarks in the left pane until you see the document or chapter you want to display.
4. Click the name of the document or chapter you want to display. The selected document or chapter appears in the right pane.

To set up your search preferences:

You can search for information in one or more documents. You must set up your preferences before you can search the Bookshelf. You only need to enter these setups once.

1. Open the Bookshelf.
2. Select **File > Preferences > Search** to display the Acrobat Search Preferences window.
3. Set up your preferences.
4. Click the **OK** button.

To attach indexes for the documents you want to search:

Before you can search a document, you must attach its index. You only need to attach a specific index once.

1. Determine where the index files are located (file extension .pdf). They are in the folder named `_indexxx`, where `x` is the release number. This folder is located in the same folder as the Bookshelf files. Check with your data center personnel, if necessary.
2. Open the Bookshelf.
3. Select Search Indexes in the left pane. The Index Selection window appears with a list of the currently attached indexes.
4. Click the **Add** button. The Add Index window appears.
5. Select the index you want to attach. You may have to change directories to find it.
6. Click the **Open** button. The selected index is added to the Index Selection window.
7. Repeat steps 4 through 6 for each index you want to add.
8. Click the **OK** button in the Index Selection window.

To search for information:

Note

Adobe Reader must be loaded on your computer. ■

1. Open the Bookshelf.
2. Click the **Search** button in the Acrobat toolbar, or select Search Query in the left pane. The Adobe Acrobat Search window opens.
3. Enter the text you want to find.
4. Click the **Indexes** button. The Index Selection window appears.
5. Select the manuals you want to search.
6. Click the **OK** button in the Index Selection window. The Index Selection window closes.
7. Click the **Search** button in the Adobe Acrobat Search window.

If one file contains the requested text, the file appears. This procedure ends.

OR

If more than one file contains the requested text, the Search Results window appears with a list of the files that contain the requested text. Continue with step 8.

8. Select the file you want to display.
9. Click the **View** button. The selected file appears.

Item Properties

Help (Item Properties) lists all the properties of the current field. For example, you can find its internal database name, whether it is queryable, whether it is required, type of data (character or numeric), maximum length, and minimum and maximum values.

To display Item Properties for a field:

1. Place the cursor in the field.
2. Select **Tools > Item Properties**.

3 Advanced details

This chapter details advanced Banner 9.0 system information.

Menu maintenance

Use these steps to display a page as an option on the Banner 9.0 menu.

1. Verify that the Banner 9.0 page exists on the Banner9 Module and Page Maintenance Form (GUAPAGE) in Banner 8.X.
2. Set the **Banner8/Banner9 Display Option** indicator on the Object Maintenance Form (GUAOBS) to *All (Banner8 & Banner9)* or *Banner9 Only* for the page.
3. Check that the menu the page is on and any parent menus for that menu going back to the Main Menu have the **Banner8/Banner9 Display Option** indicator on the Object Maintenance Form (GUAOBS) set to *All (Banner8 & Banner9)* or *Banner9 Only*.

For example, the Basic Course Information Page (SCACRSE) is displayed using the following menus:

- Student Menu (*STUDENT)
 - Course Catalog Menu (*CATALOG)
 - Basic Course Information (SCACRSE)

So both the *STUDENT and *CATALOG menus would need the indicator set to *All (Banner8 & Banner9)* or *Banner9 Only*.

Value-Based Security

Banner's Value-Based Security (VBS) uses Oracle's Fine-Grained Access Control (FGAC) to provide row level security to Banner data.

- Security is implemented once and is enforced by all products and tools which access the database.
- Flexible group rules can be developed and maintained for business profiles and users. You can set up and change FGAC security definitions as business practices change.

- FGAC security is carried over to all Banner processing including:
 - Banner 9.X Administrative System
 - Banner 9.X Self-Service
- Forms are used to establish FGAC policy rules on a table, table relationships, and user access rules. These rules are still defined in Banner 8.X.
- Users, individual Banner processes, and jobs can be excluded from FGAC security.
- FGAC security rules (predicates) can be defined to include a single column or multiple columns. Oracle table rows can also be secured based on column values or other data elements.

If a Self-Service user has an Oracle username, the database connections will be proxied for that user. This means that FGAC rules may apply, and the audit trail should reflect the actual user. If the user does not have an Oracle username, then FGAC will not be in effect.

Supplemental Data Engine

The Supplemental Data Engine (SDE) was previously accessed using the **Lightbulb** button on the toolbar. Now it can be accessed using the **Additional Information** button (page with lines) from a specific section on a page when supplemental data exists for that section of data. The button opens the Additional Information window where information can be viewed, edited, or added. When information is added or changed, you will be prompted to save the changes now or later. You can continue to work on the primary page.

The example below is a sample window. The data entered in this window is defined at your institution. This window can be moved and is transparent so the data beneath on the primary page can still be viewed.

The GOVSDAV Banner view is used with SDE to exclude the Surrogate Key when the Primary Key is automatically added on GTVSDTB. The pre-existing Primary Key is used instead.

 **Note**

In Banner 9.0, a user-defined list of values associated with a supplemental data attribute will not be displayed. However, if a list of valid values has been created for an attribute, the data entered in that field in the Additional Information window will still be validated against the list (even though the list is not displayed). ■

