

# **TRUMAN BANNER 9 NAVIGATION HANDBOOK**

July 10, 2020

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Revised with permission from Drake University Office of Inpageation Technology

## **BANNER 9 Browser Inpageation**

The Banner 9 client is browser based, whether you are using a PC or a Mac workstation. Supported browsers for PC and Mac are as follows:

- PC - Google Chrome or Mozilla FireFox
- Macintosh – Safari, Google Chrome or Mozilla FireFox

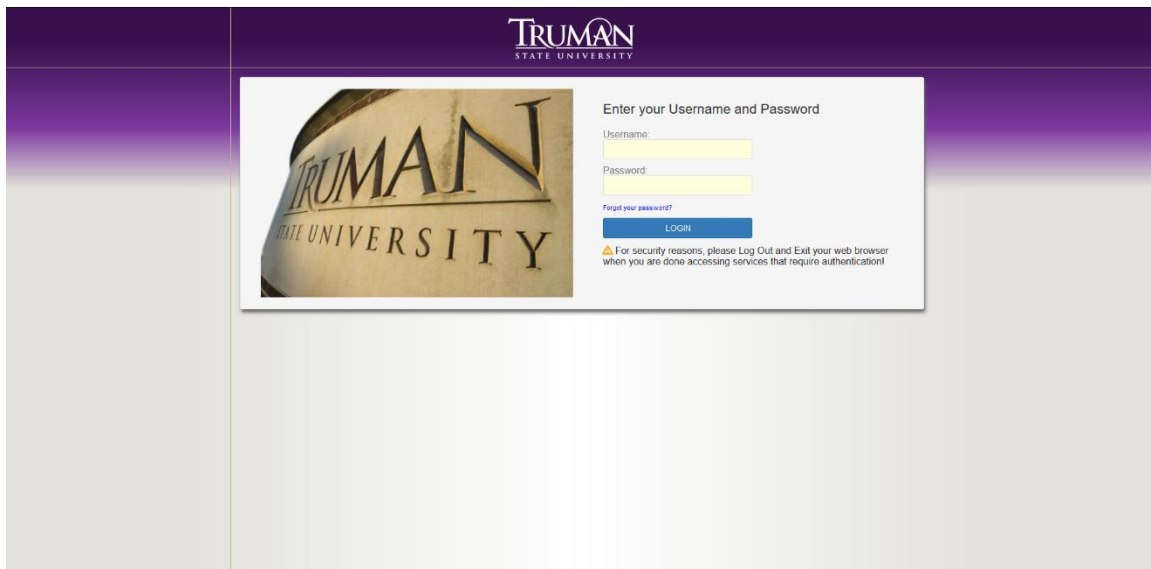
A minimum screen size of 15” is recommended. If you do not have a 15” monitor you may not be able to see the contents of one page on one screen and scrolling may be required.

You will also want to disable any popup blocker that you have enabled. If you do not do this, you will not be able to use valuable tools like the Banner Bookshelf and On Line help. Appendix A contains sample instructions for disabling your popup blocker for selected sites. Please contact the Help Desk at extension 4544 or [helpdesk@truman.edu](mailto:helpdesk@truman.edu) if you need assistance in disabling your popup blocker(s).

## Accessing the BANNER 9 Page

1. Launch your browser
2. Enter <http://banner9.truman.edu/> in the Address box, or click on the link.  
Before clicking “Go” you should add the URL to your Favorites list so that you do not need to enter the URL each time you need to launch BANNER 9.
3. This will launch the BANNER 9 login screen.

The login screen will appear as follows:



TRUMAN  
STATE UNIVERSITY

Enter your Username and Password

Username:

Password:

[Forgot your password?](#)

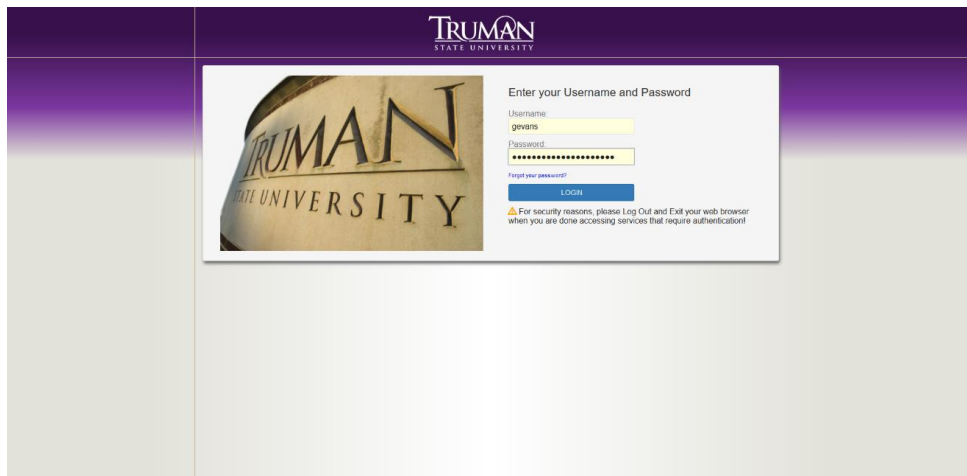
For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

## Your BANNER 9 Username and Password

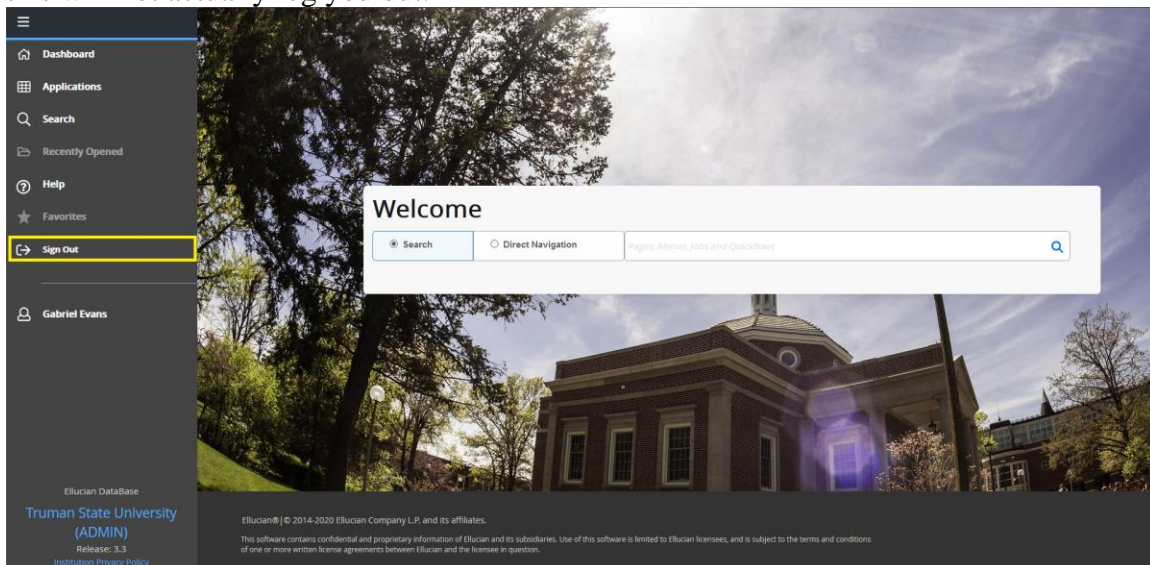
Your BANNER 9 username and password is the same as the one you use to login to your computer.

### Logging In To BANNER 9

1. Enter your Username
2. Enter your Password.
3. Click the “Login” button.

The image shows the Banner 9 login interface for Truman State University. At the top, the university's logo is displayed. Below it, a large image of a stone archway with the university's name is visible. To the right of this image is a login form titled "Enter your Username and Password". The form contains two input fields: "Username" with the text "g Evans" and "Password" with masked characters. Below these fields is a "Forgot your password?" link and a blue "Login" button. At the bottom of the form, a small warning message states: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication."

