



# Navigating Banner 9

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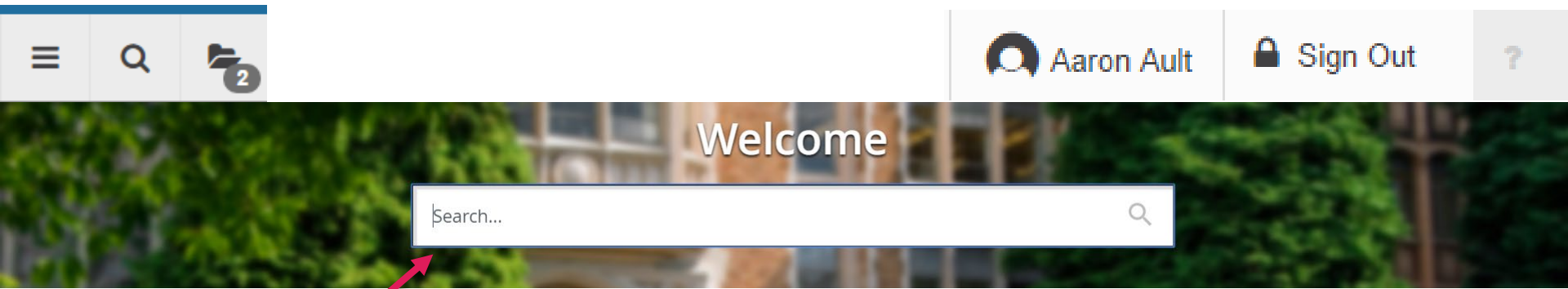


# Application Navigator and the Main Menu

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# Application Navigator

## The Welcome Screen: 4 ways to navigate



- Search Box:
  - Searches page names and descriptions
  - Also search menus and jobs/processes
- Search Icon: 
  - Like the “Go To box”
  - Like a Search Box that’s accessible on any page
- Menu Icon: 
  - Essentially the Main Menu
- Recently Opened Icon: 
  - Previously found under ‘File’
  - Now includes all objects previously opened



# Banner 9 Terminology

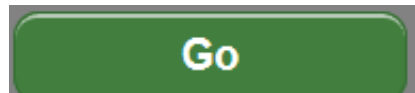
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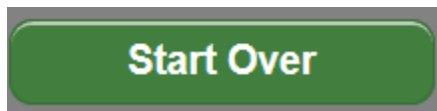
# Terminology

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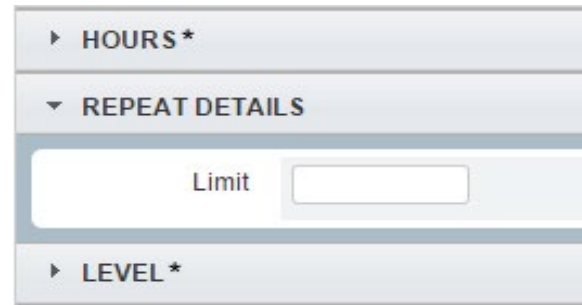
- Forms = Pages
- From Key Block; Next Block (Section) = 'Go'



- Rollback = 'Start Over'



- 'Blocks' are now 'Sections'



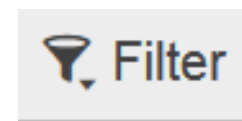
▶ HOURS \*

▼ REPEAT DETAILS

Limit

▶ LEVEL \*

- Query = Filter
  - Execute = Go





## Parts of a Page, Notification Center, and Filters

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# Parts of a Page – Page Header

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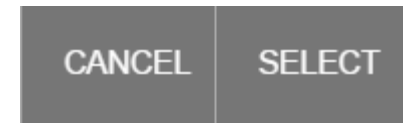


- Page Close
- Page Title (Controlled on GUAUPRF)
- BDM Add/Retrieve
- Related Menu
  - Like the Options Menu in INB for pages
- Tools Menu
  - Like the Options Menu in INB for actions

# Parts of a Page – Page Footer

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- Previous/Next Section
- Save (Or Cancel/Select)
- Record Count
- Table/Field Name

