

# BANNER 9 NAVIGATION GUIDE



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University of Victoria

# Application Navigator landing page



The screenshot shows the Application Navigator landing page with several annotations:

- Expand menu bar:** A yellow arrow points to the hamburger menu icon in the top-left corner of the sidebar.
- Form search:** A yellow arrow points to a search input field with the placeholder text "Search..." and a magnifying glass icon.
- Keyboard shortcuts:** A yellow arrow points to a keyboard icon in the bottom-right corner of the footer, next to the text "Keyboard Shortcuts".

The page content includes the word "Welcome" at the top, the UVVIC logo in the center, and a large stylized bird graphic on the right. The footer contains copyright information for Ellucian (© 2014–2018) and mentions "Release: 3.0".



University of Victoria

# Application Navigator landing page



**Return to this landing page**

**Banner and My Banner**

**Search for a form**

**Recently opened forms**

**Sign out**

**User name**

**Keyboard Shortcuts specific to the landing page**

Keyboard Shortcuts	Keyboard shortcuts specific to the landing page
Display Applications	CTRL+M
Display Recently Opened	CTRL+Y
Display Dashboard	CTRL+SHIFT+X
Help	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign Out	CTRL+SHIFT+F



**Form search**

**Searches in form abbreviation and plain English form name**

41 results

- Banner Error and Warning Messages (GUAERRM)
- General Message (GUAMESG)
- Banner Message Aware Entity Rules (GURMESG)
- Enrollment Verification Message (SFAMESG)
- Registration Error Messages (SFARMSG)
- Schedule Calendar (SSAACCL)**
- Schedule Academic Calendar Rules (SSAACPL)
- Block Schedule Control (SSABLCK)

Uvic

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# Banner and My Banner



The screenshot shows a user interface with a dark blue background. On the left is a grey sidebar menu with a hamburger icon at the top, followed by 'Back to Main Menu', 'Applications', 'Banner', and 'My Banner'. The main content area features the word 'Welcome' at the top, a search bar with the placeholder text 'Search...', and the large 'UVIC' logo. A yellow arrow points from the 'My Banner' menu item to the text: 'My Banner is your custom quick-link list created through GUAPMNU (My Banner Maintenance form)'. At the bottom, there is a footer with copyright information and a small logo.

☰  
Back to Main Menu

Applications

Banner >

My Banner >

## Welcome

Search...

**← My Banner is your custom quick-link list created through GUAPMNU (My Banner Maintenance form)**

# UVIC

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The screenshot shows the Banner 9 form navigation interface. At the top, there is a header bar with the title "General Person Identification SPAIDEN 9.3.6 (BAN1R)" and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, there is a "Key block" section with an "ID:" field and a "Go" button. A grey bar below the "Key block" contains the instruction "Get Started: Fill out the fields above and press Go." and another "Go" button. On the left side, there is a vertical navigation menu with icons for home, search, recently opened forms, help, and user profile. Annotations with yellow arrows point to various elements: an arrow points to the instruction bar, another to the "Go" button in the top right, two arrows point to the "Recently opened forms" and "Help specific to this form" icons, and a large arrow points to the "KEY\_BLOCK.ID [1]" field in the bottom status bar.

General Person Identification SPAIDEN 9.3.6 (BAN1R) ADD RETRIEVE RELATED TOOLS

ID:  ... + **Key block** Go

Get Started: Fill out the fields above and press Go. Go

Instructions related to the key block

Recently opened forms

Help specific to this form

Many Banner forms have a key block in which we enter one V00 number, one term, one course number. In Banner 9, the key block opens before the rest of the form. Enter the key information and click go.

**Name of the field you're working in**

EDIT Record: 1/1 KEY\_BLOCK.ID [1] ellucian



The screenshot shows the Banner 9 form navigation interface. At the top, a blue header bar contains the University of Victoria logo and the text "Banner 9 form navigation". Below this, a dark blue navigation bar includes a close button (X), the form title "General Person Identification SPAIDEN 9.3.6 (BAN1R)", and action buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". A green "Go" button is also present.

Annotations highlight key navigation elements:

- Close form:** An orange arrow points to the close button (X) in the top navigation bar.
- Name of the form:** An orange arrow points to the form title "General Person Identification SPAIDEN 9.3.6 (BAN1R)".
- Search:** An orange arrow points to the "Search" button in a callout box.
- Hovertips:** An orange arrow points to the "Generate ID" button in the callout box.