When logging out of BANNER 9 make sure you log out by clicking the ‘Sign Out’ button (highlighted in yellow) in the left side menu. Do not close the window as this will not actually log you out.



## Truman-Specific Inpageation

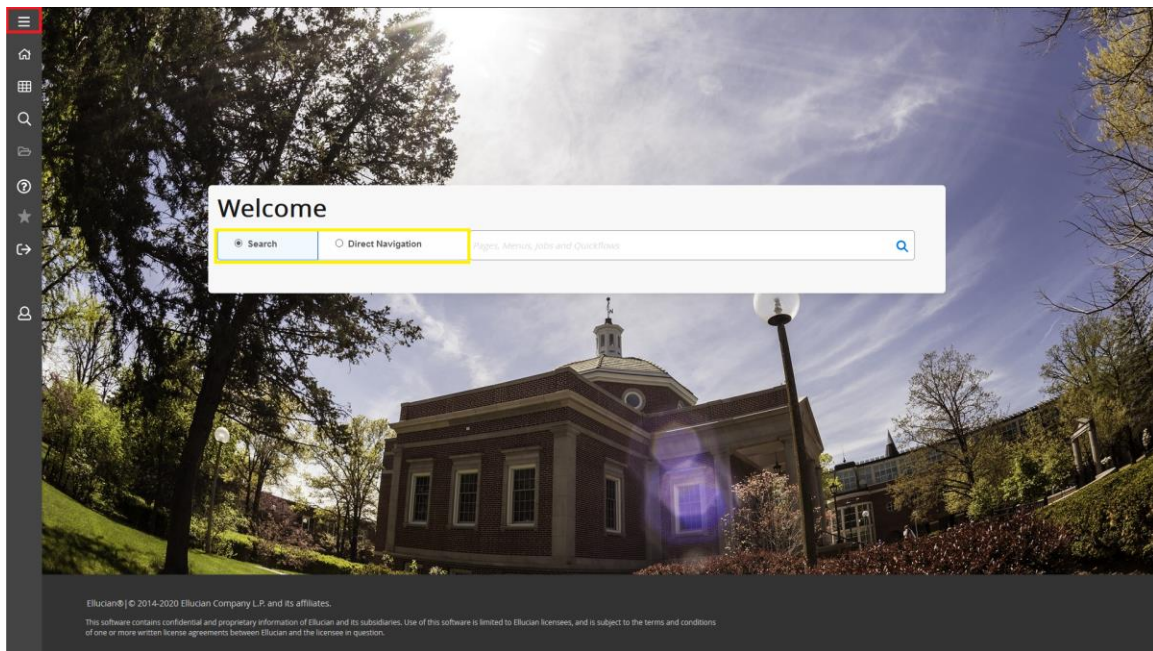
ID Number	System generated IDs will be used for all faculty, staff and students, as well as vendors. The social security number will be recorded in Banner to be used for payroll and required federal and state reporting. However, the system generated IDs will be used to assign faculty to course sections, enroll students, etc.
Term	Terms will be designated by the complete year followed by the semester codes: YYYY10 = Spring Semester YYYY20 = May/Spring Interim YYYY40 = Summer Semester YYYY50 = August/Summer Interim YYYY60 = Fall Semester YYYY70 = December/Winter Interim
College	Truman will use “college” fields in Banner to indicate Academic Divisions.
CRN	The <u>C</u> ourse <u>R</u> eference <u>N</u> umber will be used as schedule numbers for course lookup and registration. CRNs change each semester and are unique for each section of each course offered for a given term.

# BANNER 9 Navigation

## Homepage

The first page you will see is the Homepage. You can use this page to search for other pages. In the middle of the page you will see a search bar with two radio buttons (highlighted in yellow). The first option is 'Search', this will allow you to search through the Banner 9 pages using the 7 digit banner page codes or by entering a description. The second option you will see is 'Direct Navigation'. This option allows the user to quickly navigate to a Banner page with its 7 digit code.

On the left side of the homepage you will see a menu, this side menu is available on all Banner 9 pages and can be opened via the menu toggle button (highlighted in red).



In the menu you can do the following: Go to the homepage (Dashboard), manually drill through the banner pages and set banner bookmarks (Applications), search through the banner pages (Search), see which pages you have recently opened (Recently Opened), get help for the page you are currently on (Help), create a list of your favorite pages to quickly navigate to (Favorites), Sign Out, set personal preferences and settings (Your name).

## SEARCHING FOR A PERSON

Each person will be assigned a system-generated Banner ID which will be used instead of the social security number. This ID will always begin with at least two leading zeros. The leading zeros are part of the ID number and are required when looking up inpageation regarding a person.

### Person Search – SOAIDEN

The Person Search Page is a query page that will search the database for matches to criteria that you enter. This page also has a column for birth dates that you can use as a verification tool. However, you cannot use the birth date as search criteria in this query page.

Search for the person by Name:

Enter the person's last name in the Last Name field. Next, enter the person's first name, or enter the first initial followed by the percent wildcard (%) in the First Name field.

Perpage an Execute Query (F8) command to begin the search.

#### Possible Search Results

Single Match: double-clicking in the ID field will automatically take you back to your application page and populate the Key Block with the selected person.

Multiple Matches: check to be sure you are selecting the correct person by verifying other identifying inpageation such as middle name or birth date. Banner will display previous names and IDs in search results. These records are identified with an indicator in the Chg field. A name change would be indicated by an N. An ID number change would be indicated by an I.

### ID and Name Extended Search

An extended search can be perpageed from any name field. The steps are simple and you may use other fields, including birth date or address inpageation to query.

From the ID field in the Key Block, Tab into the name query field.

Enter last name, a comma and then the first name. If you only enter the last name, all records with that last name will be returned.

Press Enter or Tab to execute the query.

#### Possible Search Results

No Match: the Auto Hint line will display the following: \*ERROR\* Name is Invalid.

Single Match: the ID number will appear in the ID field.

Multiple Matches: the ID and Name Extended Search page will appear.

## Tabbed Pages

Another feature of Banner 9 is that many pages are tabbed for easy access to additional pages. You will notice the tabs at the top of the page. If you click any of the tabs it will take you directly to that page. For example, clicking the E-mail tab in the SPAIDEN page will take you to GOAEMAL.

The screenshot displays the Banner 9 SPAIDEN (Student Personal Identification) page for user ID 001341039, Evans, Gabriel L. The page is titled "General Person Identification (SPAIDEN) 9.3.18 (ADMIN)". The "E-mail" tab is selected, showing three email entries:

E-mail Type	E-mail Address	Preferred	Inactivate	Display on Web	URL
CA Official Campus e-mail Address for Faculty/Staff	jevans@truman.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ST Official Campus e-mail Address for Students	gab2665@truman.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ZZ ADV Temporary FAC-STAFF	jevans@truman.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each entry includes a "Comment" field. The page includes a left sidebar with navigation icons and a bottom status bar showing "Activity Date: 08/01/2018 01:52:08 PM" and "Activity User: KGRVALES".



## Validation Tables/Ellipse Values

Fields having an ellipse search indicator are powered by a Banner validation table. These fields must be completed with a choice from these validation tables. Click on the ellipse to generate a list of choices. For example, if you click on the ellipse next to E-mail Type on the SPAIDEN screen, a box appears with the values that you can select for completing that field.

The screenshot shows the SPAIDEN system interface. The main window displays the 'E-mail' tab for a person's record. A dialog box titled 'E-mail Type Validation (QTYEMAL)' is open, showing a list of email types and their descriptions. The list includes:

E-mail Type	Description
AC	Pre-Student Access - Limited Access
AD	Prospect/Admission e-mail Address
AL	Alumni
CA	Official Campus e-mail Address for Faculty/Staff
E1	Employment 1 (Advancement)
ET	External Truman
HO	Home
LT	Life Time e-mail Address
NE	Non-Employee - Special guest "employee" role

The dialog box also includes a search field, a 'Cancel' button, and an 'OK' button. The background shows the SPAIDEN interface with various tabs and a sidebar.