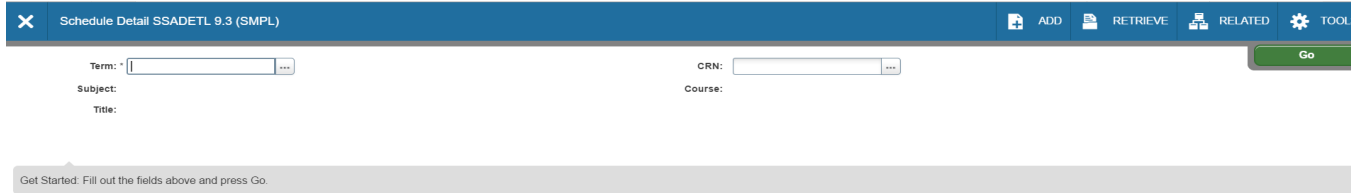




# Parts of a Page

- Key Block

- Enterable only when in Key Block



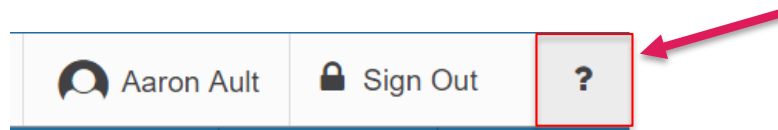
- Sections



- Multiple/Single Record\*
- Can be collapsed/expanded

- Online Help

- Can be your best friend!



- 'Look Up' Button

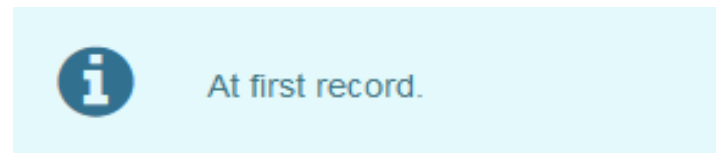
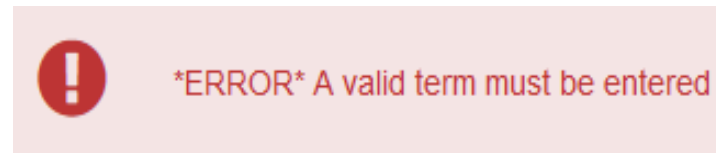
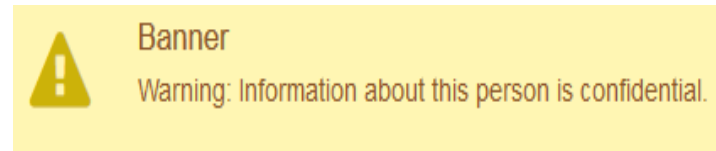
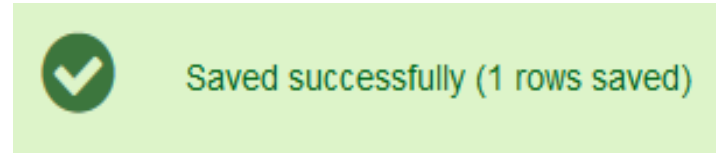


- Displays List of Values from corresponding Validation table

# Notification Center

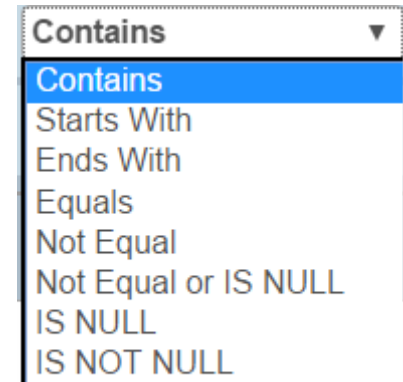
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- Different Information is displayed with these
- Compare it to traffic signals
  - Green: Saved Successfully
  - Yellow: Warning
  - Red: Error
    - Multiple errors are displayed together
  - Blue: Informational



# Filters

- % and \_ (underscore) are wildcards
- % represents any amount of characters
  - Ex.: %G% = any page/record with a 'G' in it
  - \_ only represents one wildcard character
- New filter options



The screenshot shows a web application interface for 'Person Search SOAIDEN 9.3 (PPRD)'. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are search criteria fields for 'ID', 'Last Name', and 'First Name'. Each field has a dropdown menu for the search type, currently set to 'Contains'. A dropdown menu is open for the 'First Name' field, showing options: 'First Name', 'Middle Name', 'Change Indicator', and 'Name Type'. At the bottom of the search area, there are 'Clear All' and 'Go' buttons. Below the search area, there are radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query'.



