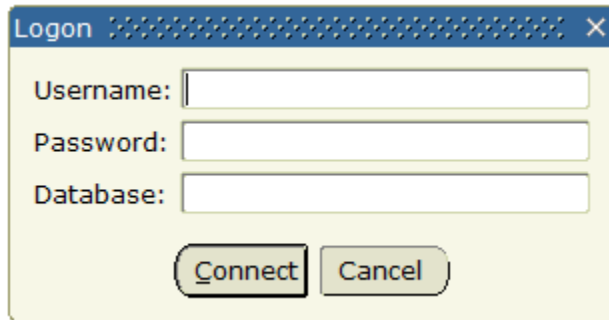


Banner 8 Admin vs Banner 9 Admin

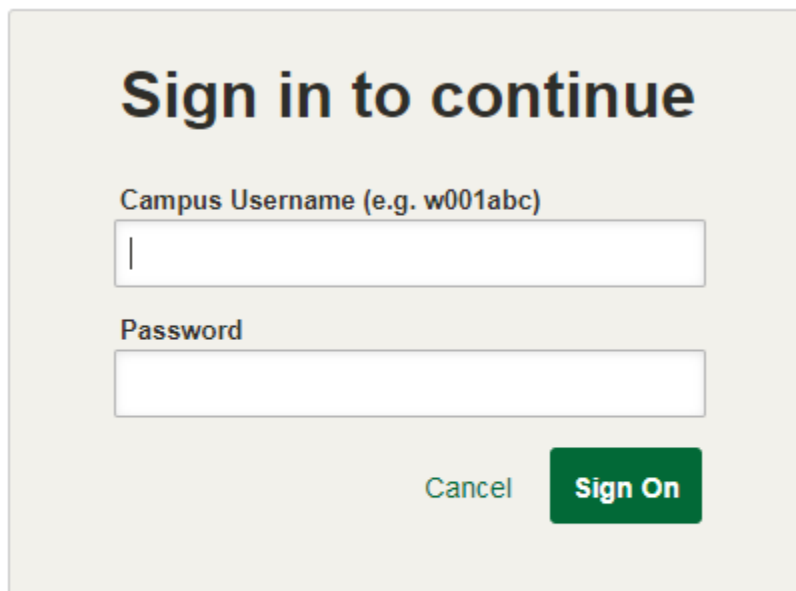
Login Screen:

Banner 8 Admin



A screenshot of the Banner 8 Admin login window. The window has a title bar that says "Logon" with a close button (X) on the right. Inside the window, there are three text input fields: "Username:", "Password:", and "Database:". Below the input fields are two buttons: "Connect" and "Cancel".

Banner 9 Admin

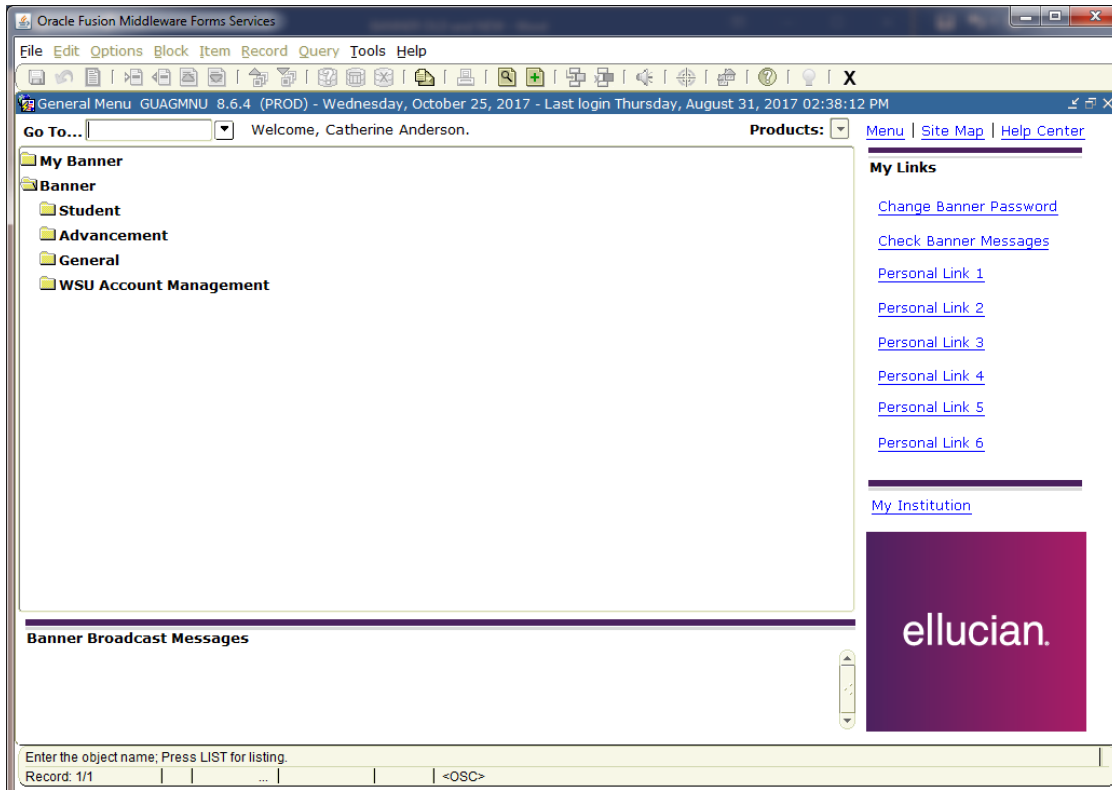


A screenshot of the Banner 9 Admin sign-in screen. The screen has a light gray background. At the top, it says "Sign in to continue" in a large, bold, black font. Below this, there are two text input fields: "Campus Username (e.g. w001abc)" and "Password". At the bottom right, there are two buttons: "Cancel" and "Sign On". The "Sign On" button is green with white text.