## GUAUPRF- General User Preferences Maintenance

GUAUPRF is the page that allows you to customize your Banner 9 client according to your preferences. The first box, Display Options, allows you to customize the display, alerts and colors. Click on the check boxes to toggle the display and alert options on and off. Click in the 'User Value' row (highlighted in yellow) to select colors that will display in Banner.

**Display Options**

<input checked="" type="checkbox"/> Display Form Name on Title Bar	<input checked="" type="checkbox"/> Display Release Number on Title Bar
<input checked="" type="checkbox"/> Display Form Name on Menu	<input checked="" type="checkbox"/> Display Database Instance on Title Bar

**Alert Options**

<input checked="" type="checkbox"/> Prompt Before Exiting Banner	<input checked="" type="checkbox"/> Display Duplicate SIGN/INTN Warning
<input checked="" type="checkbox"/> Display Additional Confidential Warning	<input type="checkbox"/> Enable Button Accessibility Mode
<input checked="" type="checkbox"/> Display Additional Deceased Warning	

**Data Extract**

☐ Include Header Row in Data Extract

**User Interface Color Settings**

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	/204g204b153	/204g204b153
Enter the RGB color code for the canvas.	/255g255b204	/255g255b204
Enter the RGB color code for code/description prompts.	/0g0b0	/0g0b0
Enter the RGB color code for the menu links canvas.	/255g255b204	/255g255b204
Enter the RGB color code for the menu broadcast message canvas.	/255g255b204	/255g255b204
Enter the RGB color code for the record highlighting.	/227g187b149	/227g187b149
Enter the RGB color code for the scroll bar.	/153g153b153	/153g153b153
Enter the RGB color code for the separator line.	/175g32b94	/175g32b94
Enter the RGB color code for the menu tree canvas.	/255g255b204	/255g255b204

Record 1 of 9

The third tab, My Links, allows you to set up the quick links on the banner 9 side menu (Applications > My Links). Enter the link description and the link URL for each link you want to set up. Do not enter values for the “My Institution” link or “My Personal Link 1” or you will lose GUAGMNU access to BANNER 9 and the Banner bookshelf. All links you set up will appear in the GUAGMNU links menu and you will be able to access these web sites directly from that page.

The screenshot displays the 'My Links' configuration page. The left sidebar shows the navigation menu with 'My Links' selected. The main content area is a table with the following data:

Description	Default Value	User Value
Enter the URL for the "My Institution" link.	http://www.truman.edu/	http://www.truman.edu/
Enter the description for the "My Personal Link 1" link.	TtuView	TtuView
Enter the URL or Banner object for the "My Personal Link 1" link.	http://trview.truman.edu/	http://trview.truman.edu/
Enter the description for the "My Personal Link 2" link.	Truman Banner Documentation	Truman Banner Documentation
Enter the URL or Banner object for the "My Personal Link 2" link.	http://its.truman.edu/admincomputing/projects.asp	http://its.truman.edu/administrative-com
Enter the description for the "My Personal Link 3" link.	Bookshelf	Bookshelf
Enter the URL or Banner object for the "My Personal Link 3" link.	http://bookshelf.truman.edu/doc/bks/bks.pdf	http://bookshelf.truman.edu/doc/bks
Enter the description for the "My Personal Link 4" link.	Your fourth personal link description	Your fourth personal link description
Enter the URL or Banner object for the "My Personal Link 4" link.	Your fourth personal link URL	Your fourth personal link URL
Enter the description for the "My Personal Link 5" link.	Your fifth personal link description	Your fifth personal link description
Enter the URL or Banner object for the "My Personal Link 5" link.	Your fifth personal link URL	Your fifth personal link URL
Enter the description for the "My Personal Link 6" link.	Your sixth personal link description	Your sixth personal link description
Enter the URL or Banner object for the "My Personal Link 6" link.	Your sixth personal link URL	Your sixth personal link URL

At the bottom of the table, there is a pagination control showing '1 of 1' and '50 Per Page'.

## Navigating to Pages Shortcut

Banner 9 gives you the capability to navigate directly to a new page without returning to the homepage. When you are in any page, simply click the menu toggle button and use the ‘Search’ option to search for a new page.

**General User Preferences Maintenance - QUALTRIC 9.3.16 (ADMIN)**

**DISPLAY OPTIONS**

- ☒ Display Form Name on Title Bar
- ☒ Display Release Number on Title Bar
- ☒ Display Form Name on Menu
- ☒ Display Database Instance on Title Bar

**ALERT OPTIONS**

- ☒ Prompt Before Exiting Banner
- ☒ Display Additional Confidential Warning
- ☒ Display Additional Deceased Warning
- ☒ Display Duplicate ID#WARNING
- ☐ Enable Button Accessibility Mode

**DATA EXTRACT**

- ☐ Include Header Row in Data Extract

**USER INTERFACE COLOR SETTINGS**

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RGB color code for the canvas.	r255g255b204	r255g255b204
Enter the RGB color code for code/description prompts.	r9gb0	r9gb0
Enter the RGB color code for the menu links canvas.	r255g255b204	r255g255b204
Enter the RGB color code for the menu broadcast message canvas.	r255g255b204	r255g255b204
Enter the RGB color code for the record highlighting	r227g193b149	r227g193b149
Enter the RGB color code for the scroll bar.	r153g153b153	r153g153b153
Enter the RGB color code for the separator line.	r153g153b153	r153g153b153
Enter the RGB color code for the menu tree canvas.	r255g255b204	r255g255b204

Elucian DataBase  
Truman State University  
(ADMIN)  
Release: 3.3  
Institution Privacy Policy

Exit | Page: 1/1 | DISPLAY OPTIONS FORMNAME CB 13 | 8/2008 - 2020 Elucian. All rights reserved.

## Other Keyboard Shortcuts

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

<b>Action</b>	<b>Banner 8</b>	<b>Banner 9</b>
Insert/Create Record	F6	F6
<b>Last Page</b>	Not applicable	CTRL+End
List of Values	F9	F9
<b>More Information</b>	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
<b>Next Section</b>	CTRL+Page Down	ALT+Page Down
<b>Open Menu Directly</b>	F5	CTRL+M
<b>Open Related Menu</b>	Not applicable	ALT+SHIFT+R
<b>Open Tools Menu</b>	Not applicable	ALT+SHIFT+T
<b>Page Tab 1 Page Tab 2 and so on</b>	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
<b>Previous Section</b>	CTRL+Page Up	ALT+Page Up
<b>Print</b>	SHIFT+F8	CTRL+P
<b>Refresh or Rollback</b>	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
<b>Select on a Called Page</b>	CHIFT+F3	ALT+S
<b>Toggle Multi/Single Records View</b>	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
<b>Workflow</b>		
<b>Release Workflow</b>	Icon or Menu	ALT+Q
<b>Submit Workflow</b>	Icon or Menu	ALT+W

## Saving Data to your Workstation from a Submitted Job

If you are a person who uses Job Submission, you may save a .lis or .log file to your workstation when you submit the job with DATABASE as the print option.

