Banner
Application Navigator
and
Administrative Pages
Getting Started
# Table of Contents

- Introduction .................................................................................................................. 4
- Learning Objectives ........................................................................................................ 4
- Browser Compatibility .................................................................................................... 4
- Key Terminology .............................................................................................................. 5
- Login Procedure ............................................................................................................. 5
- The Application Navigator .............................................................................................. 6
  - The Application Navigator Search Bar ........................................................................ 7
  - Global Main Menu ........................................................................................................ 7
  - Global Search Bar ......................................................................................................... 7
- Recently Opened Pages .................................................................................................... 8
- Return to Home ................................................................................................................ 8
- Keyboard Shortcuts ......................................................................................................... 8
- Pages ................................................................................................................................. 9
  - Page Header .................................................................................................................. 9
  - Notification Types ........................................................................................................ 10
  - The Key Block .............................................................................................................. 10
  - Sections ........................................................................................................................ 11
  - Filtering ........................................................................................................................ 12
  - Search ........................................................................................................................... 12
- My Banner ....................................................................................................................... 14
  - Customizing My Banner ............................................................................................. 15
- Ending Your Session ....................................................................................................... 16
  - Banner Inactivity Time Out ......................................................................................... 16
- Additional Help ............................................................................................................... 16
Introduction
Welcome to Banner Application Navigator and Administrative Pages: Getting Started. Banner is the comprehensive higher education information system in use at KSU. The Application Navigator is the web application used to access Administrative Pages. Administrative Pages house student records as well as pages, which allow you to complete administrative tasks such as creating holds and overrides. This guide will introduce you to the Application Navigator and Administrative Pages interfaces.

Learning Objectives
In this guide, the following topics are covered:

- Key Terminology
- Login and Logout Procedure
- The Administrative Pages Interface
- Pages and Page Elements
- My Banner

Browser Compatibility
Banner can be accessed via the browsers below. For the best experience, use Chrome.

- Google Chrome
- Apple Safari
- Microsoft Internet Explorer*

*Internet Explorer may not perform as well as alternative browsers.
Key Terminology
To successfully navigate the Banner Application Navigator and Administrative Pages, it is important to familiarize yourself with the following terms:

- **Banner** – A suite of applications used to manage registration, financial aid, student information and more.
- **Application Navigator** – The web application used to access Banner administrative pages.
- **Administrative Pages** – Online forms used for daily business, such as managing student information and creating holds and overrides. In previous versions of Banner, this was called *Banner INB*.
- **Pages** – Pages are documents used to enter and store information in the Banner database. In previous versions of Banner, these were called forms.

Login Procedure
Banner uses single sign-on (SSO) authentication, allowing you to log in with your NetID and NetID password. The following explains how to log on to Banner:

1. To access Banner, navigate to uits.kennesaw.edu/banner.
2. Click the **Administrative Pages (Banner 9) – PROD** link.
3. Log in to Banner with your NetID and NetID password (See
4. Click **Login**.

5. The *Banner Application Navigator* loads.
The Application Navigator

The Application Navigator acts as a home page for accessing pages, viewing keyboard shortcuts, and more. The components of the Application Navigator are as follows:

1. **Application Navigator Search Bar** (See Figure 2)
2. **Global Main Menu** (See Figure 2)
3. **Global Search Bar** (See Figure 2)
4. **Recent Pages** (See Figure 2)
5. **Return to Home** (See Figure 2)
6. **Sign Out** (See Figure 2)
7. **Help** (See Figure 2)
8. **Keyboard Shortcuts** (See Figure 2)
**The Application Navigator Search Bar**
For quick access to any Banner object, begin typing the name in the Application Navigator Search Bar featured prominently in the center of the main page. After typing the first three letters of an object, Banner will display suggested object names. Point and click to open that object.

![Figure 3 - The Search Field](image)

**Global Main Menu**
Clicking the **tribar button** in the top left corner will display the Global Main Menu at the top level. Using the Global Main Menu, you can navigate through modules to pages directly without the need to search for them.

**Note:** The Global Main Menu will always appear at the top of the screen.

![Figure 4 - The Global Main Menu](image)

**Global Search Bar**
The Global Search Bar is located to the right of the Global Main Menu. This search bar has the same function as the Application Navigator Search Bar, but can be accessed from any page.

![Figure 5 - The Global Search Bar](image)
Recently Opened Pages
Click the folder icon to display Recently Opened Pages. To access a page from this menu, simply click a page in the list that appears.