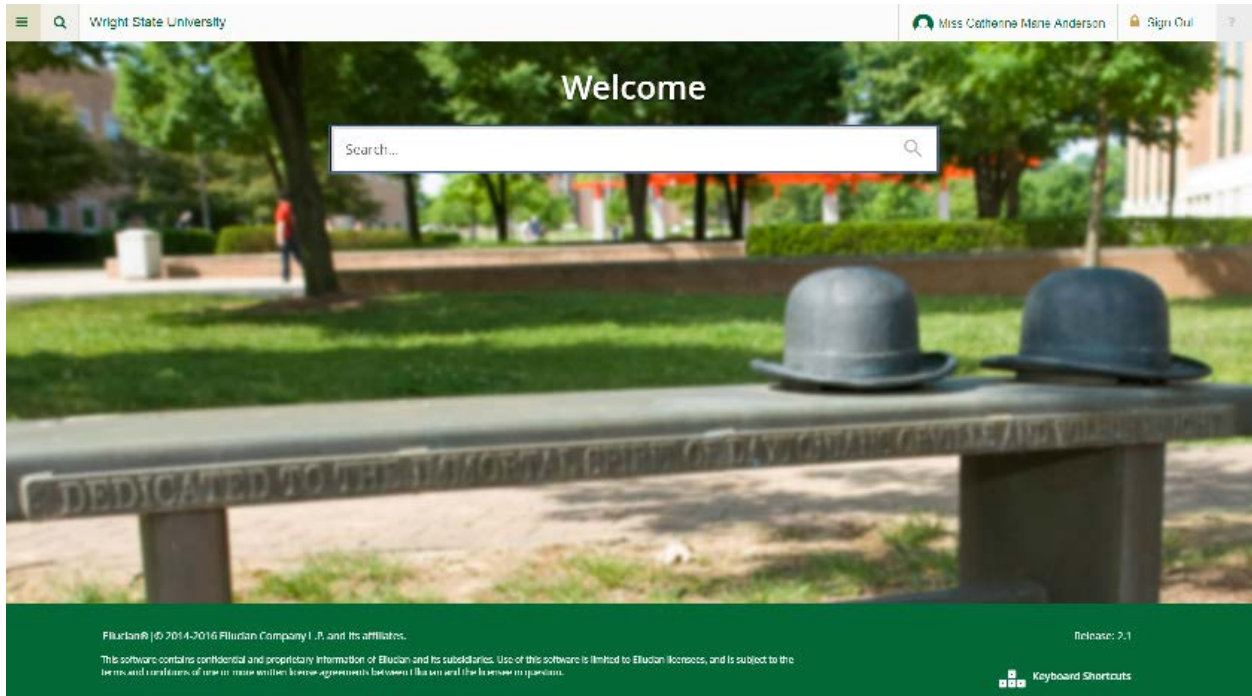
**Password Management | CaTS Help Desk
Wright State Accounts**

Banner Home Page:

