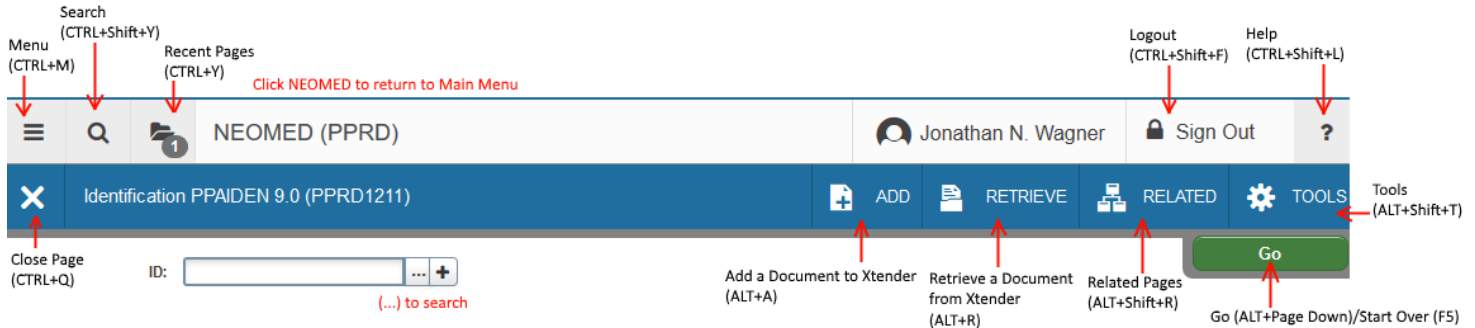# Application Navigator Quick Navigation Guide
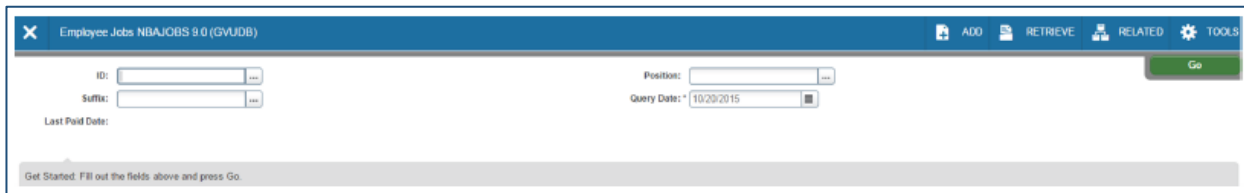
Application Navigator: Allows seamless navigation between Banner 9 pages & Banner 9 standalone Applications
Banner 8 Admin Forms (current version) ----> **Banner 9 Admin Pages** (newest version)

Find a Page: You can either use the Search button (CTRL+SHIFT+Y) or navigate the Menu (CTRL+M).

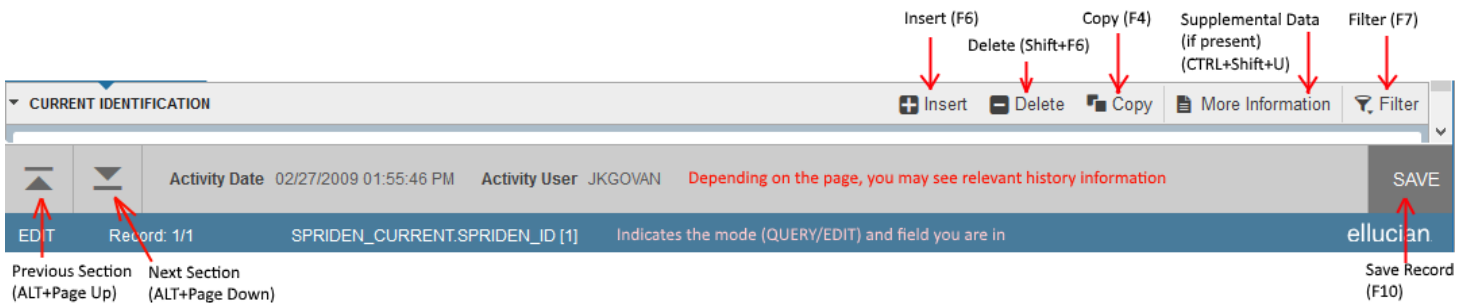## Application Navigator Page - Header

Application Navigator Page - Key Block

- To access the body of the page, populate the key block and click **Go**.
- Return to key block by clicking **Start Over**.

Application Navigator Page - Section/Footer

Sections
- Pages are divided into sections that contain details for the key information. A section can represent one or multiple records.
- Sections are accessed by scrolling up and down the page; they can be opened or collapsed by clicking on the arrow on the far left side of the section header. Some sections are accessed by using tabs.

Buttons

Button	Description
Add and Retrieve	Use the Add and Retrieve buttons to interact with Banner Document Management. Additional document management functions can be found by opening **Tools**
Go	Use the Go button to advance to the body of the page after populating the key block
Release and Submit	Use the Release and Submit buttons to interact with Banner workflow. These buttons only appear when you have accessed the workflow application, and selected a work flow to begin
Save	Use the Save button (located on the bottom right side of the page) to save changes on the page
Section Navigation	Use the Next Section and Previous Section buttons (located at the bottom left of each page) to navigate to the next section or previous section of data.
Select and Cancel	Use the Select and button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. Both buttons are located at the bottom of the page
Start Over	Use the Start Over button to return to the key block of the page.