Note: The Recently Opened Pages icon only appears after a page is opened during the current session.

![Figure 6 - Recently Opened](image)

Return to Home
Click Kennesaw State University to return to the Application Navigator.

![Figure 7 – Return to Home](image)

Keyboard Shortcuts
To view common keyboard shortcuts, click the Keyboard Shortcuts button in the lower right corner of the Application Navigator.

![Figure 8 - View Keyboard Shortcuts](image)

Note: This is not an exhaustive list of keyboard shortcuts. For a full listing of the available keyboard shortcuts as well as additional Banner training materials, visit the Banner 9 Update Page.
Pages

Pages are used to view, enter and update information in the Banner database. The components of pages are as follows:

1. **Main Navigation Bar** – Access the Global Main Menu, Global Search, and more (See Figure 9).
2. **Page Header** – Displays information about the current page (See Figure 9).
3. **Key Block** – Use search fields to access data (See Figure 9).
4. **Section** - Displays additional data associated with the key block (See Figure 9).
5. **Section Navigation Controls** – Navigate between pages or sections (See Figure 9).
6. **Additional information** – Displays additional information for the section or page currently displayed (See Figure 9).

**Page Header**

The page header is as follows:

1. **Exit** – Close the current page (See Figure 10).
2. **Page Information** – Contains the current page description, followed by the page short name, the version of Banner in use, and the current database name (See Figure 10).
3. **Related Pages** – If applicable, access pages related to the current page (See Figure 10).
4. **Tools** – View a list of additional actions that can be performed on the current page (See Figure 10).
5. **Notifications** – Displays current notifications or error messages (See Figure 10).
Notification Types
There are four types of notifications in Banner. These notifications can be hidden by clicking on the notification area.

- **Error Notification** – Will display a “!” in a circle with appropriate message displayed.

  ![Error Notification](image.png)

  Figure 11 - Error Notification

- **Info Notification** – Will display an “i” in a circle with appropriate message displayed. **Note:** May also display an “OK” button that you must select to continue.

  ![Info Notification](image.png)

  Figure 12 - Info Notification

- **Success Notification** – Will display a check in a circle with appropriate message displayed.

  ![Success Notification](image.png)

  Figure 13 - Success Notification

- **Warning Notification** – Will display a “!” in a yield sign with appropriate message displayed. **Note:** Sometimes you must select Yes or No to continue.

  ![Warning Notification](image.png)

  Figure 14 - Warning Notification

The Key Block
The key block is used to pull specific records related to the current page. For example, the following explains how to use the key block to initiate a lookup process. In this example, we are using SOAHOLD, or the Hold Information page.

1. Navigate to the page on which you wish to perform the lookup. In this example, we are using SOAHOLD.
2. To begin, enter a student’s KSU number in the ID field (See Figure 15).
   \textbf{Note:} When a person’s ID number is unavailable, you can do a lookup by name by clicking on the search button .

3. Then, press the Go button (See Figure 15).

![Figure 15 - Using the Key Block](image)

4. The associated information displays on the page.

\textbf{Sections}
Each Banner page contains \textit{sections} of additional data for the key information. Controls are available to access pages containing multiple records and tabs for multiple sections.

Below is an example of a \textit{section header} with descriptions of each section:

![Figure 16 - Sections](image)

1. \textbf{Section Navigation} – Access available sections within the current page (See Figure 16).
2. \textbf{Carat}: Expand or collapse a section of information (See Figure 16).
3. \textbf{Record Description} (See Figure 16).
4. \textbf{Toggle View}: Toggle between list and icon view, when applicable (See Figure 16).
5. \textbf{Insert} a new record below a selected existing record in this section (See Figure 16).
6. \textbf{Delete} an existing record below a selected existing record in this section (See Figure 16).
7. \textbf{Copy} a record and insert below the original record in this section (See Figure 16).
8. \textbf{Filter} records in this section (See Figure 16).
   \textbf{Note:} Save any changes before using this function.
Filtering

Sometimes, you can limit information in the displayed section by using the filter function. The following explains how to use the filter function.

1. Navigate to the desired section.
2. Click the filter button on the far right end of the header.

   ![Filter](image)

   Figure 17 – Filter

3. Use the fields to filter the data (See Figure 18).
   
   **Note:** To produce valid results, be sure to enter a value type that is consistent with the chosen filter field. For example, to filter by subject, type ENGL, not English.