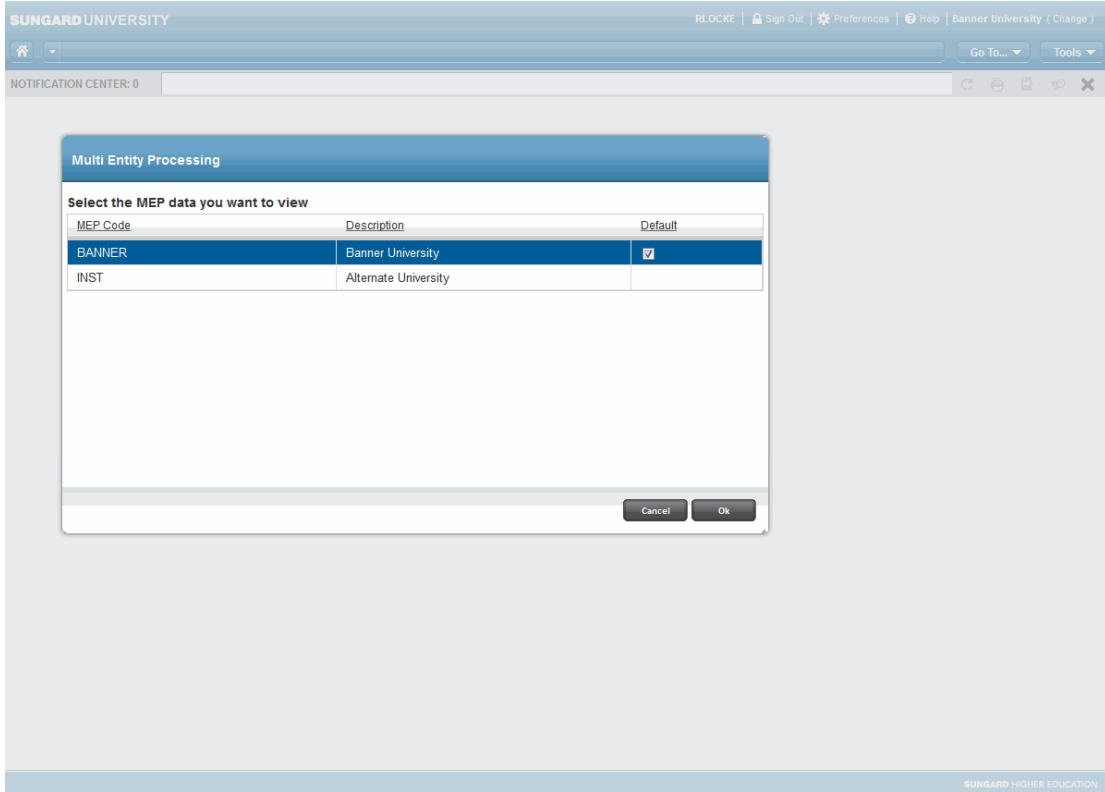
Multi-Entity Processing

Multi-Entity Processing (MEP) is available with Release 9.0. Here is an example of how this works.

The system is set up with two institutions, Banner University and Alternate University.

Option 1: User A is assigned to multiple institutions.

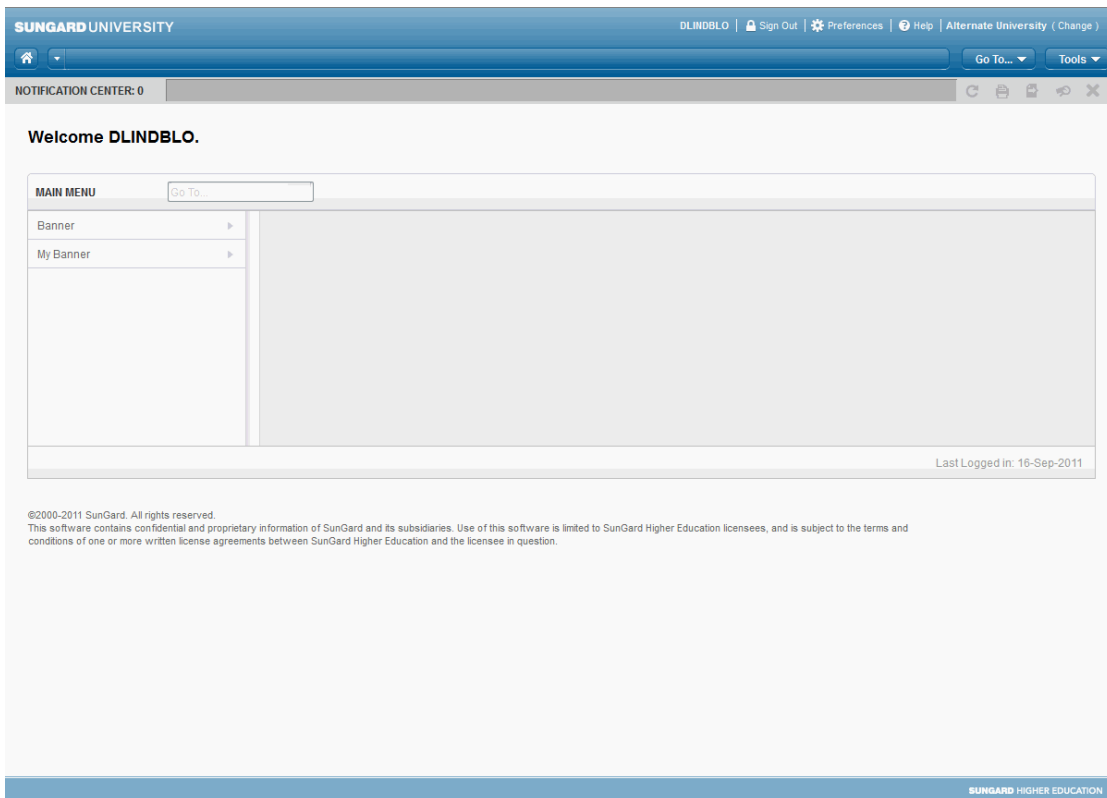
1. User A has access to both of these universities. When the user logs in, he/she sees a Multi-Entity Processing window where the institution can be selected.



2. For multi-institutional logins, the user can select one of these institutions, click **Ok**, and continue to the Main Page.
3. Or the user can choose to *not* select an institution and will be logged into the default institution after clicking **Ok**.
4. If the user clicks **Cancel**, he/she will also be logged into the default institution.

The **Default** indicator is used to indicate that the institution is the default for the user. A user can only have one default institution.

Option 2: User B is assigned to only one institution.



1. User B is automatically logged into the institution to which he/she is assigned.
2. The header reads *Alternate University*. User B is assigned to only the *Alternate University*.

The institution you are logged into will always be displayed in this location.

Option 3: User C is not assigned any institutions.

1. The login process is the same as Option 2, except User C is automatically logged into the default institution.
2. To know what institutions exist and what institution users are assigned to you, access the Oracle/Banner VPD Security Maintenance Form (GSAVPDI) in Banner 8.X.

The Institution Codes tab on GSAVPDI shows the institution codes that have been defined. This list is unique for each institution. The **System Default** indicator is checked for the record that is the system default. This is the institution that User C, who does have an institution assigned to him/her, will be logged into.

The User Assignment tab shows the user assignment records. The records show all the users, their institution assignments, and their default or home institution. User B, who is assigned only one institution, can only log into *Alternate University*.

To change institutions, please refer to the instructions for “How to Switch Between Institution Codes” in the *Multi-Entity Processing Handbook*, in Chapter 3, “Multi-Entity Processing in Banner”.

In Banner 9.0, the **(Change)** link is located in the header in the top right corner of the page.

Data masking

Data masking is available in Banner 9.0. The GORDMSK table stores information on application, block, and column component names. A script is delivered to populate the fields used with Banner 9.0. It can be run at any time to populate fields.

The corresponding **Banner9 Object Name**, **Banner9 Block ID**, and **Banner9 Item ID** fields on the GORDMSK form are used with data masking. Values for the **Banner9 Object Name** field come from the GUAPAGE form. Values for the **Banner9 Block ID** and **Banner9 Item ID** come from Item Properties.

On the GSASECR form, data for the login count and first and last login dates is included when masking rules are copied as part of new user creation.

Determine Banner9 Block ID and Banner9 Item ID values

You can set up the values for the block and item ID values when creating new pages in Banner 9.0. You can also do this as part of setting up Banner9-specific rules for an existing form in Banner 8.X, without setting up data masking in Banner 8.X.