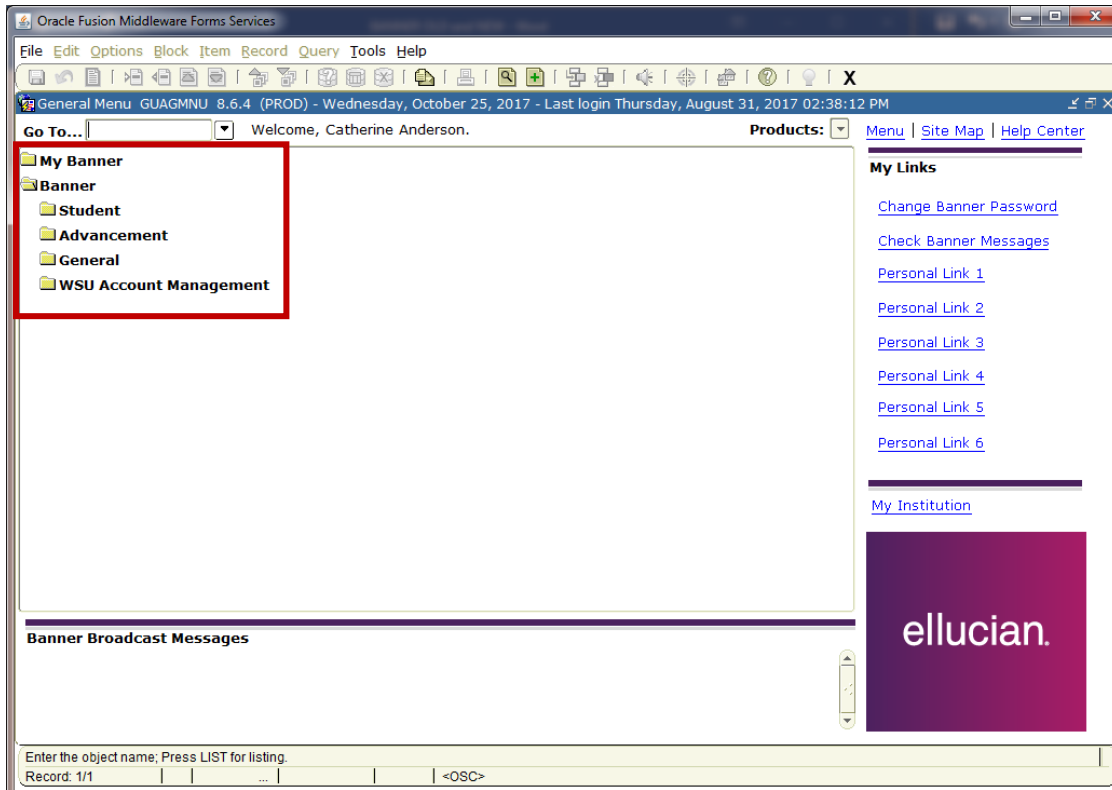
Banner 8 Admin



Banner 9 Admin

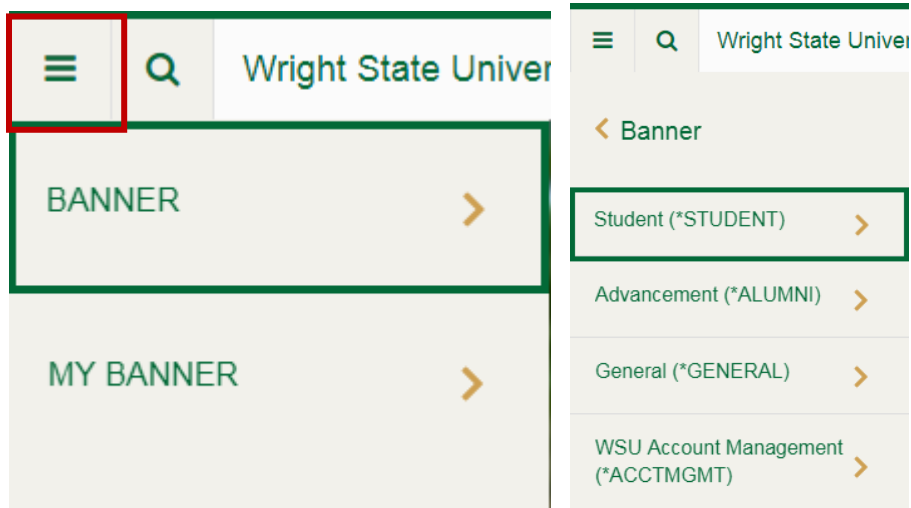


Forms/Pages Menus: Banner 8 Admin (Forms)



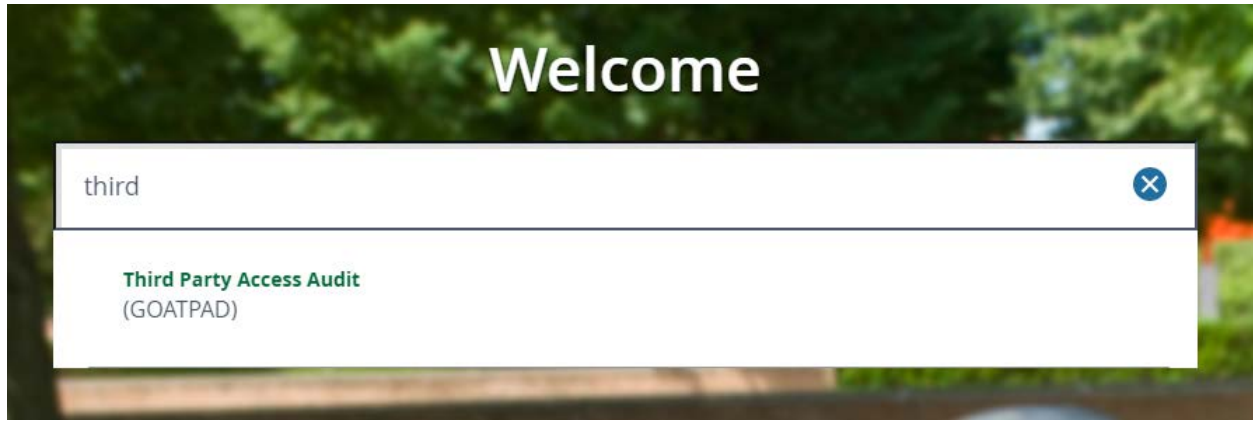
Banner 9 Admin (Pages)

Click the 3 horizontal bars to see the menus; click the > to open the menu, and the < to close it

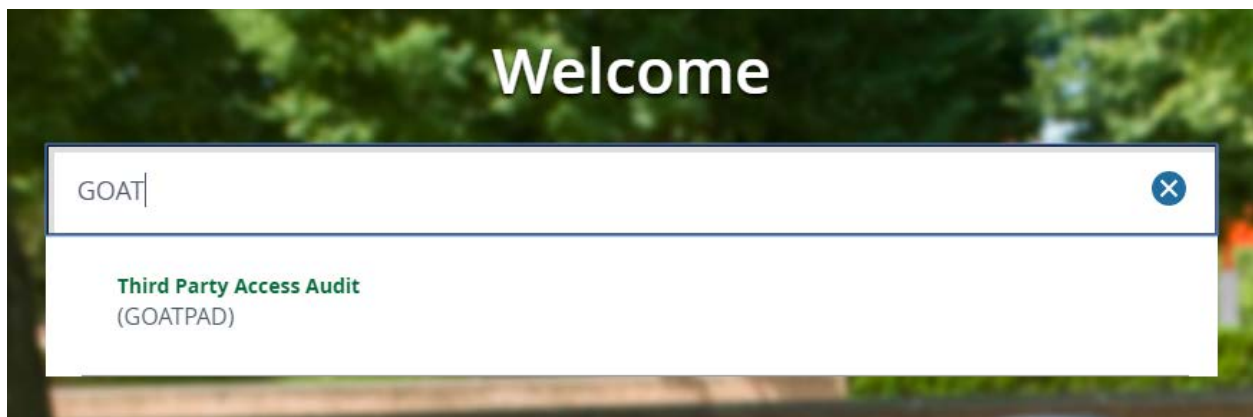


Search Box:

The Search box is how you will search for your pages in Banner 9 Admin. If you start typing in the page name, Banner will start showing possible choices. You can either click on the page in the dropdown list, or type the entire page name and hit Enter.



Alternatively, you can also search using the title or part of a title of a page.