4. Alternatively, you can add custom filters. To do so, click the Add Another Field drop-down box that appears and select the desired filter parameter (See Figure 18).

5. To activate the filter and view results, click the Go button (See Figure 18).

   ![Apply Filters](image)

   Figure 18 - Apply Filters

6. To clear all filters and start over, click Clear All.

   ![Clear All](image)

   Figure 19 - Clear All

Search

You can find information quickly with the Banner search function. Examples of searches include finding names, ID numbers, birthdates, and other data fields in pages.

To initiate a search, click the ellipses button that appears to the right of a drop-down box in the key block. An option list will appear with the searches that can be performed on the data associated with the drop-down box.
The following demonstrates how to perform a search using Person Search (SOAIDEN):

1. Using the Application Navigator or Global Search Bar, search SOAIDEN to access the Person Search page.

2. Click the drop-down and select a search field.

3. Once a search field is selected, the accompanying operator options and value field will appear. Determine the following options:
   a. Select the appropriate operator (See Figure 21).
   b. Then, enter the value for the search criteria (See Figure 21).

   **Note:** For searches where a value is unknown, the % (or wildcard) symbol may be substituted. If the wildcard is necessary, set the operator to Like for accurate results.

   **Note:** The search field is sensitive to spaces. If you accidentally add a space at the end of a name, your results will be affected.
4. Add additional search criteria as needed by clicking the **Add Another Field** drop-down box and repeating Steps 2 and 3 (See Figure 22).

5. To remove search criteria, click the **minus sign** appearing at the far right of the criteria item (See Figure 22).

6. Once all search criteria are defined, click the **Go button** located at the bottom right of the search page to start the search process (See Figure 22).

![Figure 22 - Finalize Search](image)

7. The search results appear.

**My Banner**

Using the *My Banner Maintenance page (GUAPMNU)*, you can add quick access links to pages, jobs and menus you regularly access. These links are stored in the *Global Main Menu*.

The following explains how to add quick access links to your My Banner.

1. Navigate to the page **GUAPMNU**.
2. The *My Banner Maintenance page* loads. The elements of the My Banner Maintenance page are as follows:
   a. **Object Type list**: Displays objects that can be added to the personal menu (See Figure 23).
   b. **Selection controls**: Add or remove objects to or from the personal menu (See Figure 23).
   c. **Object Selection list**: Displays objects that will appear in the personal menu (See Figure 23).

![Figure 23 - The My Banner Maintenance Page](image)
Customizing My Banner
The following explains how to add and remove objects to and from your My Banner:

1. Click the **Type** drop-down menu to select the *object type* (See Figure 24).
   **Note:** In this example, we will select the *Oracle Forms module*, which includes the forms SOAHOLD, or the Hold Information page, and SFASRPO, or the Student Registration Permit-Override page.

2. Click the **sort objects button** to load the *object type list* (See Figure 24).

3. Double-click on the desired **object name** in the *Object Type list*. Once selected, the object name will appear blue (See Figure 24).
   **Note:** To access additional object pages, you must first double-click an object name. Once an object is selected, you can use the *browsing arrows* at the bottom of the panel to navigate between records.

   **Note:** If the desired object is not in the current Object Type list, you can search for it by clicking the **Filter button** in the *section name bar*. For more information on using the *Filter* tool, see Filtering.

4. To add the selected object, click the **Insert Selection button** (See Figure 24).

![Figure 24 - Add Object to Object Selection List](image-url)
5. The selected object will appear in the Object Selection list.
6. To remove an object from the Object Selection list, double-click the object to select it.
7. Then, click the Remove Selection button.
   Note: If an inaccessible object is added to the Object Selection list, the error message will prevent the removal of the inaccessible object. To resolve this, click Tools > Clear Record to remove the object.

8. Repeat Steps 3-7 as needed.
9. When finished, click the Save button to apply your changes.
   Note: To view My Banner in the revised Global Main Menu, you must sign out of your current session and then log back in.

Ending Your Session
To end your session, click the Sign Out button located at the top right corner of the screen.

Banner Inactivity Time Out
During a period of user inactivity, Banner will initiate a log out process. Prior to automatic Banner session logout, the user will see a warning message and a timer.

Clicking the Extend button will return the user to the Banner Home Page. If the session expires, the user will see the Banner Log Out message displayed.

Additional Help
For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu