Banner General
Navigating Banner Quick Reference Guide

Education Services

1) Application Navigator

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

2) Basic Navigation

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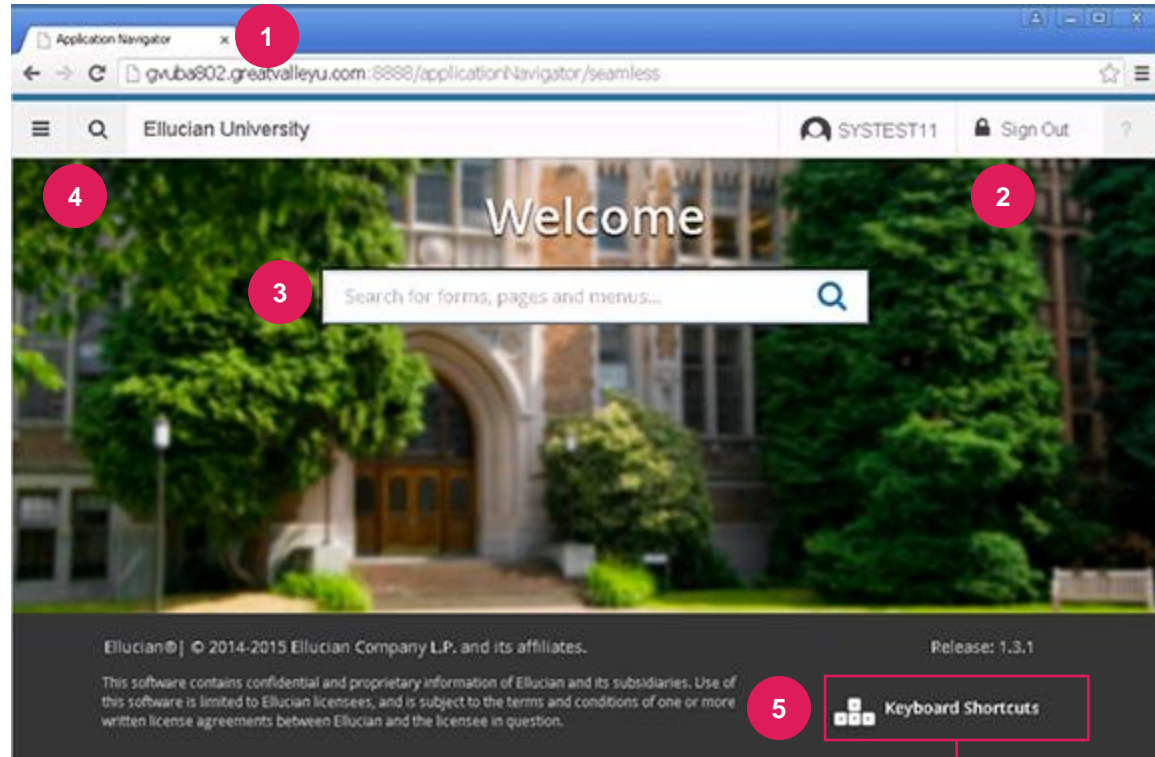
3) Search field

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

4) Menu and Search icon

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

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

5) Keyboard Shortcuts

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

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

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Navigating an Open Page

1) Recently Opened icon

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

2) Page Header

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

3) Related and Tools icons

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

4) Main Key Block

The first block on most pages contains key information.

5) Open/Close Sections

Pages are divided into sections that contain additional details for the key information.

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

6) Sections icons
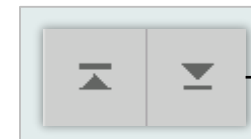
Each section has the following icons for that section:

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

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

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

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

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Searching for Data in a Key Block

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

Citizenship | Y | ... | Citizen

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

Citizen Type Validation (STVCITZ)

Criteria [🔍]

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

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

Filtering Data on an Open Page

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

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

Last Name ▼	**Contains** ▼	Good
Add Another Field ... ▼		

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

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

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

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