Use the following steps to determine the value of the **Banner9 Block ID** and the **Banner9 Item ID**, when masking rules exist for the form in Banner 8.X and are being created for the page in Banner 9.0.

1. Log in to Banner 9.0.
2. Access the Banner page on which data should be masked.
3. Move the cursor to the field to be masked.
4. Open the Tools menu and select View Item Properties.
5. View the displayed values for the Block ID and Item ID to be entered on the corresponding **Banner9 Block ID** and **Banner9 Item ID** fields on GORDMSK.

Create masking rules for a new page

Please note the following:

- These instructions are only for Banner 9.0, to apply masking to a page but not to the corresponding form in Banner 8.X.
- The masking data on the GORDMSK form is used with Banner 8.X and Banner 9.0.
- In Banner 9.0, you can enter mixed case text in the **Block** and **Item** fields on GORDMSK. In Banner 8.X, you must still enter upper case text. You can use the Lists of Values in Banner 8.X to populate the fields more easily.

Use the following steps to create masking rules for a page when the form in Banner 8.X does not exist or is not being masked.

1. Make sure that the object for the Banner 9.0 page exists on the Object Maintenance Form (GUAOBS).
2. Make sure that the same object for the page has at least one row on the Data Display Mask Columns Form (GORDMCL).

The data in the row can be arbitrary, but it is recommended that you use the following values:

- 2.1. Set the **Block** and **Item** values to *Banner9*.
- 2.2. Set the **Data Type** to *Character*.
- 2.3. Set the **Length** to *1*.
3. Make sure that the same object exists on the Banner9 Module and Page Maintenance Form (GUAPAGE).

4. Access the Data Display Masking Rules Form (GORDMSK).
5. Enter the object code in the **Object** field in the Key block.
6. Perform a Next Block.
7. Enter the Banner9 Block ID in the **Block** field.
8. Enter the Banner9 Item ID in the **Item** field.
9. Enter the Banner9 Object name.
You can select this from the list of values.
10. Enter the Banner9 Block ID in the **Banner9 Block ID** field.
This value must match the value in the **Block** field.
11. Enter the Banner9 Item ID in the **Banner9 Item ID** field.
This value must match the value in the **Item** field.
12. Set up other masking as needed (visibility, conceal, etc.).

Object maintenance

Objects can be maintained in Banner 9.0 using the GUBMODU, GUBPAGE, and GOBDDOMN tables and the GUAPAGE form.

- The GUBMODU table is used to store URLs for the pages.
- The GUBPAGE table is used to store information on form names mapped to page names.
- The GOBDDOMN table is used to store fields in each domain and information for block and column names, as well as component block and column names.
- The GUAPAGE form is used to create modules and pages and then assign the pages to specific modules. An object can only exist in one module.

Menu maintenance

Menus are maintained on the GUBOBS table.

The `UI_VERSION` column is used to set the menus to one of three options:

- *A (All (Banner8 & Banner9))*
- *B (Banner8 Only)*
- *C (Banner9 Only)*

Security auditing

Security updates for Banner 9.0 include:

- The GSPSECR package is used to process encoded passwords and track login data for Banner 9.0.
- The GOVUROL Banner view is used with security processing.
- The GURLOGN table maintains information on the number of times the user has logged into the application, as well as the first and last login dates.
- The GURMAST table maintains information on application, block, and column component names.
- The GSASECR form maintains information on the number of times the user has logged into the application, as well as the first and last login dates. The last login date is displayed on the Main Page in Banner 9.0.
- The GSAAUDT form displays the **Banner9 Object Name**, **Banner9 Block ID**, and **Banner9 Item ID** fields.
- The GURWAPP table is used to store database specific release numbers.
- The GURWADP table is used to store database specific release information.

Options items

Two types of options rules are supported on the Options Maintenance Form (GUAOPTM) in Banner 8.X. These options are displayed in the Go To... window in the Related to Current items.

- rules with a **Type Indicator** of *L* (Trigger Calling Form) and a **Trigger Name** of *GOTO_Form*
- rules with a **Type Indicator** of *F* (Form)

The forms listed in the Options Menu in Banner 8.X must also exist in Banner 9.0 to be displayed in the Related to Current items.

Using Banner Data Extract

You can extract data from a Banner page to a spreadsheet. On some pages, you have the option to extract detail data from the current section either with or without data from the key block included. Once in a spreadsheet, you can easily make graphs and reports for the data.

Availability of the Data Extract Feature

SunGard Higher Education delivers the extract feature on a limited number of pages where the feature has been tested.

Note

Extract results are unpredictable on pages that have not been tested with this feature. If you want to extract data on an untested page, your system administrator can consider enabling the extract feature on GUAOBS. SunGard Higher Education does not support this feature on untested pages, but will, however, continue to test more pages and expand support with future releases. ■

The **Data Extract Option** field on GUAOBS determines whether one, both, or neither of these extract options is available for a page.

Extracting Data

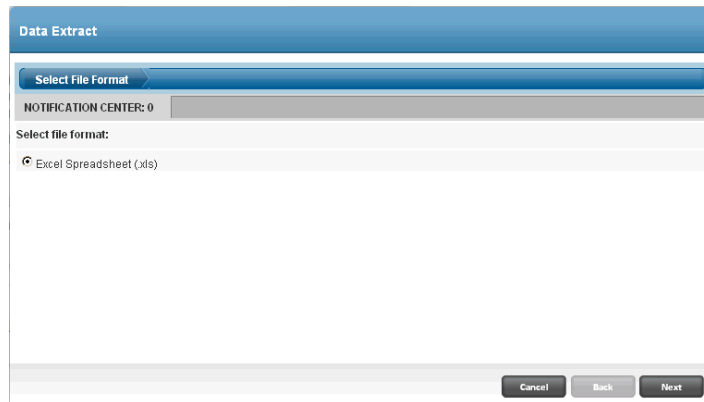
Extracted data can be saved to a file with a .xls extension.

Perform a data extract

To perform a data extract, complete the following steps:

1. Access the Banner page.
2. If applicable, display the desired records on the page.

3. Click  **Data Extract**.



4. Select the following option from the Data Extract window:
 - Excel Spreadsheet (.xls)
5. Click **Next**.
6. Select that data that you would like to extract.
7. Click **Next**.
8. Click **Download or view the file**.
9. Open the file using an application on your computer or save the file for future use.
10. Click **OK**.

4 Terminology

Here is a glossary of terms for Banner 9.0.

Note

Please see Appendix A, “International and Languages” for translations of terminology. ■

Glossary of new terms

Oracle Forms terminology is no longer used in Banner 9.0. New terminology is listed below in a “before and after” format. The old terms are listed under Banner 8.X. The new terms are listed under Banner 9.0.