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTI, 9.3.10 (ADMIN)'. The 'PARAMETER VALUES' section is expanded, showing a table with two rows:

Number	Parameters	Values
01	Jobs to be Selected	
02	Print User Level Defaults	Y

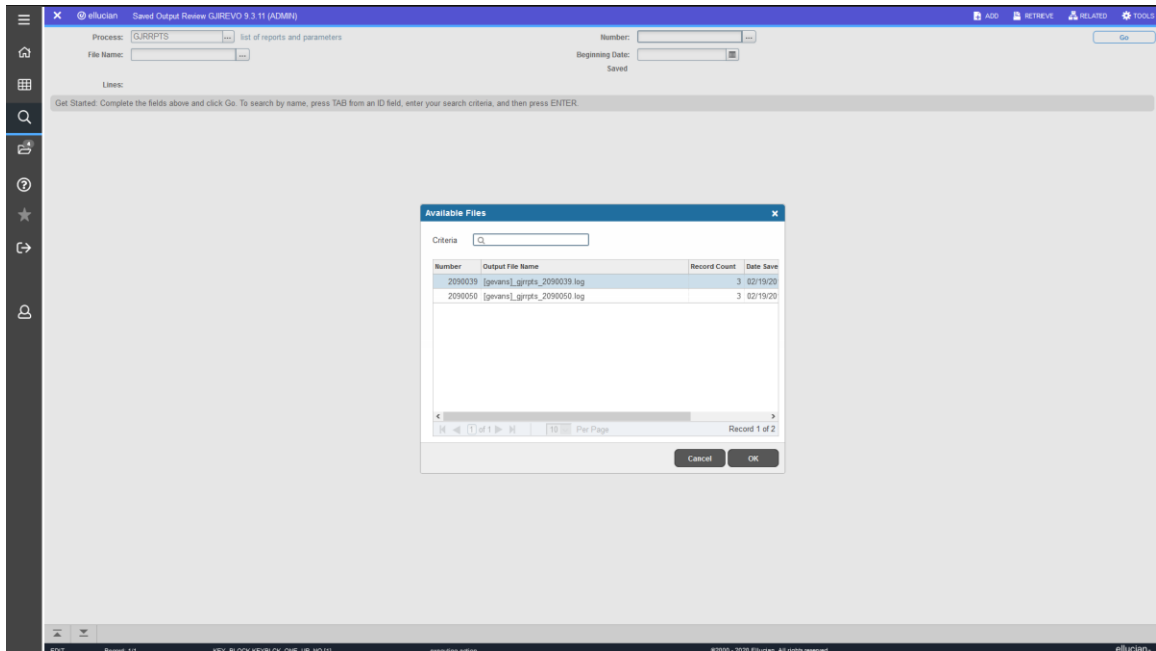
Below the table, there is a 'SUBMISSION' section with a 'Save Parameter Set as' checkbox and a 'Name' field. The 'Print' dropdown is set to 'DATABASE'. The 'Submit' button is visible.

After the job has completed execution, select Review Output [GJIREVO] from the related menu.

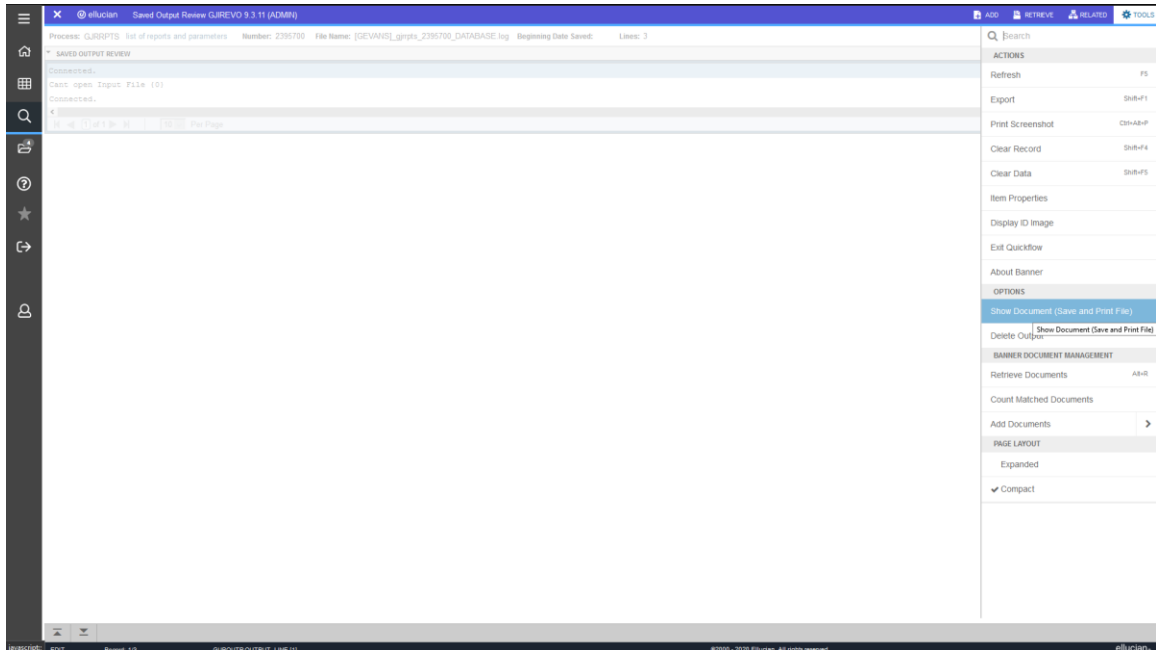
The screenshot shows the same 'Process Submission Controls' window, but with the 'Review Output [GJIREVO]' option selected in the right-hand menu. The menu options are:

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVO]
- Upload File [GJAUPLF]
- Upload file [GJAIFLU]
- Review PDF/plain text output [GJAULIS]

Select the file you wish to save from the list of file by clicking on the ellipse next to Number.

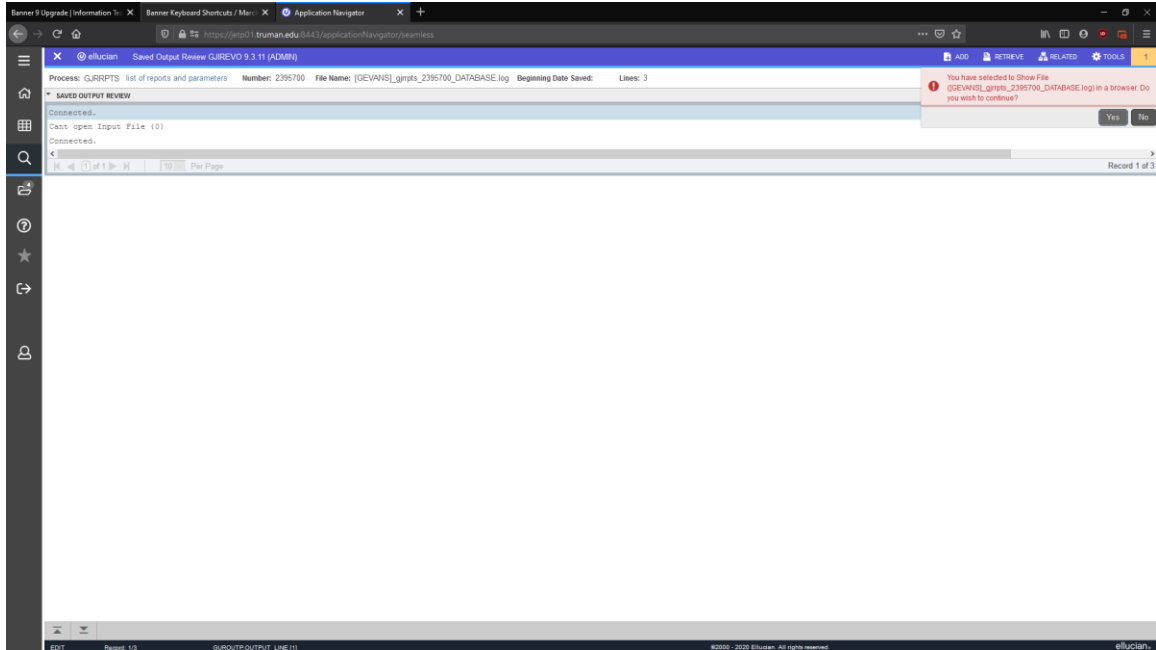


Click the Tools menu in the top right, click the 'Show Document' option.