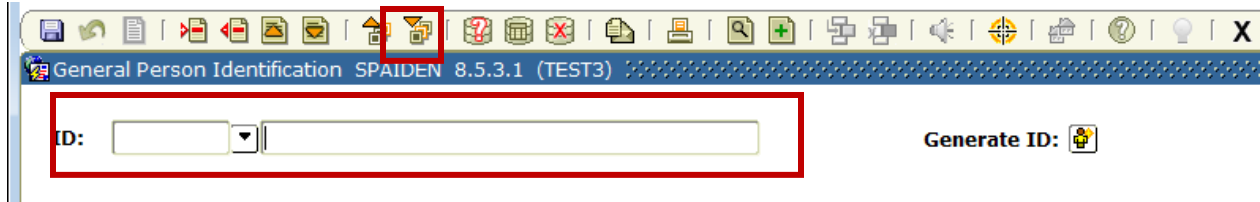


Key Block:

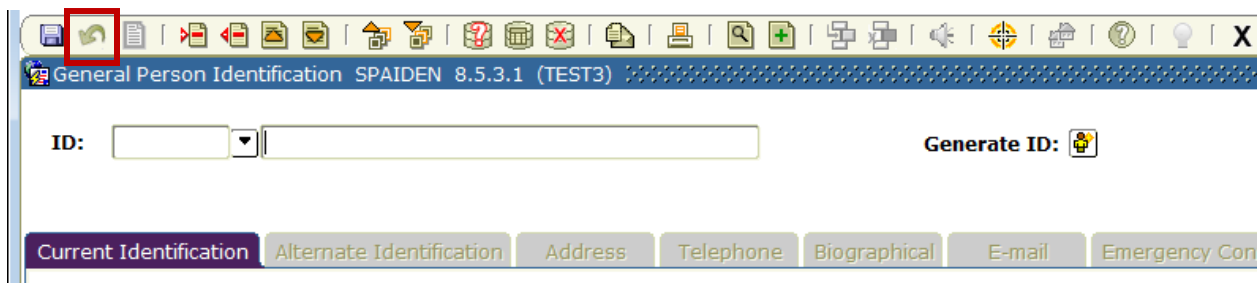
The key block determines what data is entered or displayed on the rest of the page.

Banner 8 Admin

To access the body of the form, populate the key block data and then click Next Block.

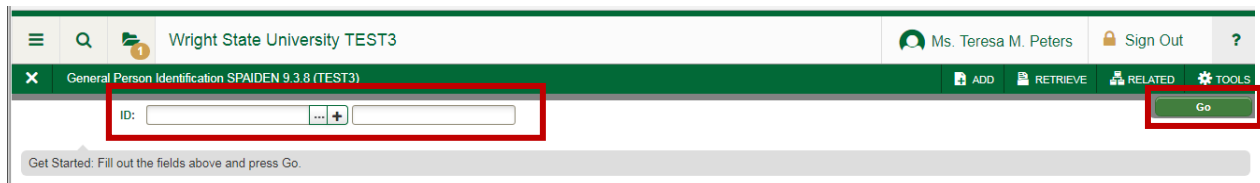


You can return to the key block if you are in the body of the form by clicking Rollback.

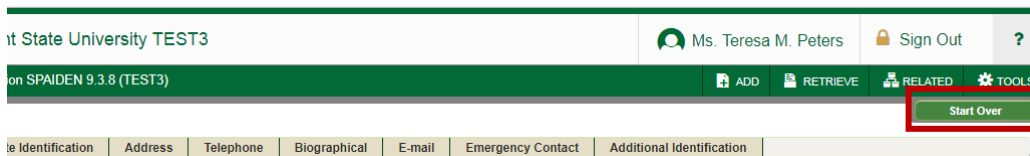


Banner 9 Admin

To access the body of the page, populate the key block data and then click Go.



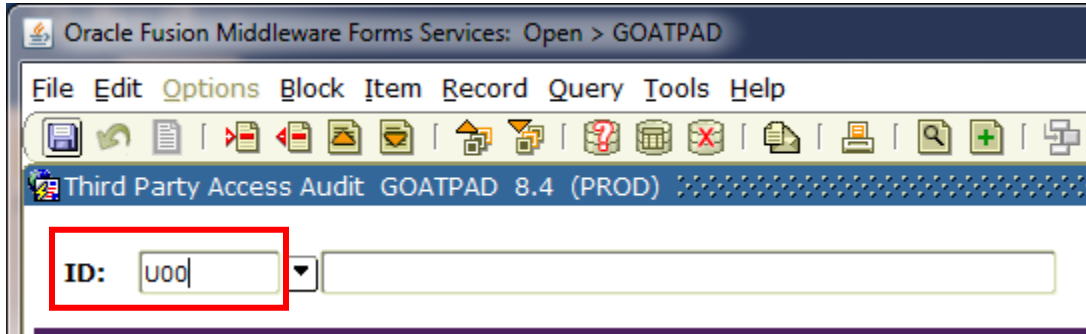
You can return to the key block if you are in the body of the page by clicking Start Over.



Name/ID Search

Banner 8 Admin

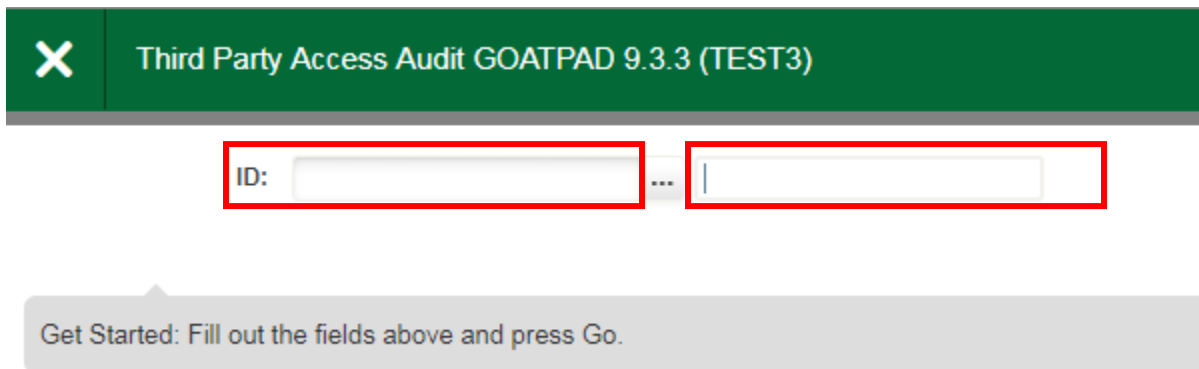
Enter the user's UID in the ID: search box.



