

Navigating Banner 9 – Administrative Pages



Accessing Banner

<https://banner.wccnet.edu/applicationNavigator>

Or visit

1. **wccnet.edu**
2. **Faculty & Staff**
3. **Banner 9** Login (under computing column)
4. Login using **WCC netID and password** – (separate id and password no longer needed)

1) Menu Bar

Menu : Toggle to display or hide the menu names

Home: Return to the Landing Page

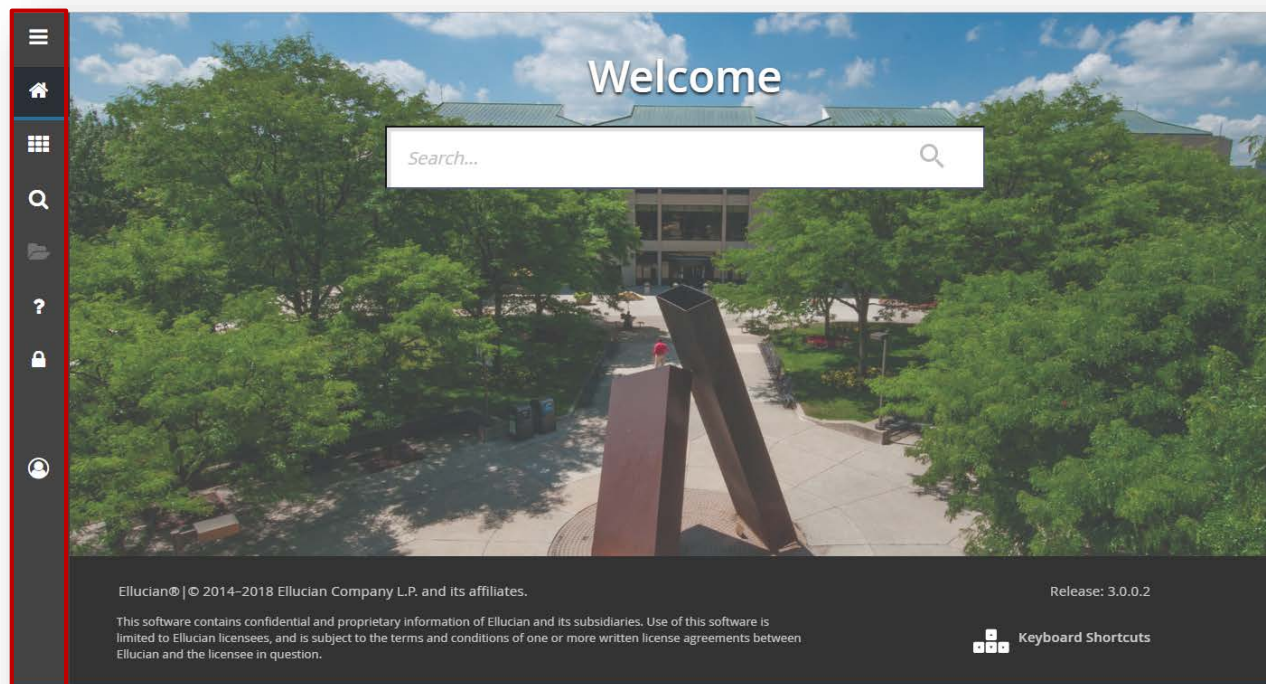
Applications 3x3 grid: View Banner Menus

Search: Find pages using descriptions or the Banner acronym **Ex. FPAREQN**. *Results display after entering three characters.*

Recently Opened : View a list of recently opened pages. The number on the folder shows a count of opened pages.

Help : View online help for the page you are viewing. *The icon becomes available when you are on a page or performing an action when help is available.*

Sign Out: Log out of the application.



New Terminology

Banner 8	Banner 9
Forms	Pages
Blocks	Sections
Next Block	Go Button
Roll Back	Start Over
Query	Filter
Record Remove	Delete

Shortcut Key Changes

Banner 8	Shortcut	Banner 9	Shortcut
Next Block	Ctrl+PgDn	Next Section	Alt+PgDn
Prev Block	Ctrl+PgUp	Previ Section	Alt+PgUp
Rollback	Shift +F7	Start Over	F5

Navigating Banner 9 – Administrative Pages

1) Page Header

X: close the page

Add/Retrieve: Used with Xtender

Related: Displays a list of related pages. (options in Banner 8)

Tools: Settings

2) Key Block

Enter information into the **Key Block** and then click **Go**.