Banner 8.X	Banner 9.0
General Menu (GUAGMNU)	Main Menu page
Form	Page
Direct Access (Expert Mode)	Go To... field on Main Menu page
Window (referred to in online help/ user documentation as main or sec- ondary)	Pages are now scrolling with all blocks and windows included on the page or tabbed within the page. Some windows are still used for alerts (such as, Do you want to save your changes?) and to default or copy data.
Key Block	Key block
Block	Section, Information, Data
Next Block	1. Go button from Key block, paints page and access- es first section of data. 2. Use Down Arrow button with underline for next section of data in order. 3. Use Page Down or scrollbar for additional sections of data.
Previous Block	1. Use Up Arrow button with underline for previous section of data. 2. Use Page Up or scrollbar for additional sections of data.
Form Tab, Subtab	Page Tab, Subtab
Scrollbar	Scrollbar
Navigation Pane	Navigation Pane
Field	Field, required field has asterisk (*)
Indicator	Indicator

Banner 8.X	Banner 9.0
Check box	Check box
Radio group	Radio group
Radio button	Radio button
Pulldown	Pulldown or Dropdown
Button	Button
Link	Link
Search button	Lookup button, “...” shows lookup is available for the field
List of Values/List	Lookup button, “...” shows lookup is available for the field
Commit	Save button
Rollback	Start Over button
Options Menu	Go To... button > select Related to Current
Option List	Options are displayed with the lookup for the field
Autohint	Autohelp (displayed in Notification Center)
Query	Filter
Enter Query	Click Filter button (funnel)
Execute Query	Click Go in Filter window
Extended Query	Advanced Filter
Count Query Hits	View results
Wildcard, % or _	Wildcard, % or _
Previous Record	Shift+Tab or Mouse
Next Record	Enter or Tab or Mouse
Clear/Remove Record	Click Delete button (-) at top right of section
Insert Record	Click Insert button (+) at top right of section or +Insert button at bottom of section.
Duplicate Record	Copy button in section of data (Copy Term Data , Copy CRN , etc.)
Previous Item	Shift+Tab or Mouse
Next Item	Enter or Tab or Mouse
Clear Item	Backspace
Duplicate Item	Click Copy button (double square) at top right of section.
Edit function/ Comments button	Not applicable, text sections are displayed on the pages
Help (Item Properties)	Tools button > View - Item Properties
Show Keys	Mouse over tool tips
Data Extract	Button at top right of section with page and right arrow

Banner 8.X	Banner 9.0
Calendar button	Calendar button
Supplemental Data (Lightbulb button)	Additional Information button (page with lines) on section



A International and Languages



Banner 9 supports the following languages:

- English
- Spanish
- Portuguese (Brazil)
- Arabic
- French
- French (Canada)

Here are the terminology and keyboard shortcuts referenced in this release guide, in Spanish, Portuguese, Arabic, French for France, and French for Canada.

Spanish



Here are the glossary of terms and the keyboard shortcuts in Spanish.

Glosario de nuevos términos

La terminología de Oracle ya no se usa en Banner 9.0. Se lista una nueva terminología en un formato de "antes y después". Los términos anteriores se listan debajo de Banner 8.x. Los nuevos términos se listan debajo de Banner 9.0.

Banner 8.X	Banner 9.0
Menú General (GUAGMNU)	Página de Menú Principal
Forma	Página
Acceso Directo (Modo Experto)	Campo de Ir a... en la página de Menú Principal
Ventana (se hace referencia a ella en la ayuda en línea/ documentación de usuario como principal o secundario)	Las páginas ahora se desplazan con todos los bloques y ventanas incluidas en la página o se recorre dentro de la página. Algunas ventanas se siguen usando para alertas (como es, ¿Desea guardar sus cambios?) y para predefinir o copiar datos.



Banner 8.X	Banner 9.0
Bloque Clave	Bloque clave
Bloque	Sección, Información, Datos
Bloque Siguiente	<ol style="list-style-type: none"> 1. El botón de Ir desde el bloque Clave, dibuja la página y accede a la primer sección de datos. 2. Use el botón de Flecha Abajo con subrayado para ir a la sección siguiente de los datos. 3. Use Av Pág o desplácese para las secciones adicionales de datos.
Bloque Anterior	<ol style="list-style-type: none"> 1. Use el botón de Flecha Arriba con subrayado para ir a la sección anterior de datos. 2. Use Re Pág o desplácese para las secciones adicionales de datos.
Pestaña de Forma, Subpestaña	Pestaña de Página, Subpestaña
Barra de Desplazamiento	Barra de Desplazamiento
Cuadro de Navegación	Cuadro de Navegación
Campo	Campo, el campo es requerido si tiene un asterisco (*)
Indicador	Indicador
Cuadro de elección	Cuadro de elección
Grupo Radial	Grupo Radial
Botón radial	Botón radial
Desplegar	Desplegar
Botón	Botón
Liga	Liga
Botón Buscar	El botón Buscar , “...” muestra que la búsqueda está disponible para el campo
Lista de Valores/Lista	El botón Buscar , “...” muestra que la búsqueda está disponible para el campo
Grabar	Botón Guardar
Deshacer	Botón Recomenzar
Menú de Opciones	Botón Ir a... > seleccionar Relacionado a Actual
Lista de Opciones	Las opciones se despliegan con la búsqueda para el campo
Autosugerencia	Autoayuda (desplegada en el Centro de Notificación)
Consulta	Filtrar
Ingresar Consulta	Clic en el botón de Filtro (embudo)
Ejecutar Consulta	Clic en Ir en la ventana de Filtro
Consulta Extendida	Filtro Avanzado
Conteo de Aciertos	Ver resultados
Comodín, % o _	Comodín, % o _

Banner 8.X	Banner 9.0
Registro Anterior	Shift+Tab o Ratón
Registro Siguiente	Intro o Tab o Ratón
Limpiar/Eliminar Registro	Clic en el botón Eliminar (-) en la parte superior de la sección.
Insertar Registro	Clic en el botón de Insertar (+) en la parte derecha de la sección o botón +Insertar al final de la sección.
Duplicar Registro	Botón Copiar en la sección de datos (Copiar Datos de Periodo, Copiar NRC , etc.)
Elemento Anterior	Shift+Tab o Ratón
Elemento Siguiente	Intro o Tab o Ratón
Limpiar Elemento	Retrosceso
Duplicar Elemento	Clic en el botón de Copiar (doble cuadro) en la parte superior derecha de la sección.
Función Editar/botón de Comentarios	No aplica, las secciones de texto se despliegan en las páginas
Ayuda (Propiedades Elementos)	Botón de Herramientas > Ver - Propiedades de Elementos
Mostrar Teclas	Sugerencias de herramientas al pasar el ratón por encima
Extraer Datos	Botón en la esquina superior derecha de la sección con la página y flecha derecha
Botón de Calendario	Botón de Calendario
Datos Suplementarios (botón de Bombilla)	Botón de Información Adicional (página con líneas) en la sección

Atajos de Teclado

La navegación con teclado está disponible en Banner 9.0 y le brinda capacidades de navegación total. Puede personalizar la asignación de las teclas en su institución. Los atajos de teclado se proveen por medio de las sugerencias de herramientas cuando se pasa el ratón por encima. Aquí están las asignaciones de atajos de teclado para la PC.

