

Banner 9 Navigation Tips

Login is your MyNMU username and password - no longer need a separate Banner password

Side Menu Bar

- Dashboard is the main page with a search bar
- Applications – Banner Menu Navigation and My Banner
- Search is accessible from the side bar
- Recently Opened shows a history of screens recently visited during this session

Next Block (Control + Page Down) is now Alt + Page Down or the “GO” Button

Save is now at the bottom rather than the top

Job Submission Output – Click Related in top right then Review Output


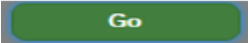



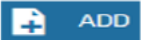



To see output in a full screen browser – Tools, Retrieve Documents

To type a name in the name bar to search for a person, click on the ID field and tab for the field to pop up to type into.

Change the number of records displayed per page at the bottom

4 WAYS TO MOVE TO SECTIONS ON PAGES

- By clicking the file folders at the top of page
- By using the up and down arrows at bottom left of Page
- selecting TOOLS (top right of page), then go to options
- Click with Mouse

Button Name	Button Image	Function
X Button		This will take you back to a previously viewed form or to the Home Screen if there is no previously viewed form.
Go Button		After entering in search criteria in the Key Information Area at the top of the screen, this allows you to proceed with your search on a particular form. Also will allow you to proceed to the next area of information within a Form (Next Block)
Tools Menu Button		Allows you to manipulate, print, export, etc. the contents of a particular form. These Tools Items may change depending on the form you are viewing.
Error Message Notification Window		Similar to Auto Hint or Status – notifies you of the status of your search, any tips and tricks, or any errors that may be present. To get the message to go away, simply click on this Notification Window Button and the message will minimize.
Related Menu Button		This menu allows you to link to other forms that may be relevant to the form you are currently viewing – clicking on the Related tab and selecting a form from the provided list, you will proceed to that new form. (Previous Options Menu)
Add Menu Button		Used by individuals responsible for processing Xtender Documents
Retrieve Menu Button		Used to view Xtender files attached
Next Record or Block/Former Record or Block Buttons		Allows you to proceed to the next or previous screen, data block, or record
Start Over Button		Allows you to roll back to the Key Information Area in a Form to input new data and start a new search with new search criteria (Roll Back)

Job Submission Submit is now Save at the bottom

Process: PHPPROF Pay Period Proof Process Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Lines: 55
Special Print: Submit Time:

PARAMETER VALUES Insert Delete Copy Filter

Number ^	Parameters	Values
01	Payroll Year	2010
02	Payroll ID	x9
03	Payroll Number	1
04	Delete Timesheets with No Hour	n

Record 1 of 4
LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter Payroll Year YYYY.


SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

SAVE

EDIT Record: 1/1 PRNT_CTRL_DISPLAY_PRNT_CODE [1] ellucian



Job Submission Output – Related Menu then Retrieve Output

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Q Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]