The main form area features an "ID:" label followed by a text input field and a button with three dots and a plus sign. A green callout box provides a magnified view of this area, showing the "Search" and "Generate ID" buttons. A status bar at the bottom includes "EDIT", "Record: 1/1", "KEY\_BLOCK.ID [1]", and the "ellucian" logo.





The screenshot shows the Banner 9 form navigation interface for 'General Person Identification SPAIDEN 9.3.6 (BAN1R)'. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, and a 'Go' button. A search field is present with the text 'ID:'. Below the search field, there is a 'Get Started: Fill out the fields above and press Go.' instruction. The main content area is divided into three sections: 'Related documents (BDM-Xtender)' with 'ADD' and 'RETRIEVE' buttons, 'Related forms' with a 'Go' button, and 'Form tools' with a 'TOOLS' button. The 'Form tools' section contains a list of actions: Refresh (F5), Export (Shift+F1), Print (Ctrl+P), Clear Record (Shift+F4), and Clear Data (Shift+F5). The bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY\_BLOCK.ID [1]', and the 'ellucian' logo.

**Related documents (BDM-Xtender)**

**Submit key block information and launch form**

**Related forms**

**Form tools**



**Form tabs**

**Return to key block**

**Next/previous block or Next/previous record**

**Form activity date and user**

**Save**

General Person Identification SPAIDEN 9.3.6 (BAN1R)

ID: V00... The-Mascot, Thunder

Current Identification | Alternate Identification | **Address** | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

IDENTIFICATION

ID: V00... Name Type: ...

PERSON

Last Name: The-Mascot | First Name: Thunder | Middle Name: | Prefix: | Suffix: | Preferred First Name: Thunder | Full Legal Name: |

NON-PERSON

Name: ...

ID AND NAME SOURCE

Last Update

Origin: SPAIDEN

Original Creation

User: ... | Create Date: 07/09/2008

Start Over

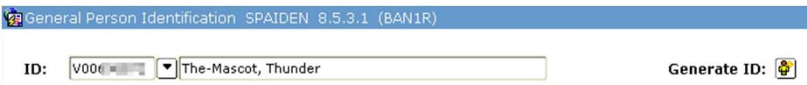
Start Over


Activity Date: 07/07/2014 03:06:07 PM | Activity User: ...

EDIT | Record: 1/1 | SPRIDEN\_CURRENT.SPRIDEN\_ID [1] | SAVE | ellucian





## Key block

8 

9 

## Related documents

8 

9 

## User prompts

- 8 ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.
- 9 Get Started: Fill out the fields above and press Go.

## Next block

8 


9 

## Rollback

8 

9 

## Save

8 

9 



Department Code Validation STVDEPT 9.3 (BAN1R)

ADD RETRIEVE RELATED TOOLS

DEPARTMENT CODE VALIDATION

Insert Delete Copy Filter

Code *	Description *	System Req	VR Msg No
0000	Undeclared-DON'T USE/NOT UVIC	<input checked="" type="checkbox"/>	
1000	Aboriginal Liaison Office	<input type="checkbox"/>	
1001	CIRCLE	<input type="checkbox"/>	
1002	Academic Bookings	<input type="checkbox"/>	
1003	Accounting	<input type="checkbox"/>	
1004	Registrar	<input type="checkbox"/>	
1005	Administrative Stores	<input type="checkbox"/>	
1006	Undergraduate Admissions	<input type="checkbox"/>	
1007	Adv Materials & Technology	<input type="checkbox"/>	
1008	Advancement Services	<input type="checkbox"/>	
1009	Advising-Education	<input type="checkbox"/>	
1010	Advising-Hum,Sci and Sosc	<input type="checkbox"/>	
1011	Alumni Relations	<input type="checkbox"/>	
1012	Anthropology	<input type="checkbox"/>	
1013	Arts Cooperative Education	<input type="checkbox"/>	
1014	Asia-Pacific Initiatives	<input type="checkbox"/>	
1015	Athletics&Recreatnl Services	<input type="checkbox"/>	
1016	Biochemistry & Microbiology	<input type="checkbox"/>	
1017	Biology	<input type="checkbox"/>	
1018	Bookstore	<input type="checkbox"/>	

