Banner 9 is a major upgrade to the Banner Student System, providing a completely new look and feel. It is easily compatible with all mobile devices. It introduces the Application Navigator, a single web page to access both forms and self-service menus within a web browser.

Banner 9 Features

- ‘Forms’ will be referred to as ‘pages’
- Form names will be the same
- Mobile, tablet, and web-browser friendly
- Expand and collapse sections in a page
- Improved filtering options
- Sort and reorder columns
- Ability to find pages by description
- Application Navigator expands to the size of the browser window, and can be enlarged to the size of the computer screen

Landing/Welcome Page

1. Dashboard
   Takes you to the Welcome screen

2. Applications
   Search through the tree of all Student, Financial Aid, and General pages

3. Search
   Search for pages (forms) by page name (e.g. SPAIDEN) or by any word in a page description (e.g. Student Course Registration)

4. Recently Opened
   View a list of all recently opened pages, and quickly access and re-open from the list

5. Help
   Based on the Banner page you have open at the time, this link opens an Ellucian webpage providing information and help specific to the Banner page

6. Sign Out
   Log out of the application

7. Banner User
   The name of the person logged into the Banner session

Tip:
At the beginning of the transition to the upgrade, Banner 8 (former) and Banner 9 (new) will both be accessible at the same time.

Run Banner 8 and Banner 9 side-by-side to familiarize yourself with the changes until you feel comfortable with the new Application Navigator.
Finding Toolbar Functions

Banner 8 Toolbar:

1. Save
2. Rollback
3. Insert record
4. Remove record
5. Previous record
6. Next record
7. Previous block
8. Next block
9. Enter query
10. Execute query
11. Cancel query
12. Exit
Basic Navigation

**Page Header**
- **Page close X icon** - always use this icon to close the page
- **Page title** - includes description, acronym, version, and database
- **Related menu button** - displays a list of pages that can be accessed from this page
- **Tools menu button** - refresh, clear record, and other options controlled by this page
- **Notification Center** (appears to the right of Tools when applicable) - displays notifications for successful save of data, warning messages, error messages, and informational messages

**Key Block**
The first block for (most) pages that determines what data is entered or displayed on the rest of the page.
- Select the **Go** (formerly **Next Block**) button to leave the key block and access the body of the page.
- Return to the **Key Block** from within the body of the page by clicking the **Start Over** (formerly **Rollback**) button.
Basic Navigation

Sections
- **Sections** (formerly Blocks) are accessed by scrolling up and down the page.
- Sections can be collapsed or opened by clicking on the **small arrow** on the left side of the section header.
- Section headers include icons for the following actions:
  - **Insert** - insert records in the section
  - **Delete** - delete records in the section
  - **Copy** - copy records in the section
  - **Filter** - filter records in the section

Bottom Section Navigation
- **Previous Section button** - takes you backward in the sections (Alt + Page Up)
- **Next Section button** - takes you forward in the sections (Alt + Page Down)
- **Activity Date** - time stamp for the most recent creation or modification to the record
- **Activity User** - BroncoID of the user who made the most recent creation or modification to the record
- **Save button** - saves changes to the record
- **Record** - shows the total number of records in that section, and your position within the records
Introducing Application Navigator

Information, pages (forms), and functions previously located in the Options drop-down menu in Banner 8 can now be found in the Banner 9 Related and Tools drop-down menus. Functions previously located in the Records drop-down menu in Banner 8 can now be found along the upper right header of the form.
System Messages

The Notification Center is located to the right of the Tools menu, and only displays if there is an active notification. The following types of information are displayed:

Error Messages are red.

Warning Messages are yellow.

Successful Save of Data Messages are green.

Informational Messages are blue.

To dismiss the notification message, click on the yellow notification box.
Search/Query

If you need to search or query for the information for a ‘field’ (e.g. a WIN, a student’s name, a course section), select the **button with three dots** to the right of the field.

1. Close unneeded search fields (optional)

2. Type desired search information into appropriate fields

Once desired search parameters are complete, click Go button, or hit F8 on keyboard.

Option to choose Case Sensitive or Insensitive Query (insensitive query is default)
Introducing Application Navigator

Search/Query

3. Once desired record is selected from the search results, click Select.

4. Enter any additional required fields if necessary (e.g. Term) and click Go.
## Common Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Function</th>
<th>Banner 8 Shortcut (old)</th>
<th>Banner 9 Shortcut (new)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Section (formerly Next Block)</td>
<td>Ctrl + Page Down</td>
<td>Alt + Page Down</td>
</tr>
<tr>
<td>Previous Section (formerly Previous Block)</td>
<td>Ctrl + Page Up</td>
<td>Alt + Page Up</td>
</tr>
<tr>
<td>Next Field/Item</td>
<td>Tab</td>
<td>Tab</td>
</tr>
<tr>
<td>Duplicate Item</td>
<td>F3</td>
<td>F3</td>
</tr>
<tr>
<td>Duplicate Selected Record</td>
<td>F4</td>
<td>F4</td>
</tr>
<tr>
<td>Clear One Record</td>
<td>Shift + F4</td>
<td>Shift + F4</td>
</tr>
<tr>
<td>Rollback / Start Over</td>
<td>Shift + F7</td>
<td>F5</td>
</tr>
<tr>
<td>Clear All in Section</td>
<td></td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Insert / Create Record</td>
<td>F6</td>
<td>F6</td>
</tr>
<tr>
<td>Delete Record</td>
<td>Shift + F6</td>
<td>Shift + F6</td>
</tr>
<tr>
<td>Enter Query</td>
<td>F7</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
<td>F8</td>
</tr>
<tr>
<td>List of Values</td>
<td>F9</td>
<td>F9</td>
</tr>
<tr>
<td>Save</td>
<td>F10</td>
<td>F10</td>
</tr>
<tr>
<td>Print</td>
<td>Shift + F8</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td>First Page</td>
<td></td>
<td>Ctrl + Home</td>
</tr>
<tr>
<td>Last Page</td>
<td></td>
<td>Ctrl + End</td>
</tr>
<tr>
<td>Today's Date Autofill</td>
<td>any letter key, Enter</td>
<td>any letter key, Enter</td>
</tr>
</tbody>
</table>