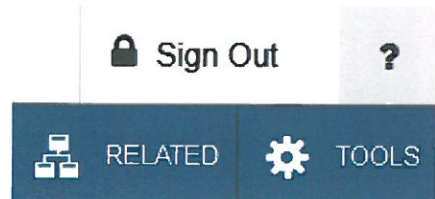


Banner 8 to Banner Administrative Pages Differences

Menu Differences

File Edit Options Block Item Record Query Tools Help

is now in



The menu bar items in Banner 8 have now been utilized from the Banner Administrative Pages buttons for "RELATED" items (**Alt+Shift+R**) and "TOOLS" (gear icon) (**Alt+Shift+T**) found at the top, right of the page.

EXAMPLE:	Banner 8	Options > Next Action
	Banner Administrative Pages	Tools > Options > Next Action

Searching / Filtering

In the Banner Administrative Pages, the terminology for 'searching' is now referred to as 'filtering'.

There is a new screen for filtering (keyboard shortcut F7).

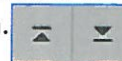
If you have already entered search criteria, pressing 'F7' does not always clear those filters, but sometimes leaves the filters you have previously entered. The 'F8' key still works to apply your search/filter criteria.

Previous / Next Section


In the Banner Administrative Pages, 'Blocks' are now referred to as 'Sections'.

For keystroke shortcut users, the new keyboard shortcut 'Alt+Page Down' should work anytime you used the 'Next Block' navigation of 'CTRL+Page Down'.

For point-and-click/mouse users, there are new buttons on the bottom left of the window that allow you to go to the previous (Alt+Page Up) or next (Alt+Page Down) section.




Go / Start Over

The 'Go' button  on the top right of the page navigates to the main/first section of a page, after the initial parameters are entered on a page, similar to how it is done in Banner 8. Once in the next section, the 'Go' button will change into a 'Start Over' button.

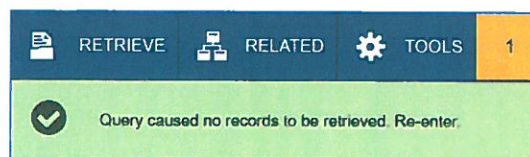
The 'Start Over' button is the Banner Administrative Pages replacement for the 'Rollback' button used in Banner 8. Alternatively, the 'F5' key can be used to perform the 'Start Over' function.

Closing a Page

The 'Page Close' button  has moved to the top left of the page. The keyboard shortcut 'CTRL+Q' may also be used to close the current page.

Notifications

Warnings and Errors now appear in the top right corner of the screen, below the 'Tools' button. Please note that they will cover the 'Start Over' / 'Go' button as well as other items in that corner of the screen until you dismiss the notification by clicking the box noting the number of errors, in the top right corner.



Banner Keyboard Shortcuts

The Following table displays the Keyboard Shortcuts used to navigate Banner 8 and the updated Keystroke Shortcuts for Banner Administrative Pages.

Action	Banner 8	Banner Admin
Application Navigator		
Access Help	Banner Admin. keyboard shortcuts will work in Banner 8 if Application Navigator is running and the shortcut configuration settings have been applied.	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	Notapplicable	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
Copy	CTRL+C	CTRL+C
Count Query	SHIFT+F2	SHIFT+F2
Cut	CTRL+X	CTRL+X
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+DownArrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1

Action	Banner 8	Banner 9
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
Paste	CTRL+V	CTRL+V
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Redo	Not Applicable	CTRL+Shift+Z
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
Undo	Not Applicable	CTRL+ Z
Up/Previous record	Up Arrow	Up Arrow
Workflow		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W