Banner 9 Admin

Searching by UID: Enter the UID into the ID: text box.

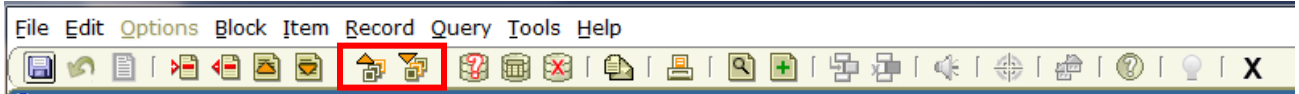
Searching by Name: Click into the ID: text box and hit tab. A second text box will appear to the right where you can enter the name of the client you want to search for (last name, first name, or by using the % Wildcard).



Previous/Next Selection (block)

Banner 8 Admin

The Previous and Next Block navigators are located in the toolbar at the top of the form.



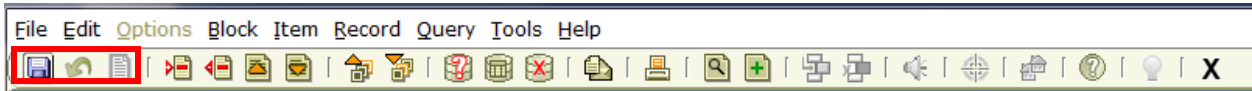
Banner 9 Admin

The Previous and Next Section navigators are located in the bottom left corner of the page.



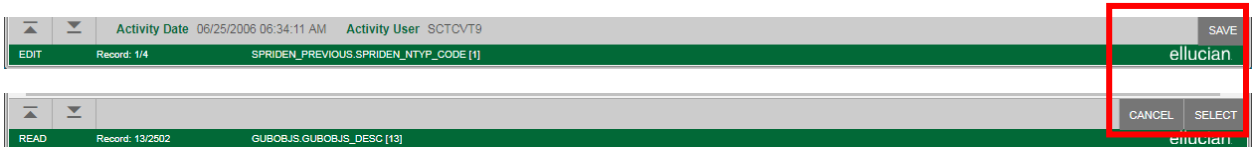
Save/Cancel/Select

Banner 8 Admin



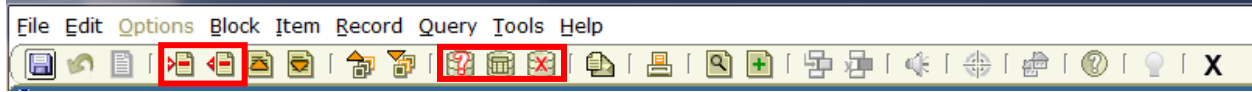
Banner 9 Admin

Save/Cancel/Select options are located in the bottom right corner of the page, if applicable.



Insert/Delete/Copy/Filter (query)

Banner 8 Admin



Banner 9 Admin

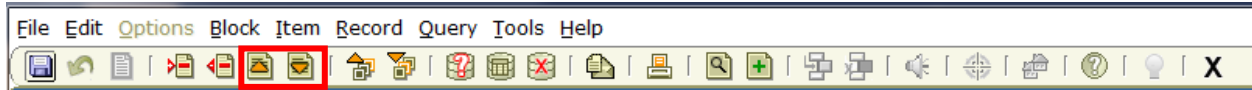
Insert/Delete/Copy/Filter actions are available at the top right of each individual sections of a page.



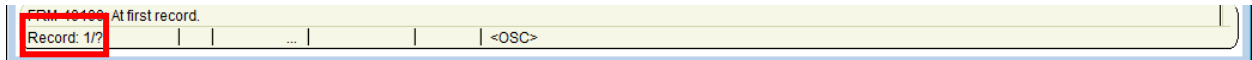
Record Navigation

Banner 8 Admin

Previous/Next Record



Record Count



Banner 9 Admin

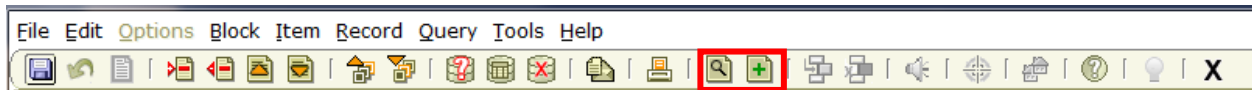
Record navigation is available at the bottom of individual page sections that display multiple records.

First Page/Previous Page/Record Number/Next Page/Last Page/Records Per Page/ Record Count.



