

# BANNER 8

## IN APPLICATION NAVIGATOR:

### Navigation Guide



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# Application Navigator landing page



 **Expand menu bar**

**Welcome**

 **Form search**




**UVVIC**

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 **Keyboard Shortcuts**



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# Open Banner 8



## Welcome

**Jump Form  
(GZRJUMP)**

Type “jump” and select Jump Form (GZRJUMP) to open Banner 8



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# Password prompt: first time only



Browser address bar: <https://bannerpreprod.uvic.ca/applicationNavigator/seamless>

File Edit View Favorites Tools Help

SurveyMonkey - Universit...

### Oracle Password Prompt

Oracle Password for USER NAME

Save

**The first time you sign in, you will be prompted to enter your Banner password here**



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# Acceptance window



The screenshot shows a web application interface for Banner Global Initialization. A modal dialog titled "Acceptance Window" is displayed in the center. The dialog contains the following text:

You are logging on to the production Banner system. The University of Victoria collects, uses and discloses personal information about its students, faculty, staff, donors, and others under the BC Freedom of Information and Protection of Privacy Act (FOIPPA). The university collects personal information that relates directly to, and is necessary for, an operating program or activity. Employees are entrusted with personal information to carry out their duties for the university. Unauthorized collection, use, disclosure, or retention of personal information is a breach of FOIPPA.

Only persons authorized to do so should access, use, or disclose this information. When in doubt, consult your supervisor or manager.

Acknowledgment:

By clicking Accept I acknowledge that I have read and understand this statement.

At the bottom of the dialog are two buttons: "Accept" and "Decline".

An orange arrow points from a yellow callout box to the "Accept" button. The callout box contains the text: "Read this, then click accept".

The background window has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The window title bar says "Banner Global Initialization". At the bottom of the window, there is a status bar with the text "FRM-40734: Internal Error: PL/SQL error occurred." and "Record: 1/1".



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# Jump form: GZRJUMP



File Edit Options Block Item Record Query Tools Help

Jump Form GZRJUMP 7.0 (BAN1P)

**This is a form to allow navigation to Banner INB**  
**Close this form.**

Click here to close this form

This is the jump form that you searched for in Application Navigator

Record: 1/1    ...    <OSC>



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# Banner 8 navigation



File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.6.4 (P N1P) - T 4:31 PM

Go To...  Products:


**My Banner**

- Banner**
- Student [\*ST]
- Advancement [\*ALUMNI]
- Finance System Menu [\*F]
- Human Resources [\*HRS]
- General [\*GENERAL]
- Document Management [\*BDM]
- Banner Security [\*SECURITY]
- Local Financial Aid [\*FINAID]
- Local Student Menu [\*UVICSTUDENT]
- Banner Student Aid [\*BSAC]

**My Links**

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

[My Institution](#)



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**Banner Broadcast Messages**

Press ENTER to start selection or expand/collapse menu.  
Record: 1/1 ... <OSC>

Type a form name here  
or double-click on a form name  
to open a Banner 8 form





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# Banner 8 navigation



The screenshot shows the Banner 8 General Student form (SGASTDN 8.5.8 (PAN1P)). The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help), a toolbar with various icons, and a sidebar with navigation icons. The form contains fields for ID, Student Summary, Term, and a button to view current/active curricula. It also has tabs for Learner, Curricula, Study Path, Activities, Veterans, Comments, Academic and Grant, and a 'New Current/Active Curricula' button. A 'Field of Study Summary' table is visible at the bottom.

**Use the menus and icons to navigate within Banner 8**

**Close the current form here**

**You can also use keyboard shortcuts to navigate: see page 11 of this guide**

Priority	Term	Type	Field of Study	Department	Attached to Major
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				

Term code; press LIST for valid codes, HELP for summary.  
Record: 1/1 ... List of Valu... <OSC>



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# Banner 8 navigation



- Dashboard
- Applications
- Search
- Recently Opened
- Help
- Sign Out
- Diane Price

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Return to the Application Navigator landing page

Recently opened forms

Sign out

File Edit Options Block Item Record Query Tools Help

ID:  Student Summary  Term:  ☐ View Current/Active Curri

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

Student Status:  Student Type:  Rate:  From Term:  To Term:

Student Centric Cycle:  Full or Part Time: ☐ Full Time ☐ Part Time ☒ None

Additional Information

Site:  Session:  Block:  Citizenship:

Curricula Summary

PriorityTerm	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End: <input type="text"/>	Outcome Key: <input type="text"/>	Admission Type: <input type="text"/>	Admission: <input type="text"/>	Matriculation: <input type="text"/>		

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Term code; press LIST for valid codes, HELP for summary.

Record: 1/1 ... List of Valu... <OSC>



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# Searching for Banner 9 forms



The screenshot shows the Ellucian Banner 9 user interface. On the left is a dark sidebar with a menu containing: a hamburger icon, 'Dashboard', 'Applications', 'Search' (highlighted with a blue bar and an orange arrow pointing to the main search bar), 'Recently Opened' (with a document icon and a notification bubble, and an orange arrow pointing to the search bar), 'Help', 'Sign Out', and a user profile for 'Diane Price'. The main content area has a dark blue background with the word 'Welcome' at the top. Below it is a white search bar with the placeholder text 'Search...' and a magnifying glass icon. An orange arrow points from the search bar in the sidebar to this main search bar. On the right side of the main area is a large, stylized graphic of a rooster's head in yellow and red. Two yellow callout boxes with orange text are overlaid on the interface. The first box points to the search bar and contains the text: 'Use these search areas to open Banner 9 forms, when they have been tested and approved for use'. The second box points to the search bar and contains the text: 'If a form is only available in Banner 8, searching here will open Banner 8'. At the bottom of the interface, there is a dark grey footer containing copyright information and a disclaimer, and the University of Victoria logo on the left.

**Welcome**

Search...

**Use these search areas to open Banner 9 forms, when they have been tested and approved for use**

**If a form is only available in Banner 8, searching here will open Banner 8**

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# Switching to Banner 9



## **Why can I see some Banner 9 forms?**

Different departments at UVic use Banner in different ways: Accounting Services, Human Resources, Office of the Registrar, and so on. We all share the Banner environment, so when a Banner 9 form is made available to one department, other departments may be able to see it.

## **Can I use those Banner 9 forms?**

If a form has not been tested in the context of your department's processes, it might not produce the results that you expect.

We encourage you to use Banner 8 within Application Navigator until you have confirmation that Banner 9 is ready for your department.



## 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
Application Navigator		
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
Banner Document Management (BDM)		
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



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# Browser compatibility



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>