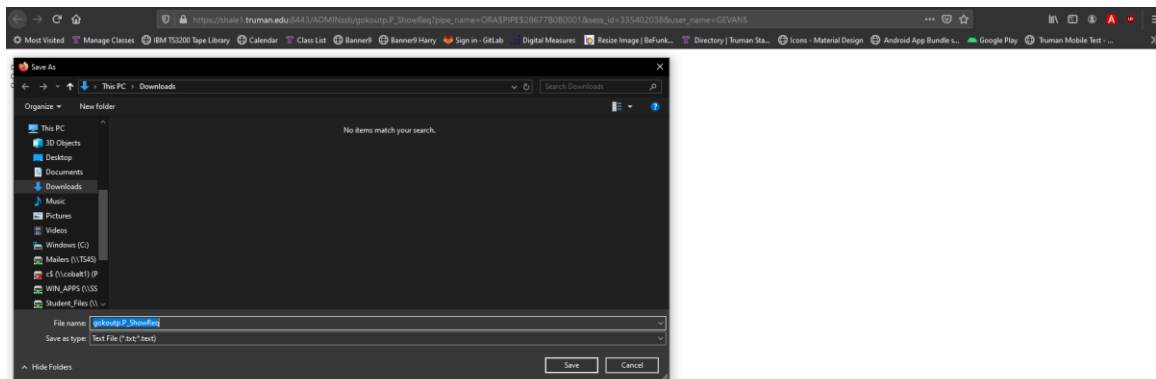




Click Yes.

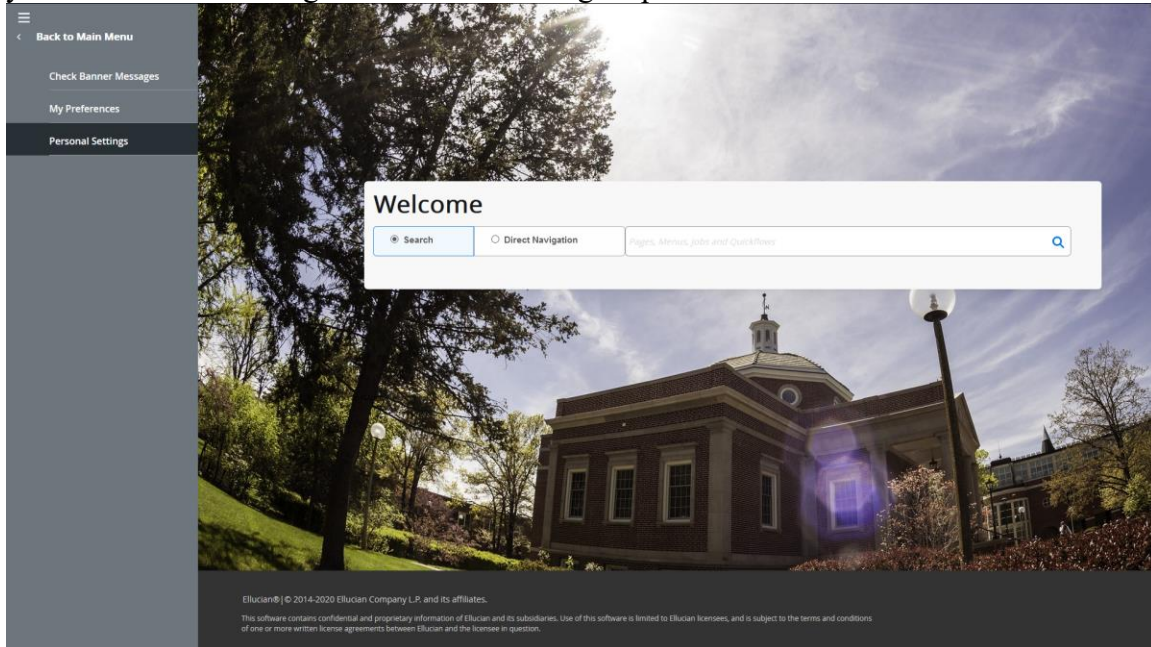


A new browser window will open with the data. To save the data to your Workstation click File on the browser menu and then select Save As. Specify the filename and the location on your workstation where you want the file saved. You will also need to specify that you want the file saved as TEXT.

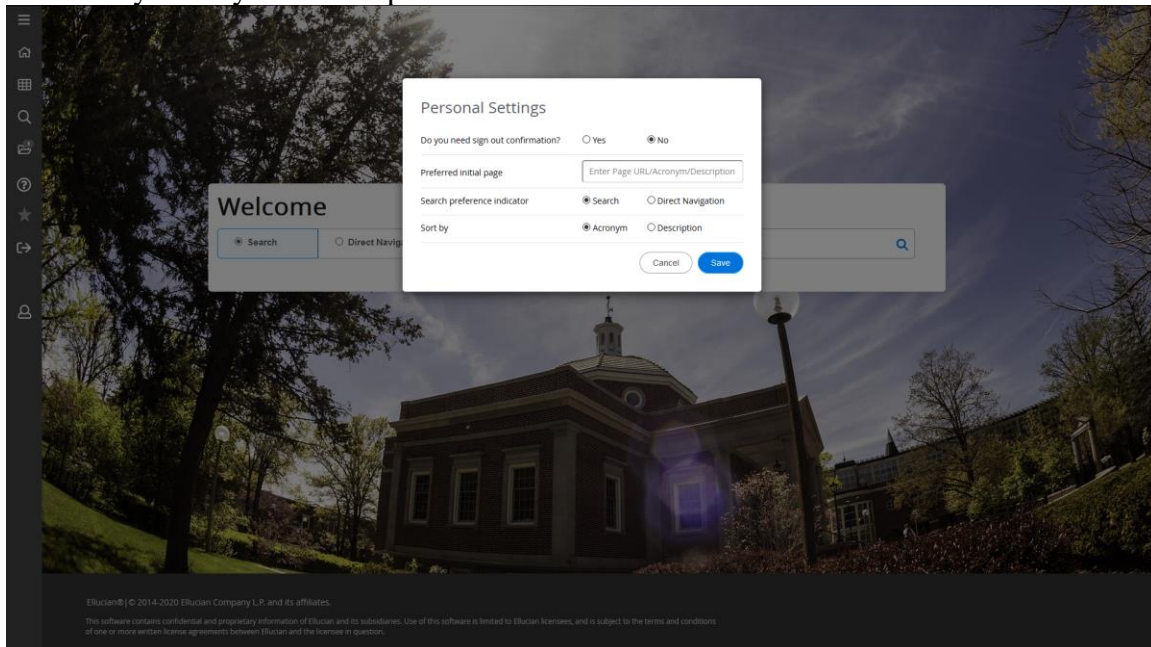


# Personal Settings and Favorites

You can customize your personal settings by going to the side menu, clicking on your name and choosing the 'Personal Settings' option.