# Keyboard Shortcuts

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# #1 Best Feature

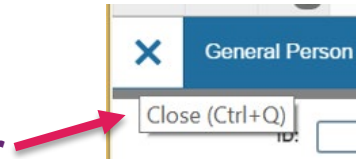
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- **How to make Banner BIGGER**
  - Ctrl = increase zoom (essentially ctrl with +)
  - Ctrl – decrease zoom
  - Ctrl 0 reset zoom to 100%
- **These are all web shortcuts (not new Banner shortcuts) but because XE is not on Oracle forms, these shortcuts actually work now.**

# Keyboard Shortcuts



Buttons display shortcut with mouse-over



Command	Banner 8	Banner 9
Save	F10	F10
Rollback/Start Over	Shift+F7	F5
Quit/Close	Ctrl+Q	Ctrl+Q
List of Values/Lookup	F9	F9
Log Out of Banner	Ctrl+Q	Ctrl+Shift+F
Next Block/Next Section; Go	Ctrl+PgDwn	Alt+PgDwn
Previous Block/Section	Ctrl+PgUp	Alt+PgUp
Clear Block/Section	Shift+F5	Shift+F5
Next Field	Tab	Tab
Previous Field	Shift+Tab	Shift+Tab
Checkbox toggle	Spacebar	Spacebar
Radio Group toggle	Left/Right Arrow	Left/Right Arrow
Go To: Search	F5	Ctrl+Shift+Y
Go To: Recently Opened	F5+Up/Down	Ctrl+Y+Up/Down
Forms with Tabs direct to Tab	F2	Ctrl+Shift+1, 2, 3, 4

# Keyboard Shortcuts

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<b>Command</b>	<b>Banner 8</b>	<b>Banner 9</b>
<b>Enter Query/Filter</b>	<b>F7</b>	<b>F7</b>
<b>Execute Query/Go (on Filter)</b>	<b>F8</b>	<b>F8</b>
<b>Quit/Exit/Cancel Query</b>	<b>Ctrl+Q</b>	<b>Ctrl+Q</b>
<b>Insert Record</b>	<b>F6</b>	<b>F6</b>
<b>Delete Record</b>	<b>Shift+F6</b>	<b>Shift+F6</b>
<b>Copy Record/Section</b>	<b>F4</b>	<b>F4</b>
<b>Clear Record</b>	<b>Shift+F4</b>	<b>Shift+F4</b>
<b>Next Record</b>	<b>Down Arrow</b>	<b>Down Arrow</b>
<b>Previous Record</b>	<b>Up Arrow</b>	<b>Up Arrow</b>
<b>Cut</b>	<b>Ctrl+X</b>	<b>Ctrl+X</b>
<b>Copy</b>	<b>Ctrl+C</b>	<b>Ctrl+C</b>
<b>Paste</b>	<b>Ctrl+V</b>	<b>Ctrl+V</b>
<b>Open Related Menu</b>	<b>Alt+O</b>	<b>Alt+Shift+R</b>
<b>Open Tools Menu</b>	<b>Alt+O</b>	<b>Alt+Shift+T</b>
<b>Help</b>	<b>Alt+H+H</b>	<b>Ctrl+Shift+L</b>

# Keyboard Shortcuts

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<b>Command</b>	<b>Banner 8</b>	<b>Banner 9</b>
<b>SDE:</b>	<b>Ctrl+D</b>	<b>Ctrl+Shift+U</b>
<b>Print:</b>	<b>Shift+F8</b>	<b>Ctrl+P</b>
<b>Data Extract/Export</b>	<b>Alt+H+X</b>	<b>Shift+F1</b>
<b>Change MEP Context</b>		<b>Alt+Shift+C</b>
<b>BDM: Add Document</b>		<b>Alt+A</b>
<b>BDM: Retrieve Document</b>		<b>Alt+R</b>
<b>Workflow: Submit</b>		<b>Alt+W</b>
<b>Workflow: Release</b>		<b>Alt+Q</b>



# Supplemental Documentation

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- **Banner Transformed: Getting Started With Your Administrative Applications**
  - Also includes Banner keyboard shortcuts
  - Also available on Client Documentation Library



**Adobe Acrobat  
Document**

# Demonstration



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