

HU **ON** 
Cloud *E l l u c i a n*
B a n n e r



Navigation Training

Banner 9

Banner Terminology/Short Cuts

- Login – Using network ID (computer login)
- Banner 8 Forms = Banner 9 Pages
- Key Block, Next Block = Go
- Query = Filter
- Rollback = Start Over
- Blocks = Section

Page Header – Basic Navigation

- **Page close icon “X”** – Always use this icon to close the page.
- **Page title** – Includes the page description, 7-character form name, Banner version, and database.
- **Add** – Not used at this time.
- **Retrieve** – Not used at this time.
- **Related Menu button** – Displays a list of pages that can be accessed from this page. Previously “Options”

Page Header – Basic Navigation

- **Tools Menu** – Include refresh, export, print, clear record, clear data, item properties, and other options controlled by the page.
- **Notification Center** – Located to the right of the Tools Menu and will display the following information as needed: successful save of data, warning messages, error messages, informational messages, number of messages to be corrected to continue in the page. Click in the box with the number in the page header to close the Notification Center.



Key Block

- The first block on the page contains key block
- To retrieve and display information once key block is entered click Go
- To return to Key Block and restart click Start Over (previously Rollback)

Section

- Pages are divided into sections (formerly Blocks)
- Sections of data are accessed by scrolling up and down the page
- Sections can be opened or collapsed by clicking the arrow on far left side
- If available sections may have a header that included icons
 - **Insert** – Use this to insert records in the section
 - **Delete** – Use this to delete records in the section
 - **Copy** – Use this to copy records in the section
 - **More Information** – This icon displays when there is supplemental data
 - **Filter** – Use this to filter records in the section

Bottom Section

- Bottom section contains icons for navigation
- **Previous Section** – Moves backwards in the sections (Alt+ Page Up).
- **Next Section** – Moves to the next section of the page (Alt+ Page Down).
- **Activity Date** – This displays the time stamped for the record if created or modified.
- **Activity User** – Name of account user creating or modifying the record.
- **Save** – Saves any data added or modified.

Buttons

- **Go**
 - Use Go button (previously next block) to advance to body of the page and populate key block
- **Save**
 - Use save button to save changes on the page
- **Section Navigation**
 - Use **next section** button to navigate to the next section of data
 - Use **previous section** button to navigate to previous section
- **Select and Cancel**
 - Use select button to select data
 - Use cancel button to return to the page
- **Start Over**
 - Use Start Over the to return to key block field