ENMU Guide to using BANNER 9 APPLICATION NAVIGATOR (AppNav)

OVERVIEW

A. **SIGNING into BANNER** – Single sign-on is used, integrating signing into and out of Banner with logging into other Banner and institution applications.

B. **APPLICATION NAVIGATOR** "AppNav" is the home page that enables institutions to go between Banner 8 and Banner 9 forms.

C. **TRANSFORMED FORMS** are the Banner forms, redeveloped using java-based tools instead of Oracle Forms.

>   1. All baseline Banner 8 forms have been "transformed" into an equivalent Banner 9 "page", with the same name, description and functionality.
>   2. Responsive Design.
>   3. Does not need Java application.
>   4. Runs on Chrome, Internet Explorer, and Firefox.

D. **BANNER SELF SERVICE** is not impacted by the Application Navigator or Transformed Forms.

>   1. New / updated functionality has been developed in Banner self-service.
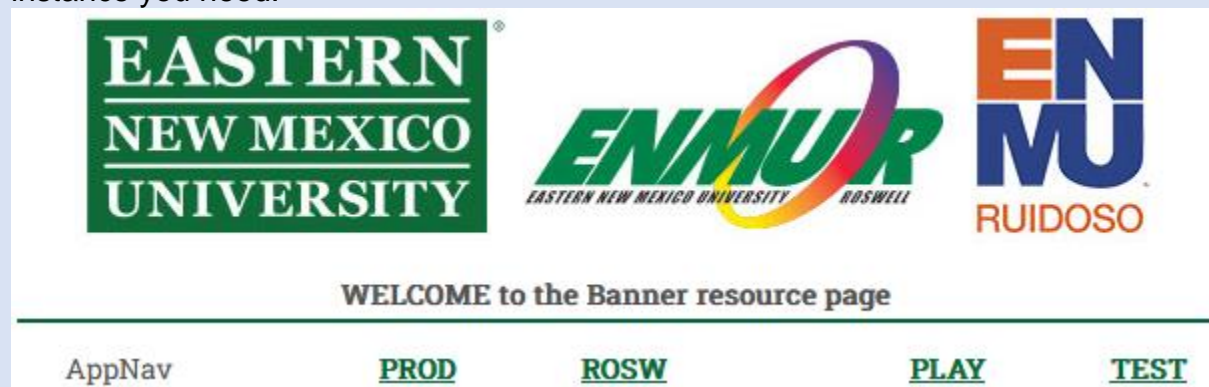>   2. Other self-service functionality remains unchanged.

SIGNING into BANNER

To access Banner 9:

go to my.enmu.edu, left-click 🗗 **LaunchPad**, then left-click INB **Application Navigator**

OR

visit the Banner Resource Page at http://itsweb.enmu.edu/banner/ and select the instance you need:

WELCOME to the Banner resource page

| AppNav | PROD | ROSW | PLAY | TEST |

If using the Banner Resource page method, you will then be taken to a normal Portal logon page. Sign in with the same credentials that you use for the Portal or signing into your computer.

Application Navigator
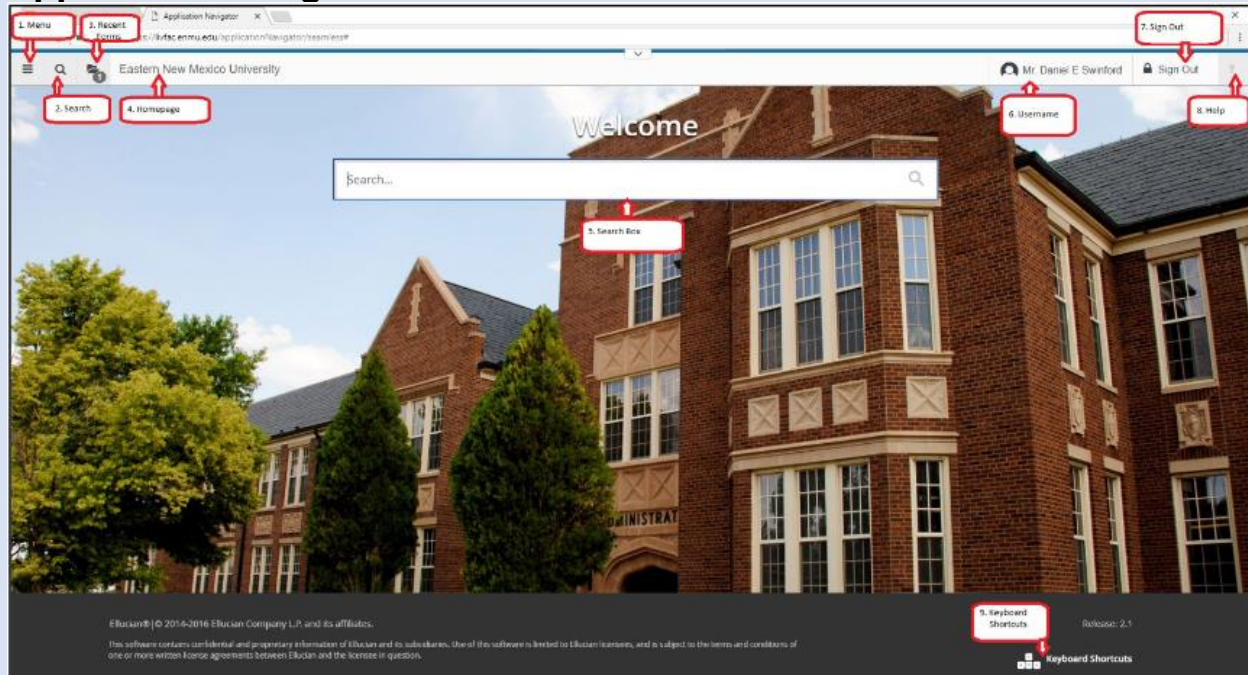
1. **Menu icon** opens the Banner menus in a cascade by functional area. Find the page you are interested in opening and click.