Las teclas de función de Oracle como es Grabar, Listar, Duplicar Elemento, Editar y Conteo de Aciertos ya no se usan.

Función/Botón	Teclado
Acceso Directo	Alt + G
Ir a	Shift + F3
Iniciar	Shift + F2
Copiar Periodo	Alt + C
Periodo Fin	Alt + X

Función/Botón	Teclado
Copiar registro/sección	Shift + F6
Insertar Registro	Shift + F4
Eliminar Registro	Shift + F5
Guardar	Shift + F10
Buscar	F9
Ir a	Alt + G
Filtro	Shift + F7
Ir (en Filtro)	Shift + F8
Bloque/Sección Siguiente	Av Pág
Bloque/Sección Anterior	Re Pág
Campo Siguiente	Tab
Registro Siguiente	Flecha Abajo
Campo Anterior	Shift + Tab
Registro Anterior	Flecha Arriba
Limpiar Campo	Retroceso
Anular (ventana)	Esc (Cuando una ventana se abre y se despliega un botón de Anular , la tecla de Escape se puede usar para cerrar la ventana.)
Anular (página)	<i>No disponible en este momento</i>
Salir	Ctrl + Q
Ayuda	Alt + F1
Propiedades de Elementos	Alt + I
Herramientas	Alt + L
Menú Navegar	Alt + M
Inicio	Shift + Inicio (regresar a la página Principal)

Portuguese (Brazil)

Here are the glossary of terms and the keyboard shortcuts in Portuguese (Brazil).

Glossário de termos novos

A terminologia da Oracle não é mais usada no Banner 9.0. Uma nova terminologia é apresentada abaixo no formato "antes e depois". Os termos anteriores são apresentados no Banner 8.X. Os termos novos são apresentados no Banner 9.0.

Banner 8.X	Banner 9.0
Menu Geral (GUAGMNU)	Página do Menu Principal
Form	Página
Acesso Direto (Modo Avançado)	Campo Ir para... na página do Menu Principal
Janela (apresentada na documentação do usuário/ ajuda online como principal ou secundária)	As páginas agora são apresentadas com todos os blocos e janelas incluídos na página ou tabuladas dentro da página. Algumas janelas ainda são usadas para alertas (por exemplo, Deseja salvar suas alterações?), para predefinir ou copiar dados.
Bloco de chaves	Bloco de chaves
Bloco	Seção, Informações, Dados
Próximo Bloco	<ol style="list-style-type: none">1. O botão Ir no bloco de chaves, desenha a página e acessa a primeira seção de dados.2. Use o botão Seta para abaixo com sublinhado para a próxima seção de dados na sequência3. Use a tecla Página para baixo ou Barra de rolagem para outras seções de dados
Bloco anterior	<ol style="list-style-type: none">1. Use o botão Seta para cima com sublinhado para voltar à seção de dados2. Use a tecla Página para cima ou a barra de rolagem para outras seções de dados
Guia Form, Subguia	Guia Página, Subguia
Barra de rolagem	Barra de rolagem
Painel de navegação	Painel de navegação
Campo	Os campos com asteriscos são obrigatórios (*)
Indicador	Indicador
Caixa de seleção	Caixa de seleção
Agrupar botão de rádio	Agrupar botão de rádio

Banner 8.X	Banner 9.0
Botão de rádio	Botão de rádio
Pulldown (Suspensão)	Pulldown ou Dropdown
Botão	Botão
Link	Link
Botão Pesquisar	O botão Pesquisar , “...” exibe a pesquisa que está disponível para o campo
Lista de valores/Lista	O botão Pesquisar , “...” exibe a pesquisa que está disponível para o campo
Confirmar	Botão Salvar
Reverter	Botão Reiniciar
Menu de opções	Botão Ir para... > selecionar Relacionado à atualização
Lista de opções	As opções são exibidas fazendo uma pesquisa no campo
Dica automática	Autoajuda (exibida no Centro de Notificação)
Consulta	Filtro
Digitar consulta	Clique no botão Filtro (funil)
Executar consulta	Clique em Ir na janela de Filtro
Consulta estendida	Filtro avançado
Resultado da consulta	Visualizar resultados
Curinga, % ou _	Curinga, % ou _
Registro anterior	Shift+Tab ou Mouse
Próximo registro	Enter ou Tab ou Mouse
Apagar/Remover registro	Clique no botão Apagar (-) no canto superior direito da seção
Inserir registro	Clique no botão Inserir (+) no canto superior direito da seção ou no botão + Inserir no canto inferior da seção
Duplicar registro	Botão Copiar na seção de dados (Copiar dados do período , Copiar CRT etc.)
Item anterior	Shift+Tab ou Mouse
Próximo item	Enter ou Tab ou Mouse
Apagar item	Retrocesso
Duplicar item	Clique no botão Copiar (quadrado duplo) no canto superior da seção
Função Editar/botão de Comentários	Não aplicável, as seções de texto são exibidas nas páginas
Ajuda (Propriedades do item)	Botão Ferramentas > Visualizar - Propriedades do item
Exibir teclas	Passar o mouse sobre as dicas de ferramentas
Extrair dados	Botão no canto superior direito da seção com seta para direita e seta para página

Banner 8.X	Banner 9.0
Botão Calendário	Botão Calendário
Botão Dados complementares (Lâmpada)	Botão Informações adicionais (página com linhas) na seção

Atalhos do teclado

A navegação com o teclado está disponível para o Banner 9.0 e oferece total capacidade de navegação. Você pode personalizar o mapeamento da tecla em sua Instituição. Os atalhos do teclado podem ser acessados passando o mouse sobre as dicas de ferramentas. Veja aqui os mapeamentos do atalho de teclas para o computador.

As teclas de função do programa Oracle como Confirmar, Listar, Duplicar item, Editar e Resultado da consulta não são mais usadas.

Função/botão	Teclado
Acesso direto	Alt + G
Ir	Shift + F3
Iniciar	Shift + F2
Copiar período	Alt + C
Período final	Alt + X
Copiar registro/seção	Shift + F6
Inserir registro	Shift + F4
Apagar registro	Shift + F5
Salvar	Shift + F10
Pesquisar	F9
Ir para	Alt + G
Filtro	Shift + F7
Ir (no filtro)	Shift + F8
Próximo bloco/Seção	Page Down
Voltar Bloco/Seção	Page Up
Próximo Campo	Tab
Próximo Registro	Seta para baixo
Campo anterior	Shift + Tab
Voltar Registro	Seta para cima
Apagar Campo	Retrocesso
Cancelar (janela)	Esc (Quando uma janela é aberta e o botão Cancelar é exibido, a tecla Esc poderá ser usada para fechar a janela.)