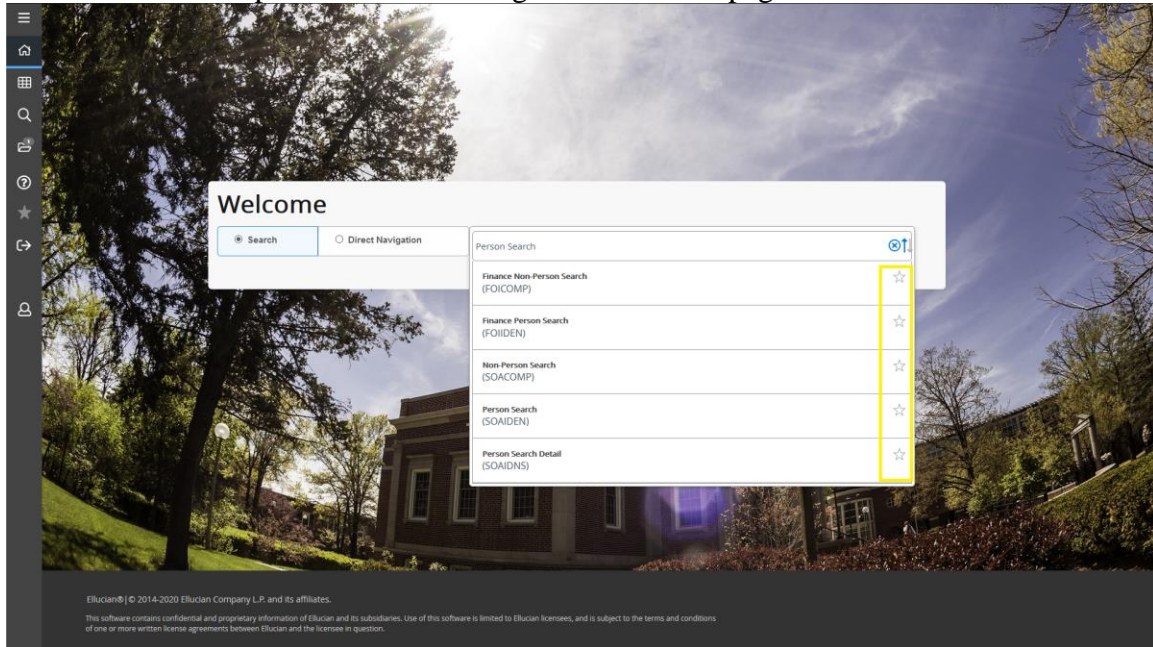


The Personal Settings menu will pop-up. On the Personal Settings menu, you can choose to have banner give you a sign out confirmation box, you can set the preferred initial page, which search preference you prefer (Search or Direct Navigation, it will default to the one of your choosing), and if you'd like your search options to be sorted by the Acronym or by the Description.



If you set a preferred initial page, Banner will go to this page instead of the homepage when you sign in to Banner 9.

To add a Banner 9 page to the Favorites menu, click on the star (highlighted in yellow) next to the search option when searching for a Banner 9 page.



## APPENDIX A: Pop-up Blockers

- **Popup windows have been suppressed.**

Popup windows must be allowed for this site.

Follow the steps below to add this site to the list of exceptions for suppressed popups.

---

### **If your browser is Netscape 7.1 or Mozilla 1.5 or higher...**

1. Open the Preferences dialog under the browsers Edit menu.
2. Scroll down to the Privacy & Security Category in the left column and expand it by clicking on the arrow.
3. Click on the Popup Windows topic.
4. Here you should see an option selected to block unrequested popup windows.
5. Click the Allowed Sites button to the right of it.
6. In the Add field, add the URL below, and click the Add button.  
**truview.truman.edu**
7. Click OK in the Allowed Sites screen, then click OK again for the Preferences screen.
8. Now click the Continue button on this screen.

### **If your browser is Internet Explorer 6 and you are running the Windows XP operating system with Service Pack 2 (SP2)...**

1. Open the Tools menu.
2. Click on the Pop-up Blocker sub menu.
3. Click on the Pop-up Blocker Settings option.
4. In the Add field, add the URL below, and click the Add button.  
**truview.truman.edu**
5. Click the Close button.
6. Now click the Continue button on this screen.

### **If your browser is Safari 1.2 or higher...**

1. Open the Safari menu.
2. Here you should see the Block Pop-up Windows option checked.
3. If there is a check mark next to it, click it and then click the Continue button at the bottom of the page.
4. If there is not a check mark, you probably have some other pop-up blocker running. Follow the next set of instructions.

### **If your browser is anything else, or if either of the above sets of instructions didn't work...**

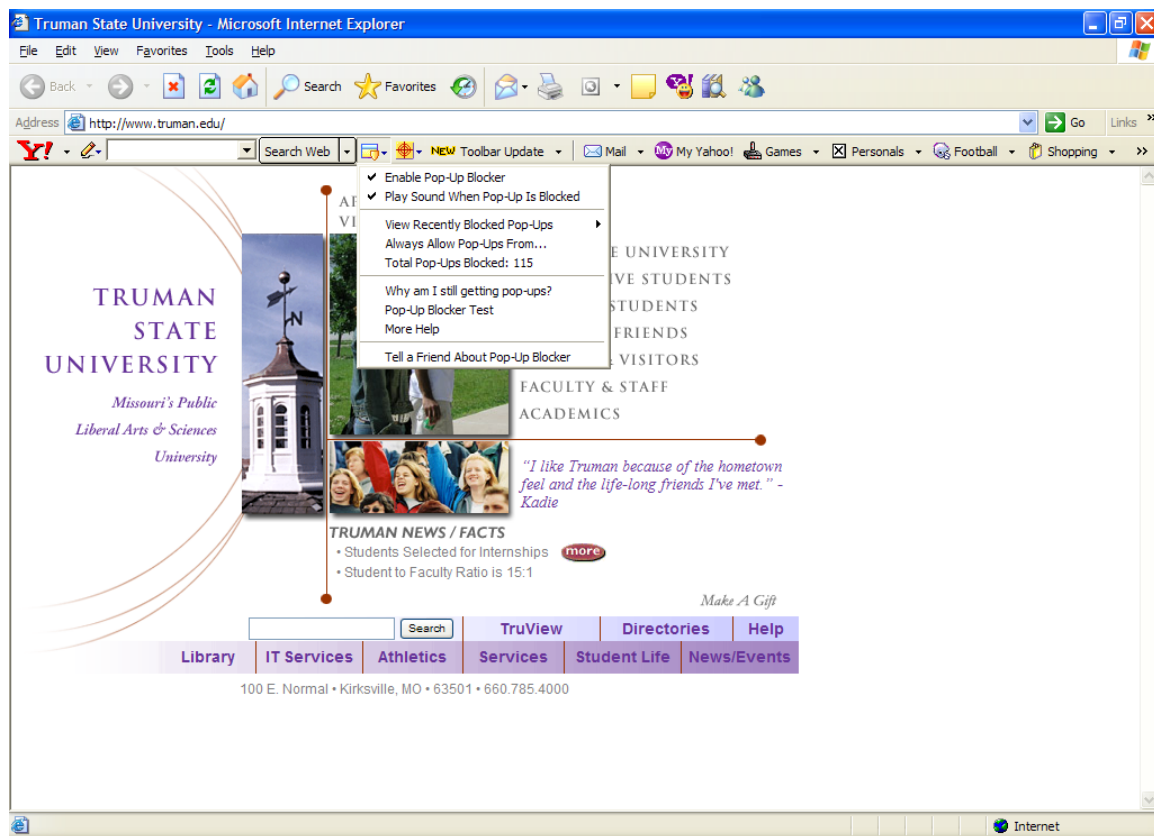
1. You probably have a 3rd party pop-up blocker.
2. You will need to find and add this site to its list of allowed sites.

3. Once completed you can click the Continue button on this screen.

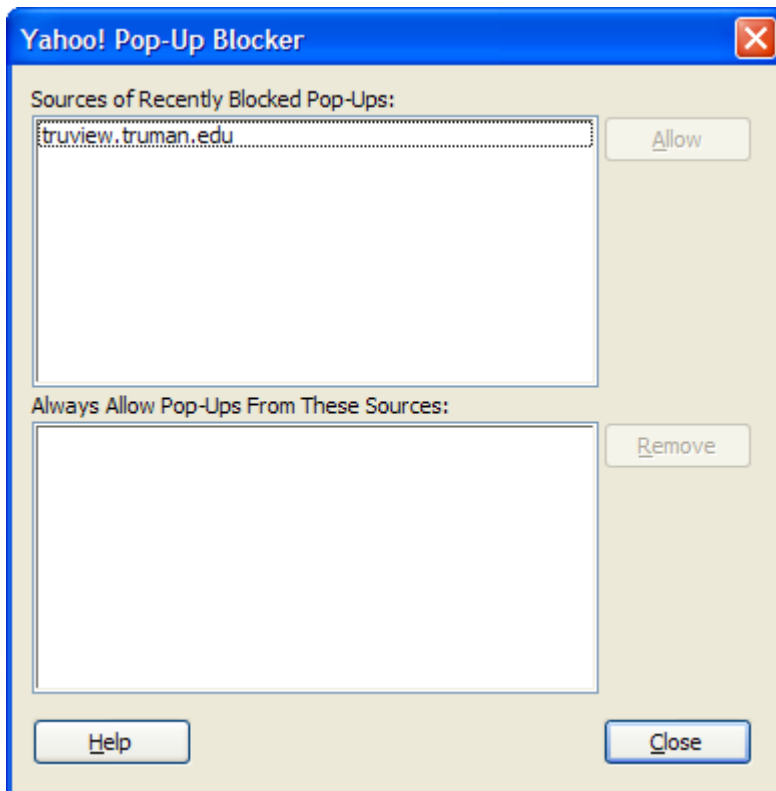
Instructions for disabling a sampling of 3<sup>rd</sup> party popup blockers are provided below.