2. **Search icon** is used to enter either the descriptive name of the page or the Banner acronym for the page.

3. **Recently Opened icon** displays with a count of pages after you have opened the first page. Open the list and select a page to access it.

4. **Home Page:** Displays the institution name. By selecting you will always be returned to the Application Navigator landing page.

5. **Search box in the "Welcome Page"** lets you enter either the descriptive name of the page or the Banner acronym for the page.

6. Banner User Name displays the Banner Username of the person logged into this account.

7. **Sign Out** link in the Application Navigation Toolbar will exit you from all your Banner portal applications.

8. **Help Icon** can be selected from a functional page, selecting this icon will open the help information. Help is not available from the Home Page.

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

PAGE HEADER contains the following items:
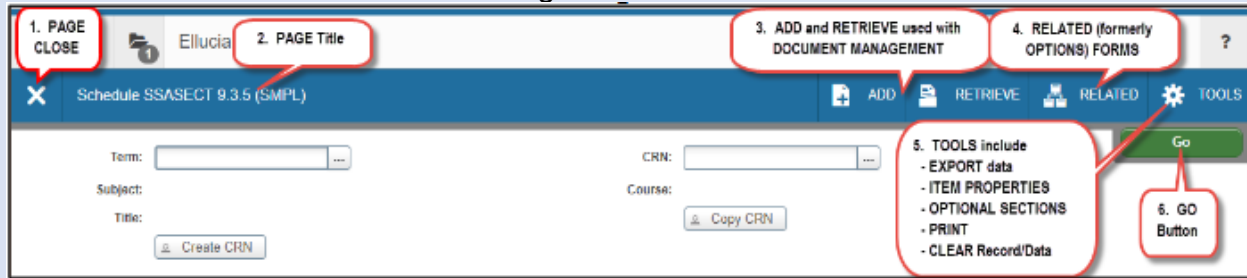
1. **Page close** icon.
2. **Page title** which is formatted according to the preferences established on the User Preference (GUAUPRF) page.
3. **ADD** and **RETRIEVE** icons, which are used with Banner Document Management.
4. **RELATED** button displays a list of pages that can be accessed from this page like the Options Menu in Banner 8.
5. **TOOLS** button which includes refresh, export, print, clear data, item properties, display ID image, and other options controlled by the page.
6. **GO** To access the body of the page, populate the key block data and then click **Go**. Note: Workflow Release and Submit buttons also display in the page header.

SECTIONS of the form will display after the key data has been entered and the GO button has been pressed.
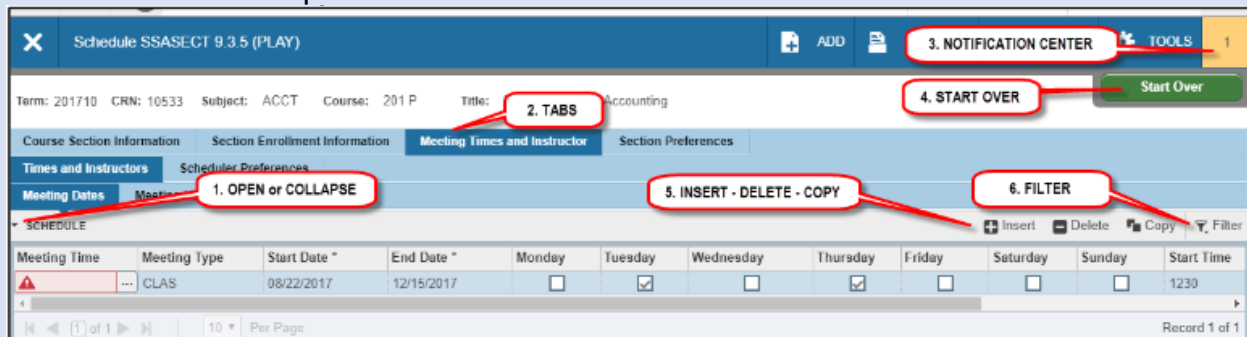
Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed
1. **Open or Collapse** a section by clicking on the arrow on the far-left side of the section header.
2. **Tabs** are available on some pages to access sections of grouped information.
3. **Notification Center** displays messages including errors.
4. **Start Over** returns to the key block.
5. **Record icons** for the following actions:
   a. **Insert**. Use this to insert records in the section.
   b. **Delete**. Use this to delete records in the section.
   c. **Copy**. Use this to copy records in the section.
6. **Filtering** is used to limit and identify records based upon search criteria.