Função/botão	Teclado
Cancelar (página)	<i>Não disponível neste momento</i>
Sair	Ctrl + Q
Ajuda	Alt + F1
Propriedades do item	Alt + I
Ferramentas	Alt + L
Menu Navegar	Alt + M
Página principal	Shift + Home (volta à página Principal)

Arabic

Here are the glossary of terms and the keyboard shortcuts in Arabic.

Glossary of terms

مسرد للمصطلحات الجديدة

لقد توقفنا عن إستعمال مصطلحات أوراكل في بانر 9.0 . مصطلحات جديده يتم سردها هنا على شكل "قبل وبعد".

المصطلحات القديمه سيتم سردها تحت بانر 8 بينما يتم سر د المصطلحات الجديده تحت بانر 9.0

Banner 9.0	Banner 8.X
صفحة القائمة الرئيسية	القائمة العامة (GUAGMNU)
صفحة	شاشة
الحقل في صفحة ... إنتقال إلى القائمة الرئيسية	(وضع الخبراء) الإتصال المباشر
يتم تمرير الصفحات حاليا بين كل المربعات و الشاشات المتضمنه في الصفحة و في الصفحات المبوبة.	(مشار إلى وثائق المستخدم/ المساعدة على الإنترنت كرئيسى أو ثانوى)
بعض الشاشات تستخدم كتنبيهات (مثل، هل ترغب في حفظ التغييرات؟) و إلى الإقتراضى أو نسخ البيانات	
المربع الرئيسى	المربع الرئيسى
مقطع، معلومات، بيانات	المربع

المربع التالي	1. زر الانتقال إلى من المربع الرئيسي، يقوم برسم الصفحة و يقوم بالوصول إلى بيانات المقطع الأول
	2. استخدم زر السهم لأسفل مع التشديد على المقطع التالي من البيانات في الترتيب
	3. Page Down استخدام لمقاطع إضافية Scrollbar أو من البيانات
المربع السابق	1. استخدم زر السهم لأعلى مع التشديد على المقطع التالي من البيانات في الترتيب
	2. Page UP أو استخدام لمقاطع إضافية من Scrollbar البيانات
شاشة موبه، تبويب فرعى	صفحة موبه، تبويب فرعى
Scrollbar	Scrollbar
جزء التصفح	جزء التصفح
الحقل	الحقل، الحقل المطلوب لديه (*) علامة نجمية
مؤشر	مؤشر

مربع التّحديد	مربع التّحديد
مجموعة الإختبار	مجموعة الإختبار
زر الإختبار	زر الإختبار
المنسدل	المنسدل
زر	زر
رابط	رابط
زر البحث، "... يوضح أن البحث متاح لهذا الحقن	زر البحث
زر البحث، "... يوضح أن البحث متاح لهذا الحقن	لائحة القيم/ لائحة
زر الحفظ	حفظ
زر أبدأ من جديد	التراجع
زر الإنتقال إلى...أختر مرتبط بالحالي	قائمة الخيارات
يتم عرض الخيارات بالبحث في الحقن	لائحة الخيار
مساعدة تلقائية (معروضة في مركز الإعلانات)	الإشارات التلقائية
تصفية، تصفية سريعة	إستعلام
اضغط زر التصفية	إدخال إستعلام

أضغظ الإئتقال إلى فى شاشة التصفية	تفبذ إستعلام
تصفية متقدمة	إستعلام ممتد
عرض النتائج	إحصاء نتائج الإستعلام
Wildcard, % أو _	Wildcard, % أو _
الفأرة أو Shift+Tab	السجل السابق
الفأرة أو Tab أو Enter	السجل التالى
اضغظ زر الحذف (-) فى أعلى اليمين من المقطع	مسح/ حذف السجل
اضغظ زر إدراج (+) فى أعلى اليمين من المقطع أو زر +إدراج فى أسفل المقطع	إدراج سجل
زر النسخ فى مقطع البيانات (نسخ بيانات الفصل الدراسى، نسخ الرقم المرجعى للمقرر، ..إلخ)	سجل متكرر
الفأرة أو Shift+Tab	البند السابق

الفأرة أو Tab أو Enter	البند التالى
Backspace	مسح البند
اضغظ زر النسخ (مربع مزدوج) فى أعلى اليمين من المقطع	بند متكرر
لا ينطبق، يتم عرض نص المقاطع على الصفحات	رز الملاحظات/تحرير وظيفة
عرض > زر الأدوات خصائص البند	(خصائص البند) مساعدة
استخدام الفأرة للنصائح	مفاتيح العرض

Keyboard shortcuts

اختصارات لوحة المفاتيح

لوحة مفاتيح التصفح متاحة في بانر 9.0 التي تسمح بقدرات التصفح كامله. يمكنك تخصيص مفاتيح التصفح الخاصه بمؤسستك أو جامعتك. توجد اختصارات للوحة المفاتيح مثل استخدام الفأره لإظهار النصائح السريعه. نقوم هنا بتعداد تخصصات اختصارات لوحة المفاتيح لأجهزه الحاسب الآلي

لم يعد استخدام مفاتيح وظيفة أوراكل مثل حفظ لائحة، بند متكرر، تحرير، و إحصاء نتائج الإستعلام ضروريا

لوحة المفاتيح	الوظيفة/ الزر
Alt + G	إتصال مباشر
Shift + F3	إنتقال
Shift + F2	أبدأ من جديد
Alt + C	نسخ الفصل الدراسي
Alt + X	إنهاء الفصل الدراسي
Shift + F6	نسخ السجل/ المقطع
Shift + F4	إدراج سجل
Shift + F5	حذف سجل
Shift + F10	حفظ
F9	بحث
Alt + G	الإنتقال إلى
Shift + F7	التصفية
Shift + F8	(في التصفية) إنتقال
Page Down	المرجع التالي/ المقطع
Page Up	المرجع السابق/ المقطع
Tab	الحقل التالي

السهم للأسفل	السجل التالي
Shift + Tab	الحقل السابق
السهم للأعلى	السجل السابق
Backspace	مسح الحقل
Esc	إلغاء (شاشة)
(عند فتح الشاشة و يتم عرض زر الإلغاء، يمكن إستخدام مفتاح لخلق الشاشة) Escape	
غير متاح في هذا الوقت	(صفحة) إلغاء
Ctrl + Q	خروج
Shift + H	مساعدة
Alt + I	خصائص البند
Alt + L	أدوات
Alt + M	تصفح القائمة
Shift + Home	الصفحة الرئيسية

French

Here are the glossary of terms and the keyboard shortcuts in French for France.