Sort order, current column

Insert Delete Copy Filter

Insert, delete, or copy record

Number of results displayed per page

Record 6 of 251

Next/previous

Number of results

Activity Date 03/03/2010 12:00:00 AM

SAVE

EDIT Record: 0/251 STVDEPT.STVDEPT\_CODE [0] ellucian



The screenshot shows the Banner 9 query navigation interface for 'Department Code Validation STVDEPT 9.3 (BAN1R)'. A dropdown menu is open, showing filter options: Contains, Like, Starts With (highlighted), Ends With, Equals, Not Equal, Not Equal or IS NULL, IS NULL, and IS NOT NULL. A text input field contains 'Reg'. A 'Filter' button is highlighted with a green box. Below the screenshot, an orange arrow points to the dropdown menu with the text 'Filter options'. Another orange arrow points to the 'Filter' button with the text 'Start over or filter results'. Below the screenshot, a 'Filter Again' button is shown with an orange arrow pointing to it and the text 'Results will include these options: filter again or close results'. At the bottom of the screenshot, the status bar shows 'SEARCH Record: 1/1 STVDEPT.STVDEPT\_CODE [1] ellucian'.

**Filter options**

**Start over or filter results**


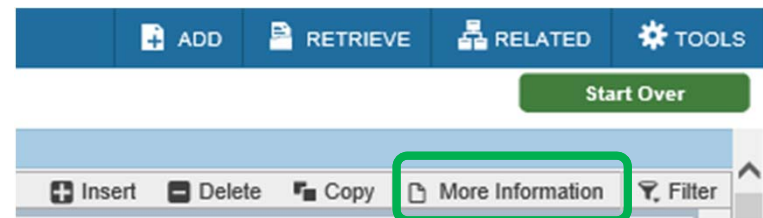
Filter options in Banner 9 replace wildcard searches from Banner 8:

- 8 "Reg%"
- 9 "Description | starts with | Reg"

**Results will include these options: filter again or close results**



Some forms make use of the Supplemental Data Engine. In Banner 9, this is accessible through “More Information”



Supplemental Data PEAEMPL 8.12.2.4 (BAN1P)

\* = Required

MSP Decline Date	<input type="text"/>
Extended Decline Date	<input type="text"/>
Dental Decline Date	<input type="text"/>
Life Decline Date	<input type="text"/>

Supplemental Data PEAEMPL 9.3.3 (BAN1P)

SUPPLEMENTAL DATA	
* = Required	Comment
MSP Decline Date	<input type="text"/>
Extended Decline Date	
Dental Decline Date	
Life Decline Date	

1 of 1 Per Page Record 1 of 4



ADD RETRIEVE RELATED TOOLS 1

\*WARNING\* Option is only valid in an ID field.

**WARNING**

ADD RETRIEVE RELATED TOOLS 1

\*ERROR\* No student record exists for this person, must accept in admissions.

**ERROR**

**SUCCESS!**

ADD RETRIEVE RELATED TOOLS 1

Query caused no records to be retrieved. Re-enter.

ADD RETRIEVE RELATED TOOLS 1

Query caused no records to be retrieved. Re-enter.

**Hide the message by clicking here**



## Banner Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner versions 8 and 9. Actions with new or updated keyboard combinations in Banner 9 are indicated by bold entries.

Action	Banner 8	Banner 9
<b>Application Navigator</b>		
Access Help	Banner 9 keyboard shortcuts will work in Banner 8 if you are running Banner 8 with Application Navigator and have applied the keyboard shortcut configuration settings.	CTRL+M
Access Menu		CTRL+Y
Display recently opened items		CTRL+SHIFT+L
Search		CTRL+SHIFT+Y
Sign out		CTRL+SHIFT+F
<b>Banner Document Management (BDM)</b>		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not applicable	ALT+SHIFT+C
Choose/Submit	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
Clear Page or Start Over	SHIFT+F7	F5
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F8	SHIFT+F8
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
Expand/Collapse Drop-down Field	Click field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1
First Page	Not applicable	CTRL+Home

Action	Banner 8	Banner 9
Insert/Create Record	F6	F6
Last Page	Not applicable	CTRL+End
List of Values	F9	F9
More Information	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL+Page Down	ALT+Page Down
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Refresh or Rollback	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	CHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
<b>Workflow</b>		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W





Banner 9 within Application Navigator will work in all major browsers:

- Chrome
- Edge
- Firefox
- Safari
- Opera
- Internet Explorer



Banner 8 within Application Navigator still requires:

- Internet Explorer with Java.



# QUESTIONS?

Visit this page for contact information:

<https://www.uvic.ca/systems/status/features/banner9upgrade.php>