PAGE FOOTER includes the following:

1. **NEXT** and **PREVIOUS** sections move up and down between sections and tabs.
2. Additional information including:
> a. MODE identifies edit (update) versus query mode.
> b. Record Number identifies record number and total records.
> c. Data Field Name identifies the Banner table and data field. RELATED button displays a list of pages that can be accessed from this page like the Options Menu in Banner 8.
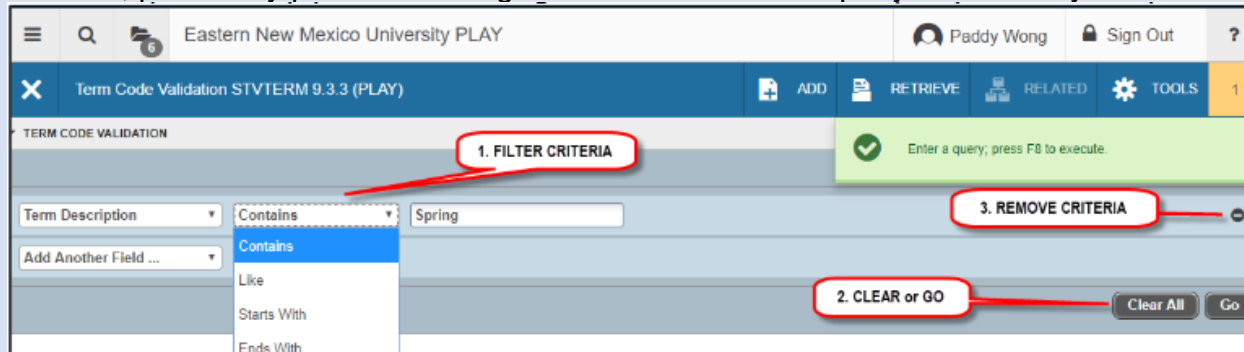3. **SAVE** button.

DATA in GRID MODE

1. **Single** and **Multiple** record icons can display in grid mode or one record at a time.
2. **Scroll bar** is used to scroll up and down lists.
3. **Activity Date** displays the record's last change date.

FILTERS provide the ability to search for specific records by querying on data element, previously provided through search and execute query functionality.

1. **Filter Criteria** provides the ability to select based upon field, function, and criteria.
2. **Clear All** and Go icons enable you to clear the filter criteria or execute (Go) the filter.
3. **Remove** button enables you to remove a single criteria record.

OTHER BASIC NAVIGATION HINTS
1. Required Fields – noted by Asterisk "*"
2. Sort Order – in Grid mode, click on header name.
3. Dates – can be identified by calendar pop-up.
4. Multiple Records are identified by record count in page footer.
KEYBOARD SHORTCUTS

ACTION	Banner 9	Banner 8
Choose / Submit	ENTER	ENTER
Clear record	SHIFT+F4	SHIFT+F4
Clear records (all in a section)	SHIFT+F5	SHIFT+F5
Delete Record	SHIFT+F6	SHIFT+F6
Down or Next Record	Down Arrow	Down Arrow
Duplicate selected record	F4	F4
Exit Current Page or Exit Search	CTRL+Q	CTRL+Q
Export Data	SHIFT+F1	Extract data
First Record	CTRL+Home	Not applicable
Help	CTRL+SHIFT+L	ALT+H
Insert/Create Record	F6	F6
Last Record	CTRL+End	Not applicable
Lookup or List of Values (LOV)	F9	F9
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	ALT+Page Down	CTRL+Page Down

ACTION	Banner 9	Banner 8
Open Menu Directly	CTRL+M	F5
Open Related Menu	ALT+SHIFT+R	Not applicable
Open Tools Menu	ALT+SHIFT+T	Not applicable
1st Tab 2nd Tab and so on	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on	Not applicable
Previous Field or Item	SHIFT + TAB	SHIFT + TAB
Previous Page Up	Page Up	Page Up
Previous Section	ALT+Page Up	CTRL+Page Up
Print	CTRL+P	SHIFT+F8
Save	F10	F10
Select record on a Called Page	ALT+S	SHIFT+F3
Start Over or Rollback	F5	SHIFT+F7
Toggle Multi/Single Records View	CTRL+G	Not applicable
Up/Previous record	Up Arrow	Up Arrow
Workflow		
Release Workflow	ALT+Q	Icon or Menu
Submit Workflow	ALT+W	Icon or Menu
Banner Document Management		
Add BDM Documents ALT+A Icon or Menu		
Retrieve BDM Documents ALT+R Icon or Menu		
Application Navigator		
AppNav - Access Help	CTRL+SHIFT+L	
AppNav - Access Menu	CTRL+M	
AppNav - Recently Opened pages	SHIFT+Y	
AppNav - Search	CTRL+SHIFT+Y	
AppNav - Sign Out	CTRL+SHIFT+F	