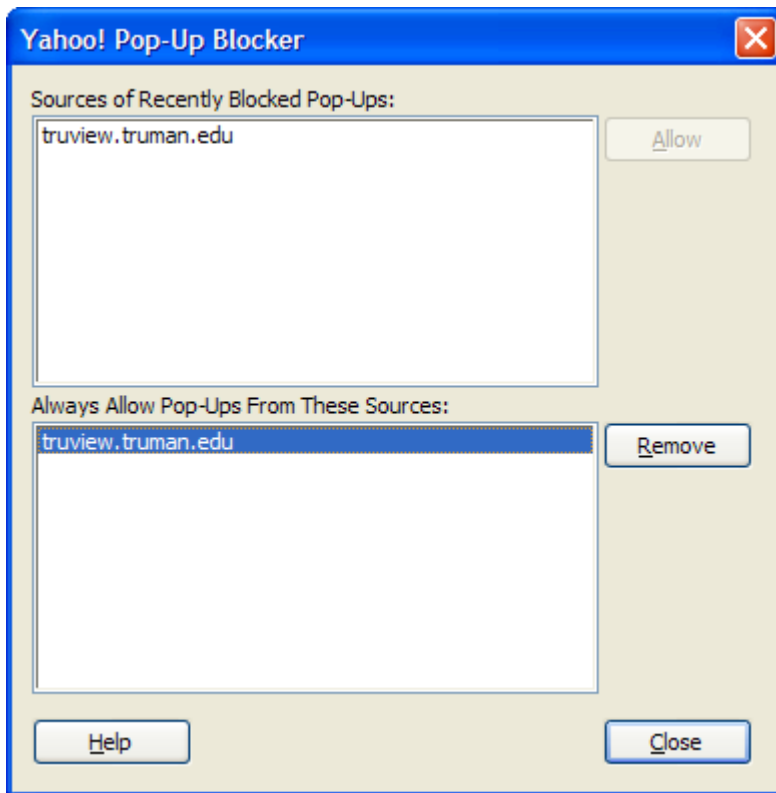
## Yahoo Pop-up Blocker

While in your browser, look for a toolbar that contains a red 'Y.' This is your Yahoo toolbar. Click on the small button located next to the "Search Web" button. Clicking on the button causes the following drop-down box to appear:



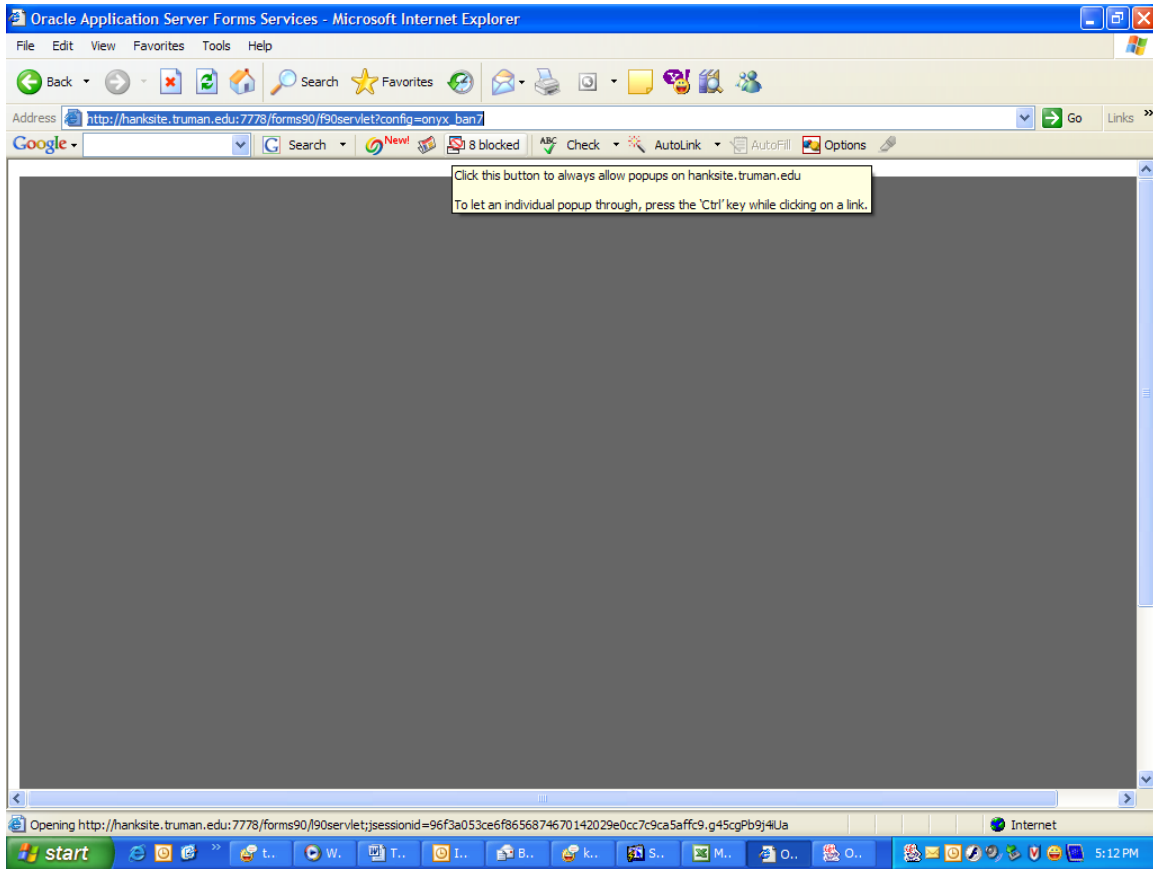
Click on "Always Allow Pop-Ups From" to see the Sources of Recently Blocked Pop-Ups. Click on the name of the source you wish to enable, and then click on the "Allow" button, followed by the "OK" button.



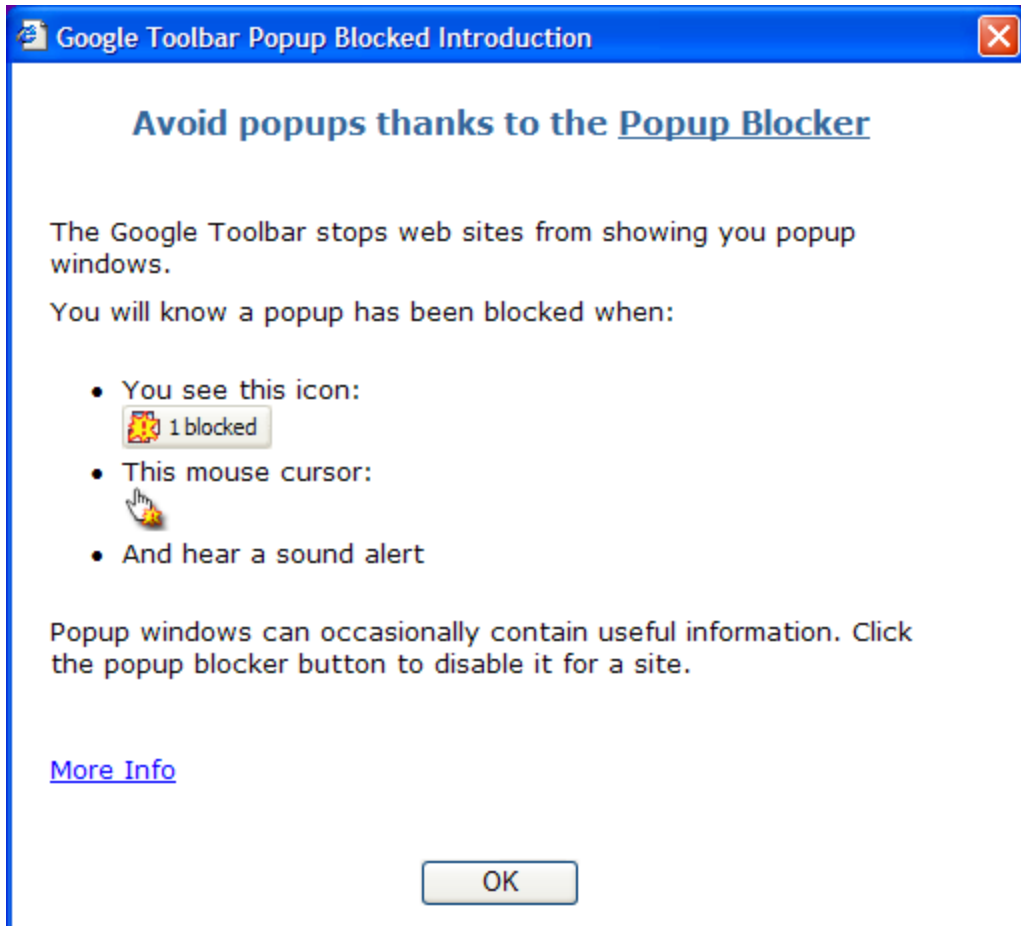


## Google Pop-up Blocker

While in your browser, with the BANNER 9 URL in the address box, look for a toolbar that contains the word “Google.” This is your Google toolbar. Click on the small button that indicates the number of pop-ups blocked. Clicking on the button causes the following message box to appear:







To add a site to your approved list, (referred to by Google as your "whitelist"), visit the site and press the Popup Blocker button. The button text will change to read "Popups okay," indicating that the Popup Blocker is disabled on the site in question.

## **APPENDIX B: Creating a Personal Menu in Banner**

Pages used in creating a personal menu include:

GUAPMNU to select your personal menu items

GUAUPRF to set your preferences

Your personal menu may use menu items that are most important in your daily work, including: pages; menus; reports; and quickflows.

### **STEP ONE: Define Your Personal Menu**

- Using “Go To”, go to GUAPMNU
- Place the cursor in a blank Name field in the right pane
- Enter the object’s 7-character name
- Press “Enter” – the object description will appear in the right pane – you can customize the object description by deleting it and typing a description of your choice
- Save your changes by clicking the “Save” icon or by pressing “F10”

### **STEP TWO: Define Your Menu Preference**

- Using “Go To,” go to GUAUPRF
- Click on the “Menu Settings” tab and enter “\*PERSONAL” in the User Default field
- Press the tab key
- Click “OK” – you will need to log out and back into BANNER 9 to see your menu items displayed

efluccanMy Banner Maintenance GUAPRMU 9.3.14 (ADMIN)

ADDRETRIEVERELATEDTOOLS

Personal Menu: GEVANS

MENU MAINTENANCE

InsertDeleteCopyFilter

Type \* Oracle Forms module

Object *	Description *
TSA1098	1098-T Tax Information
FTMTYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PIA1099	1099-R
PTV1099	1099-R Distribution Code Validation
RNADV16	2015-2016 Applicant Override
READ16	2015-2016 Grant Disbursement/Acknowledgement Form
READR16	2015-2016 Grant Origination/Acknowledgement Form
RNMS16	2015-2016 Miscellaneous Results Inquiry
RNANA16	2015-2016 Need Analysis
RNAVR16	2015-2016 Need Analysis Document Verification
RNRGL16	2015-2016 Need Analysis Global Policy Options Rules
RNAPR16	2015-2016 Need Analysis Processing
RNAS16	2015-2016 Need Analysis Result
RNASL16	2015-2016 Student Loan Data
RNASU16	2015-2016 Supplemental Need Analysis
RNADV17	2016-2017 Applicant Override
READ17	2016-2017 Grant Disbursement/Acknowledgement Form

Record 1 of 2489

125 of 125 Per Page

Object Selection

Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
NBAJOBS	Employee Jobs
PIA1099	1099-R
SWRES29	DF Stu ID, Name, Add, Hrs GPA
STVDEPT	Department Code Validation

Insert SelectionRemove SelectionInsert AllRemove All

Record 1 of 5

1 of 1 Per Page

EDITRecord: 1/5

OURMENU: OURMENU\_OBL\_NAME(1)

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SAVE

efluccanGeneral User Preferences Maintenance GUAPRPF 9.3.16 (ADMIN)

ADDRETRIEVERELATEDTOOLS

Display OptionsDirectory OptionsMy LinksMenu SettingsLDAP

InsertDeleteCopyFilter

STARTING MENU OPTION

Description

Enter the name of your preferred start-up menu

Default Value

\*MENU

User Default

\*MENUProducts Menu

Record: 1/1

OURMENU: MENU: OURMENU\_VAL(1)

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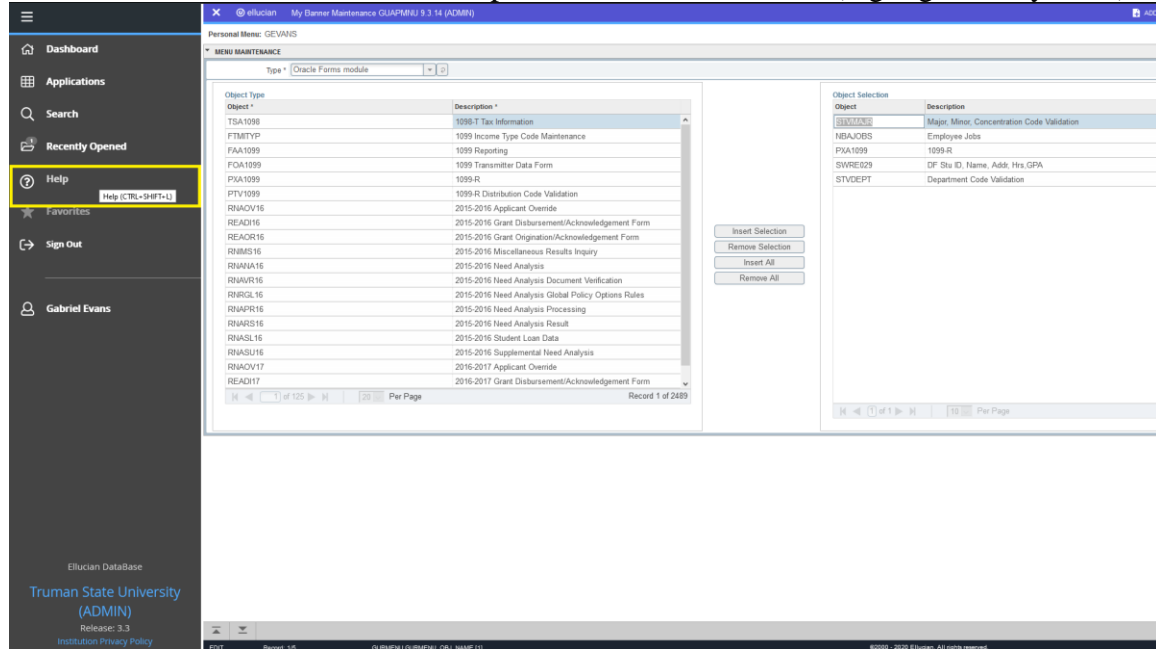
SAVE

efluccan

# APPENDIX C: BANNER ONLINE HELP

## Online Help

There is a link to the BANNER 9 Help Center on the side menu (highlighted in yellow).



Clicking on this link while on a Banner 9 page will open a separate window containing the Ellucian help page for that specific Banner 9 page. If you use a pop up blocker, you will need to make sure you have it disabled or the On Line Help window will not open! On Line Help contains valuable inpageation that will help you as you use Banner.