Glossaire de nouveaux termes

La terminologie Oracle n'est plus utilisée dans Banner 9.0. Toute nouvelle terminologie est répertoriée ci-dessous sous la forme avant/après. Les anciens termes sont répertoriés sous Banner 8.X et les nouveaux sous Banner 9.0.

Banner 8.X	Banner 9.0
Menu général (GUAGMNU)	Page de menu principal
Formulaire	Page
Accès direct (Mode expert)	Aller à... (champ sur la page de menu principal)

Banner 8.X	Banner 9.0
Fenêtre (en référence à l'aide ou la documentation utilisateur en ligne comme principale ou secondaire)	Il est maintenant possible de faire défiler les pages pour afficher tous les blocs et les fenêtres sur la page ou sur les onglets de la page. Certaines fenêtres sont toujours utilisées pour les alertes (par exemple, Voulez-vous enregistrer vos modifications?) et pour donner une valeur par défaut ou copier des données.
Bloc clé	Bloc clé
Bloc	Section, Informations, Données
Bloc suivant	<ol style="list-style-type: none"> 1. Bouton Lancer du bloc clé, la page s'affiche et l'utilisateur accède à la première section de données 2. Utiliser la flèche vers le bas avec soulignement pour la section de données suivante 3. Utiliser Page suivante ou la barre de défilement pour accéder aux autres sections de données
Bloc précédent	<ol style="list-style-type: none"> 1. Utiliser la flèche vers le haut avec soulignement pour la section de données précédente 2. Utiliser Page précédente ou la barre de défilement pour accéder aux autres sections de données
Onglet de formulaire, Sous-onglet	Onglet de page, Sous-onglet
Barre de défilement	Barre de défilement
Panneau de navigation	Panneau de navigation
Champ	Champ, champ requis indiqué par astérisque (*)
Indicateur	Indicateur
Case à cocher	Case à cocher
Groupe de boutons radio	Groupe de boutons radio
Bouton radio	Bouton radio
Menu déroulant	Menu déroulant
Bouton	Bouton
Lien	Lien
Bouton de recherche	Bouton de recherche , "... " indique que la recherche est disponible pour le champ
Liste de valeurs/Liste	Bouton de recherche , "... " indique que la recherche est disponible pour le champ
Valider	Bouton Enregistrer
Retour arrière	Bouton Recommencer
Menu Options	Bouton Aller à... > cliquer sur Associé(s) à actuel
Liste d'options	Les options sont affichées avec la recherche pour le champ

Banner 8.X	Banner 9.0
Pense-bête automatique	Message d'aide automatique (affiché dans le centre de notification)
Recherche	Filtre, Filtre rapide
Saisir la recherche	Cliquer sur le bouton Filtrer (entonnoir)
Exécuter la recherche	Cliquer sur Lancer dans la fenêtre de filtre
Recherche étendue	Filtre avancé
Compter résultats	Afficher résultats
Caractère générique, % ou _	Caractère générique, % or _
Enregistrement précédent	Maj+tabulation ou souris
Enregistrement suivant	Entrée ou tabulation ou souris
Effacer/Supprimer enregistrement	Cliquer sur bouton Supprimer (-) en haut à droite de la section enregistrement
Insérer enregistrement	Cliquer sur le bouton Insérer (+) en haut à droite de la section ou le bouton +Insérer en bas de la section
Dupliquer enregistrement	Bouton Copier dans la section de données (Copier données de semestre, Copier NRE , etc.)
Élément précédent	Maj+tabulation ou souris
Élément suivant	Entrée ou tabulation ou souris
Effacer élément	Espacement arrière
Dupliquer élément	Cliquer sur bouton Copier (deux carrés) en haut à droite de la section
Fonction Éditer/bouton d'observations	Sans objet, les sections avec texte sont affichées sur les pages
Aide (Propriétés d'élément)	Bouton Outils > Afficher – Propriétés d'élément
Afficher touches	Infobulles qui s'affichent lors d'un survol souris
Extraire données	Bouton en haut à droite de la section avec page et flèche vers la droite
Bouton Calendrier	Bouton Calendrier
Données supplémentaires (Bouton Ampoule)	Bouton Informations supplémentaires (page avec lignes) sur la section

Raccourcis-clavier

La navigation clavier est disponible dans Banner 9.0 et offre un éventail complet de capacités de navigation. Vous pouvez personnaliser le mappage de votre clavier au sein de votre établissement. Les raccourcis-clavier sont indiqués dans des infobulles qui s'affichent lors d'un survol souris. Ci-dessous les mappages de raccourcis-clavier pour PC.

Les touches de fonctions d'Oracle telles que Valider, Lister, Dupliquer élément, Éditer et Compter résultants ne sont plus utilisées.

Fonction/Bouton	Raccourci-clavier
Accès direct	Alt + G
Lancer	Maj + F3
Recommencer	Maj + F2
Copier semestre	Alt + C
Terminer semestre	Alt + X
Copier enregistrement/ section	Maj + F6
Insérer enregistrement	Maj + F4
Supprimer enregistrement	Maj + F5
Enregistrer	Maj + F10
Rechercher	F9
Aller à	Alt + G
Filtrer	Maj + F7
Lancer (pour filtre)	Maj + F8
Bloc/Section suivant	Page suivante
Bloc/Section précédent	Page précédente
Champ suivant	Tabulation
Enregistrement suivant	Flèche vers le bas
Champ précédent	Maj + tabulation
Enregistrement précédent	Flèche vers le haut
Effacer champ	Espacement arrière
Annuler (fenêtre)	Éch (Lorsqu'une fenêtre est ouverte et qu'un bouton Annuler est affiché, la touche d'échappement peut être utilisée pour fermer la fenêtre.)
Annuler (page)	<i>Pas disponible pour l'instant</i>
Quitter	Ctrl + Q
Aide	Alt + F1
Propriétés d'éléments	Alt + I

Fonction/Bouton	Raccourci-clavier
Outils	Alt + L
Menu Parcourir	Alt + M
Accueil	Maj + Début (retour page principale)

French (Canada)

Here are the glossary of terms and the keyboard shortcuts in French (Canada).

Glossaire de nouveaux termes

La terminologie Oracle n'est plus utilisée dans Banner 9.0. Toute nouvelle terminologie est répertoriée ci-dessous sous la forme avant/après. Les anciens termes sont répertoriés sous Banner 8.X et les nouveaux sous Banner 9.0.

