

## SUNGARD HIGHER EDUCATION

**Components of the Banner Main Menu** 

The following are the major components of the Banner user interface.

Soracle Developer Forms Runtime - Web		<u> </u>
Eile Edit Options Block Item Record Query Tools Help		
		9
🗑 General Menu GUAGMNU 8.0 (BANB) - Thursday January 31, 2008 - Last login Thursday January 31, 2008 C	)1:52 PM	6_ <u> ×</u> - ×
Go To	roducts: 💌	Menu   Site Map THelp Center
My Banner	5)	My Links
Banner	-	Change Rapper Reserverd
Student [*STUDENT]		Change Banner Password
		Check Banner Message
		Personal Link 1
		Personal Link 2
General [*GENERAL]		<b>v</b>
Document Management Suite [*BDMS]		Personal Link 3
Banner Security [*SECURITY]		Personal Link 4
		Personal Link 5
		Personal Link 6
		My Institution 8
		SUNGARD HIGHER EDUCATION
		A The second sec
Banner Broadcast Messages		
01-JAN-2000 Testing BRUAULAST message in 10g 04-OCT-2005 This is how you create messages to display on the opening Banner menu.	Ē.	A CALLAR TO
03-OCT-2005 Test of Messages	1	
	•	
Enter the object name: Press LIST for listing.		
Record: 1/1     U   <0SC>		

1) Menu Bar

- 5) Products Menu

- 9) Broadcast Messages

- 2) Toolbar 3) Go To field
- 6) Menu, Site Map, Help Center links 10) Auto Help Line
- 7) My Links
- 4) Hierarchical Menu 8) My Institution link

**Banner 8 Navigation** 

Quick Reference Guide

## **Common Banner Toolbar Icons**

Icon	Function		
	Save: Save changes to current form.		
3	<b>Rollback:</b> Revert form to original blank state.		
	<b>Select:</b> Select currently highlighted item.		
×	<b>Insert Record:</b> Insert record into current form.		
	<b>Remove Record:</b> Remove current record from form.		
	<b>Previous Record:</b> Navigate to previous record on form.		
	<b>Next Record:</b> Navigate to next record on form.		
	<b>Previous Block:</b> Navigate to previous block on form.		
	<b>Next Block:</b> Navigate to next block on form.		
	Enter Query: Enter Query Mode.		
	Execute Query: Execute a query.		
×	Cancel Query: Exit Query Mode.		
	View/Send Message: Send and receive messages in Banner.		
	Print: Print the current window.		
	Online Help: Access Online Help.		
X	Exit: Exit current form or activity.		



## SUNGARD HIGHER EDUCATION

Parts of a Banner Form

Banner forms will contain some or all of these common elements.

ID:       602000180       ▲ Adams, Heather L.         ID:       602000180       ▲ Adams, Heather L.						
Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification     Gender: Male   Image: 3   Image: 29   Not Available Age:   SSN/SIN/TIN: Deceased   Deceased Date:     Image:   Citizenship:   Image:   Marital Status:   Single   Religion:   Legacy:   Image:   Image:   Image:   Single   Religion:   Image:   Image:   Image:   Single   Religion:   Image:   Image:						
Race					User	Activity Date
Gender Record: 1/	1	<080	>>			) 
1) 2) 3)	Title bar Fields Key block	<ol> <li>6) Caler</li> <li>7) Chec</li> <li>8) Searce</li> </ol>	ndar icons k boxes ch icon			

## **Banner 8 Navigation**

Quick Reference Guide

**Common Keyboard Shortcuts** The following keyboard shortcuts are default values. Your implementation may vary.

Function	Keyboard
	Shortcut
Show Kevs	CTRL+F1
Help (Item Properties)	CTRL+H
Print	SHIFT+F8
List of Values	F9
Scroll Down	PAGE DOWN
Scroll Up	PAGE UP
Enter Query	F7
Execute Query	F8
Display Error	SHIFT+F1
Previous Block	CTRL+PAGE UP
Next Block	CTRL+PAGE DOWN
Previous Record	SHIFT+UP
Next Record	SHIFT+DOWN
Clear Record	SHIFT+F4
Clear Field	CTRL+U
Duplicate Field/Item	F3
Commit	F10
Exit	CTRL+Q