Banner Document Management/Xtender

Banner 8 Admin



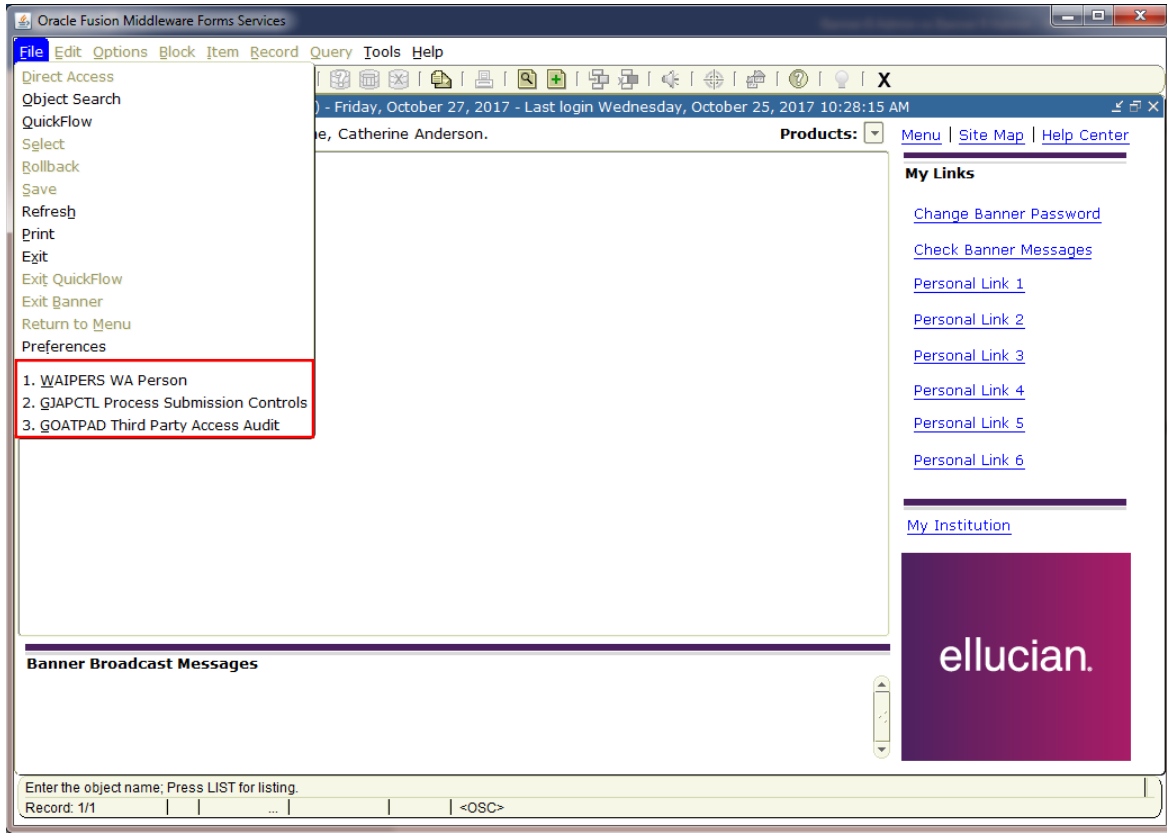
Banner 9 Admin



Accessing Recently Used Pages:

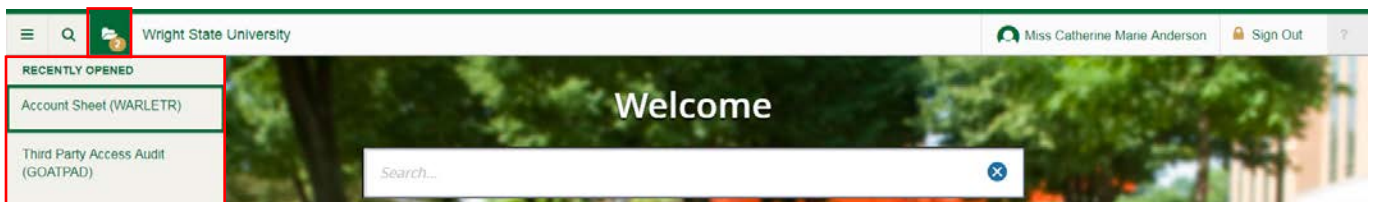
Banner 8 Admin

Clicking **File** in Banner 8 Admin will list your recently accessed forms at the bottom of the drop-down menu under **Preferences**.



Banner 9 Admin

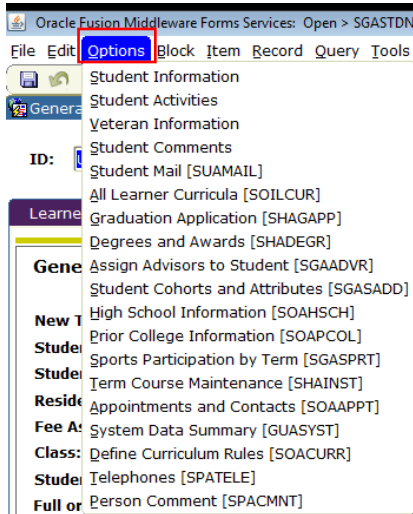
Clicking the folder in the toolbar at the top of the Banner 9 Admin homepage will give you the list of your recently opened pages.



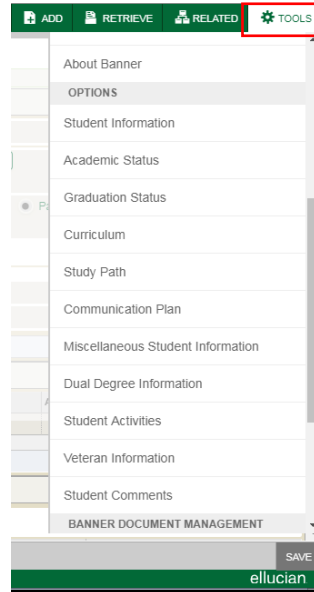
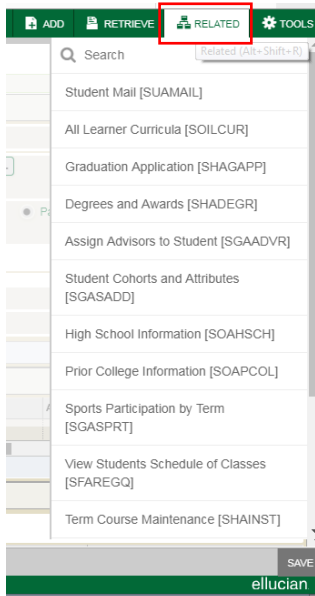
Options/Related

Related pages and options specific for that form.