Required Fields

An asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page.

Lookup

The Lookup button (…) next to a field indicates the field has a Lookup feature. Click the Lookup button, enter a filter value, and press **Enter** to display results. Select the value and click **OK**, or double-click a value to return the value to the calling page.

Filtering data

You can filter data in a section if there is an active Filter (*Query in Banner 8*) icon in the section header.

Banner 8 to Banner 9 Pages Differences

Menu Differences

In Banner 9 Pages, **'Options' and other menus have moved**.

If you used to click a menu/dropdown in Banner 8, look in the "TOOLS" (gear icon) (**Alt+Shift+T**) or "Related" button (**Alt+Shift+R**). Both buttons are at the top right of your screen.

Example: The old "Options > Next Action" is found under Tools > Options > Next Action.

Searching/Filtering

In the Banner 9 Pages, the terminology for 'searching' is now referred to as 'filtering'. There is a new screen for searching/filtering (keyboard shortcut **F7**). If you have already entered search criteria, pressing 'F7' does not always clear those filters, but sometimes leaves the filters you have previously entered. 'F8' still works to apply your search/filter criteria.

Previous/Next Section
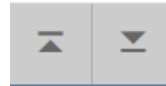
In the Banner 9 Pages, the terminology for 'Blocks' are now referred to as 'Sections '.

For keystroke users, the new keyboard shortcut **'Alt+Page Down'** should work anytime you used "Next Block".

For point-and-click/mouse users, there are new buttons on the bottom left of the window that allow you to go to the previous (**Alt+Page Up**) or next (**Alt+Page Down**) section:

Go/Start Over
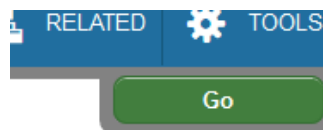
The "Go" Button on the top right of the page allows you to proceed to the main/first section of a page, after you enter in the initial parameters on a page, similar to how you do it now in Banner 8. Once you move into the next section, the "Go" button will change into a "Start Over" button.

You can now click "Start Over" (Top right where the "Go" button often is) or use the new keyboard shortcut "**F5**" to perform what used to be called "Rollback".

If you previously hit next section **only once** on a page, you can use the green "Go" Button near the top right (or **Alt+Page Down**). If you used to hit next section multiple times, the "Go" button only works for the first "Next Section" action.

Closing a Page
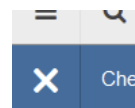
The X to close a page has moved to the top left. You can also use the keyboard shortcut "**CTRL+Q**".

ETRIEVE   RELATED   ⚙ TOOLS   2

WARNING A duplicate transaction, 1065281, for this
person exists for this approval category at Waiting status.

Notifications

Warnings and Errors now pop up in the top right corner of the screen. Please note that they will cover the "Start Over" / "Go" button as well as other items in that corner of the screen until you dismiss the notification by clicking the number in the top right corner.

Banner 8 to Banner 9 Key Stroke Functions

Function	Banner 8 Key stroke	Banner 9 Key stroke
Cancel search/query/Exit Form/Page	Ctrl + Q	Ctrl + Q
Choose/Submit/Action	Return/Enter	Return/Enter
Clear All in Section	Shift + F5	Shift + F5
Clear One Record	Shift + F4	Shift + F4
Count Query Hits	Shift + F2	Shift + F2
Delete/Remove Record	Shift + F6	Shift + F6
Display Error	Shift + F1	
Duplicate Item /Field	F3	F3
Duplicate Selected Record	F4	F4
Execute Filter Query	F8	F8
Insert/Create Record	F6	F6
List of values	F9	F9
Next Field/Item	Tab	Tab
Next Primary Key	Shift + F3	
Next Section	Ctrl + Page Down	Alt + Page Down
Page Down	Ctrl + Page Down	Alt + Page Down
Page Up	Ctrl + Page Up	Alt + Page Up
Previous Field/Item	Shift + Tab	Shift + Tab
Previous Section	Ctrl + Page Up	Alt + Page up
Print	Shift + F8	Ctrl + P
Refresh/Rollback	Shift + F7	F5
Save	F10	F10
Search/Open Filter Query	F7	F7

New Banner 9 Key Stroke Functions

Function	Banner 8 Key stroke	Banner 9 Key stroke
Open Related Menu		Alt + Shift + R
Open Tools Menu		Alt + Shift + T
Cancel action		Esc
Clear Page/Start Over		F5
Copy		Ctrl + C
Cut		Ctrl + X
Edit		Ctrl + E
Export		Shift + F1
First page		Ctrl + Home
Last page		Ctrl + End
More Information		Ctrl + Shift + U
Navigation Help		Ctrl + Shift + L
Navigation Sign Out		Ctrl + Shift + F
Next page down		Page down
Open Menu Directly		Ctrl + M
Page tab 1, Page tab 2, etc.		Ctrl+Shift+1, Ctrl+Shift+2, etc.
Paste		Ctrl + V
Redo		Ctrl + Shift + Z
Select on a Called Form		Alt + S
Undo		Ctrl + Z