The information will populate below the section headers

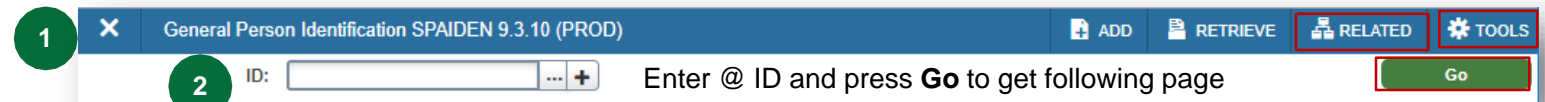
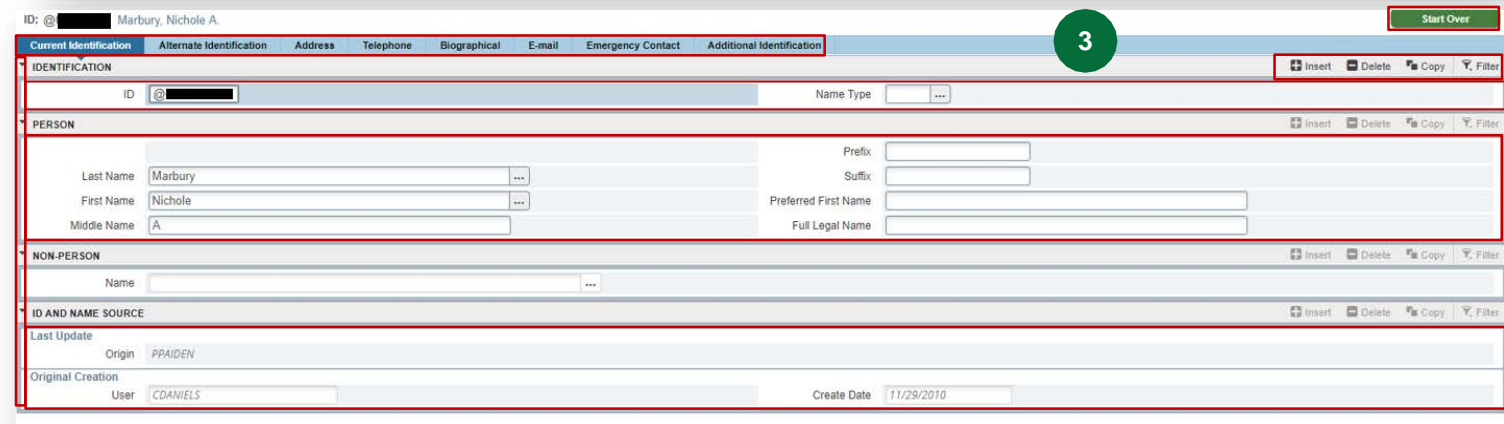
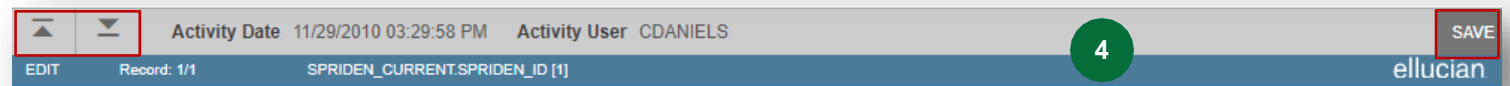
3) Page Elements

Once information is populated, The key block becomes inactive and the **Go** button is replaced with the **Start Over** button (*called Rollback in Banner 8*).

Tabs: Click to view information organized by content.

Sections: denoted by gray bars (*aka information block in Banner 8*); can also be collapsed, as denoted by arrows on left side.

If available, you can **insert**, **delete**, **copy** and or **filter** information contained in each section.

4) Page Footer

Provides access to additional navigation tools and information.

Next Section / Previous Section arrows: Known as **Previous Block** or **Next Block** in Banner 8, use these buttons to move between sections or tabs on a page.