Banner 8 Admin



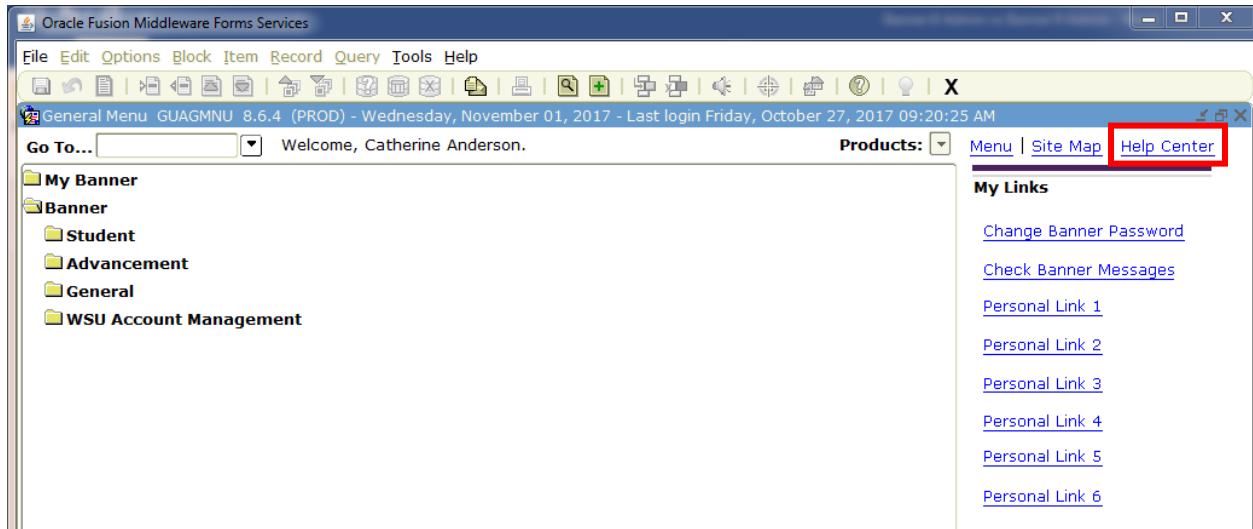
Banner 9 Admin



Accessing 'Help'

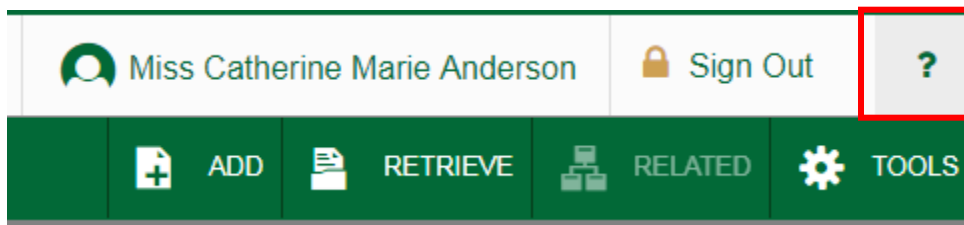
Banner 8 Admin

Click on the Help Center link in the top right corner of the home screen.



Banner 9 Admin

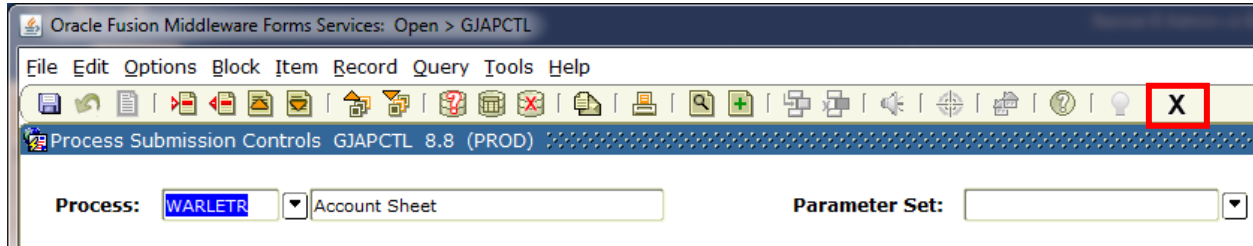
When working in the page you need help on, click on the question mark (Ctrl+Shift+L) on the right hand side of the toolbar at the top of the page.



Close Form/Page

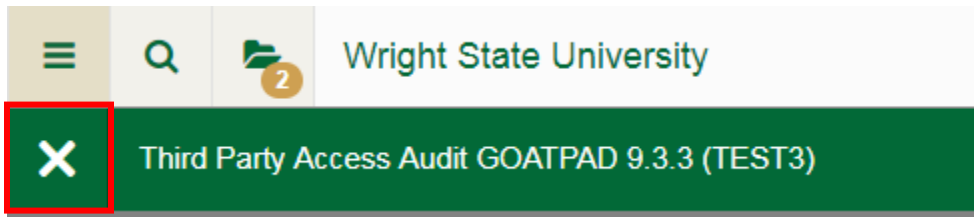
Banner 8 Admin

To close a form, click on the X in the top right corner of the toolbar.