Banner 8.X	Banner 9.0
Menu général (GUAGMNU)	Page de menu principal
Formulaire	Page
Accès direct (Mode expert)	Aller à... (champ sur la page de menu principal)
Fenêtre (en référence à l'aide ou la documentation utilisateur en ligne comme principale ou secondaire)	Il est maintenant possible de faire défiler les pages pour afficher tous les blocs et les fenêtres sur la page ou sur les onglets de la page. Certaines fenêtres sont toujours utilisées pour les alertes (par exemple, Voulez-vous enregistrer vos modifications?) et pour donner une valeur par défaut ou copier des données.
Bloc clé	Bloc clé
Bloc	Section, Informations, Données
Bloc suivant	<ol style="list-style-type: none"> 1. Bouton Lancer du bloc clé, la page s'affiche et l'utilisateur accède à la première section de données 2. Utiliser la flèche vers le bas avec soulignement pour la section de données suivante 3. Utiliser Page suivante ou la barre de défilement pour accéder aux autres sections de données
Bloc précédent	<ol style="list-style-type: none"> 1. Utiliser la flèche vers le haut avec soulignement pour la section de données précédente 2. Utiliser Page précédente ou la barre de défilement pour accéder aux autres sections de données

Banner 8.X	Banner 9.0
Onglet de formulaire, Sous-onglet	Onglet de page, Sous-onglet
Barre de défilement	Barre de défilement
Panneau de navigation	Panneau de navigation
Champ	Champ, champ requis indiqué par astérisque (*)
Indicateur	Indicateur
Case à cocher	Case à cocher
Groupe de boutons radio	Groupe de boutons radio
Bouton radio	Bouton radio
Menu déroulant	Menu déroulant
Bouton	Bouton
Lien	Lien
Bouton de recherche	Bouton de recherche , “...” indique que la recherche est disponible pour le champ
Liste de valeurs/Liste	Bouton de recherche , “...” indique que la recherche est disponible pour le champ
Valider	Bouton Enregistrer
Retour arrière	Bouton Recommencer
Menu Options	Bouton Aller à... > cliquer sur Associé(s) à actuel
Liste d’options	Les options sont affichées avec la recherche pour le champ
Pense-bête automatique	Message d’aide automatique (affiché dans le centre de notification)
Recherche	Filtre, Filtre rapide
Saisir la recherche	Cliquer sur le bouton Filtrer (entonnoir)
Exécuter la recherche	Cliquer sur Lancer dans la fenêtre de filtre
Recherche étendue	Filtre avancé
Compter résultats	Afficher résultats
Caractère générique, % ou _	Caractère générique, % or _
Enregistrement précédent	Maj+tabulation ou souris
Enregistrement suivant	Entrée ou tabulation ou souris
Effacer/Supprimer enregistrement	Cliquer sur bouton Supprimer (-) en haut à droite de la section enregistrement
Insérer enregistrement	Cliquer sur le bouton Insérer (+) en haut à droite de la section ou le bouton +Insérer en bas de la section
Dupliquer enregistrement	Bouton Copier dans la section de données (Copier données de session, Copier NRC , etc.)
Élément précédent	Maj+tabulation ou souris

Banner 8.X	Banner 9.0
Élément suivant	Entrée ou tabulation ou souris
Effacer élément	Espacement arrière
Dupliquer élément	Cliquer sur bouton Copier (deux carrés) en haut à droite de la section
Fonction Éditer/bouton d'observations	Sans objet, les sections avec texte sont affichées sur les pages
Aide (Propriétés d'élément)	Bouton Outils > Afficher – Propriétés d'élément
Afficher touches	Infobulles qui s'affichent lors d'un survol souris
Extraire données	Bouton en haut à droite de la section avec page et flèche vers la droite
Bouton Calendrier	Bouton Calendrier
Données supplémentaires (Bouton Ampoule)	Bouton Informations supplémentaires (page avec lignes) sur la section

Raccourcis-clavier

La navigation clavier est disponible dans Banner 9.0 et offre un éventail complet de capacités de navigation. Vous pouvez personnaliser le mappage de votre clavier au sein de votre institution. Les raccourcis-clavier sont indiqués dans des infobulles qui s'affichent lors d'un survol souris. Ci-dessous les mappages de raccourcis-clavier pour PC.

Les touches de fonctions d'Oracle telles que Valider, Lister, Dupliquer élément, Éditer et Compter résultats ne sont plus utilisées.

Fonction/Bouton	Raccourci-clavier
Accès direct	Alt + G
Lancer	Maj + F3
Recommencer	Maj + F2
Copier session	Alt + C
Terminer session	Alt + X
Copier enregistrement/ section	Maj + F6
Insérer enregistrement	Maj + F4
Supprimer enregistrement	Maj + F5
Enregistrer	Maj + F10
Rechercher	F9
Aller à	Alt + G
Filtrer	Maj + F7

Fonction/Bouton	Raccourci-clavier
Lancer (pour filtre)	Maj + F8
Bloc/Section suivant	Page suivante
Bloc/Section précédent	Page précédente
Champ suivant	Tabulation
Enregistrement suivant	Flèche vers le bas
Champ précédent	Maj + tabulation
Enregistrement précédent	Flèche vers le haut
Effacer champ	Espacement arrière
Annuler (fenêtre)	Éch (Lorsqu'une fenêtre est ouverte et qu'un bouton Annuler est affiché, la touche d'échappement peut être utilisée pour fermer la fenêtre.)
Annuler (page)	<i>Pas disponible pour l'instant</i>
Quitter	Ctrl + Q
Aide	Alt + F1
Propriétés d'éléments	Alt + I
Outils	Alt + L
Menu Parcourir	Alt + M
Accueil	Maj + Début (retour page principale)



Troubleshooting

Troubleshooting information for Banner 9.0 can be found in this chapter.

Sign In page

When you sign in to Banner 9.0, log out, and sign back in, you may see a blank screen. Make sure you are not using a saved bookmark to log in to the application. The browser attempts to reuse the cookie associated with your session ID and causes this behavior. Use the correct URL each time you sign in to the application. You can create a bookmark for the main page, but the link should resemble the example below and should not include extra parameters.

```
http://yourhostname/yourmodule/banner.zul?page=mainPage
```

Single sign-on with Banner 8.x and 9.0

At this time, you need to log in to Banner 8.X and Banner 9.0 separately. Single sign-on (SSO) is not available between Banner 8.X and Banner 9.0. Once you have logged in to both databases, you can work between them.

Single sign-on with CAS

In order to navigate directly to Banner 8.X Self-Service from Banner 9.0 without a secondary login, Banner Enterprise Identity Services (BEIS) must be installed and configured to use the Central Authentication Service (CAS). BEIS provides a CAS client for Banner 8.X that allows for CAS-based single sign-on with Banner 9.0. Banner 9.0 supports CAS natively and does not require BEIS.

BEIS 8.1.5 includes a single component for single sign-on, the SSO Manager. This component serves as a CAS client for Banner 8.X baseline and Self-Service and is required by Banner 8.X to implement CAS-based single sign-on. BEIS 8.1.5 is available for download from the Customer Support Center via the Documentation and Download Center under Banner-General\BANNER ENTERPRISE IDENTITY SERVICES\8.1.5.