Save: The **Save** button is located at the bottom of the page, as opposed to upper left corner in Banner 8

Record Count: Indicates the number of records displayed.

5) Notification Center

A Square only visible (*at end of the Page Header*) when a message is displayed. There are **three alert levels**

Green: Success, **Yellow:** Warning, **Red:** Error

To bypass message: Click on the notification square



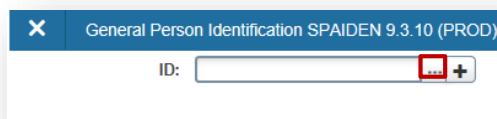
Lookup and Filtering Data

Performing a Lookup

If the **Lookup** button is next to a field, this indicates that you can lookup the information to populate that field.

1. Click the **Lookup** icon in the field.

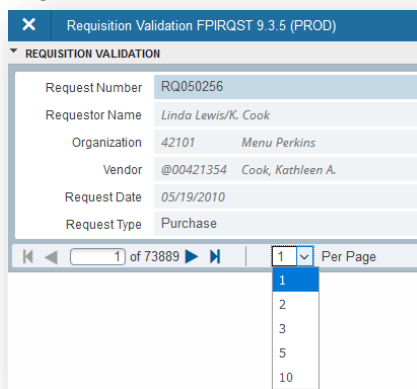
Depending on the information, you will either be taken to a box with a list of data to choose from (select a value and click ok, or double-click a value to return the value to the previous page.), or you may be presented with the option to filter for more data



Multiple Records

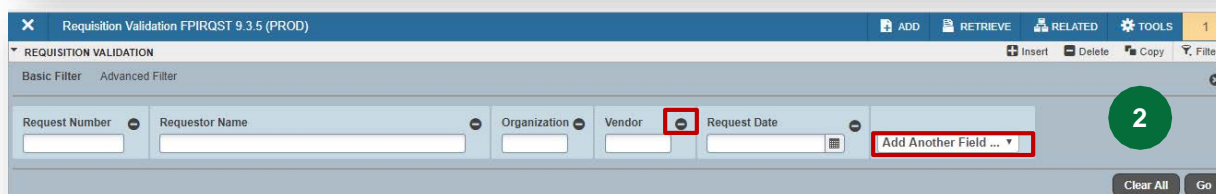
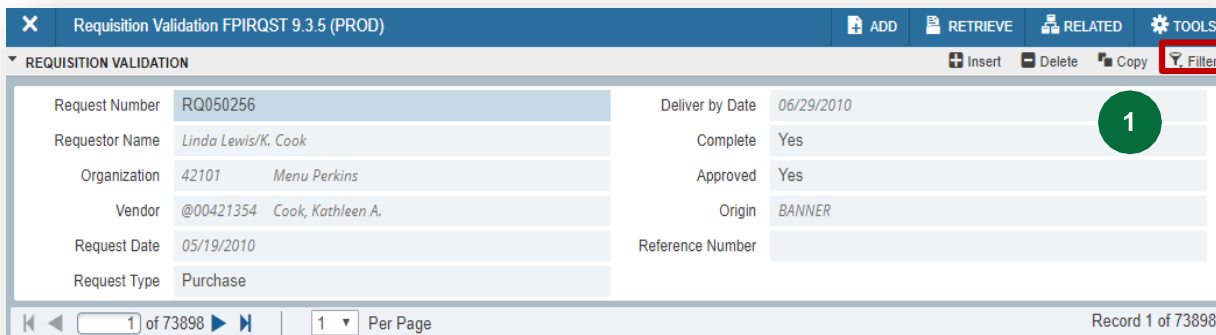
By default, records are displayed one at a time. Click the drop down arrow to display additional records.

Note: This does not stay, you will have to change the number of records every time.



Filtering Data

You can filter or query data in a section by **clicking the filter** button in the section header and then use the predefined search fields to query information, or click the **add another field** to add additional search criteria from the drop down list.



Notes:

Remove search fields by clicking the **Minus Sign** or click the **Clear All** Button.

Add additional search fields by clicking the **Add Another Field** button.

Certain pages are **case sensitive** when querying / filtering information.

The **% Wildcard** still works.

Wildcard Ex	Results
%D%	Contains
D%	Starts With
%D	Ends With