Banner 9 Admin

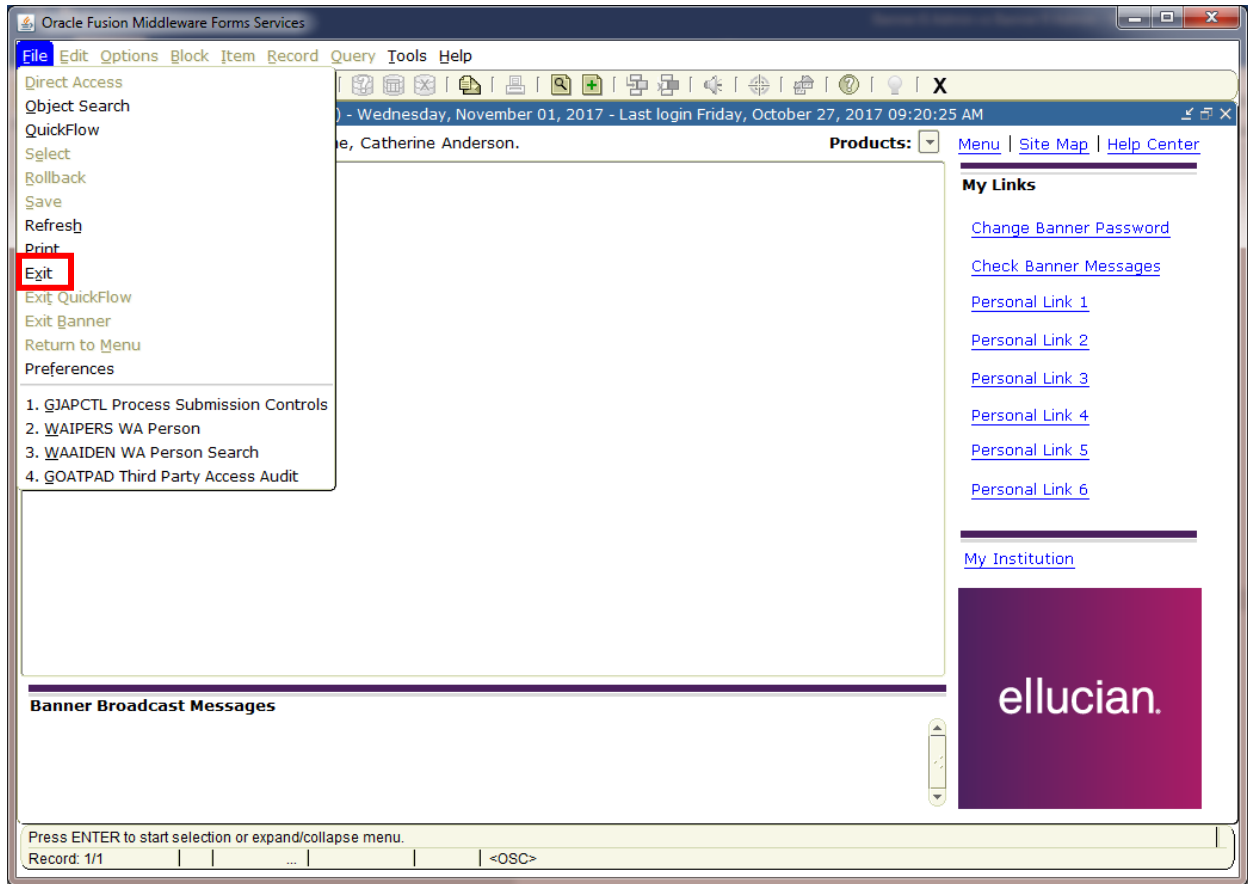
To close a page, click on the X in the top left corner of the toolbar.



Logging Off

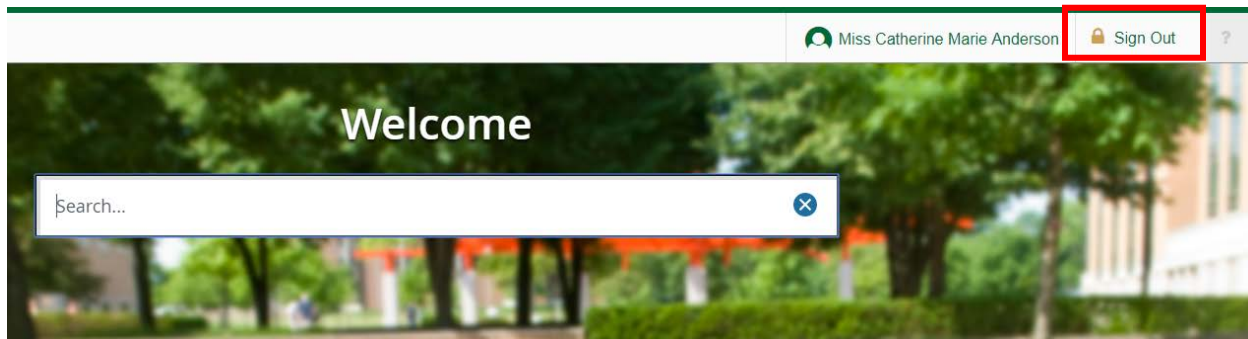
Banner 8 Admin

Under File, click Exit.



Banner 9 Admin

Click Sign Out in the top right corner the page.



Action	Banner 8	Banner 9
Application Navigator		
Access Help	Banner 9 keyboard shortcuts will work in Banner 8 if you are running Banner 8 with Application Navigator and have applied the keyboard shortcut configuration settings.	CTRL+M
Access Menu		CTRL+Y
Display Recently Opened Items		CTRL+SHIFT+L
Search		CTRL+SHIFT+Y
Sign Out		CTRL+SHIFT+F
Banner Document Management (BDM)		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (In Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not Applicable	ALT+SHIFT+C
Choose/Submit	ENTER	ENTER
Clear All In Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
Clear Page or Start Over	SHIFT+F7	F5
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F6	SHIFT+F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
Expand/Collapse Drop-Down Field	Click Field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data No Key	SHIFT+F1
First Page	Not Applicable	CTRL+Home
Insert/Create Record	F6	F6
Last Page	Not Applicable	CTRL+End
List of Values	F9	F9
More Information	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL+Page Down	ALT+Page Down
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not Applicable	ALT+SHIFT+R
Open Tools Menu	Not Applicable	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	Not Applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Selection	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Refresh or Rollback	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	SHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not Applicable	CTRL+G
Up/Previous Record	Up Arrow	Up Arrow
Workflow		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W