



Banner 6
Software Support and Training
Central Connecticut State University

Banner 6

Navigation

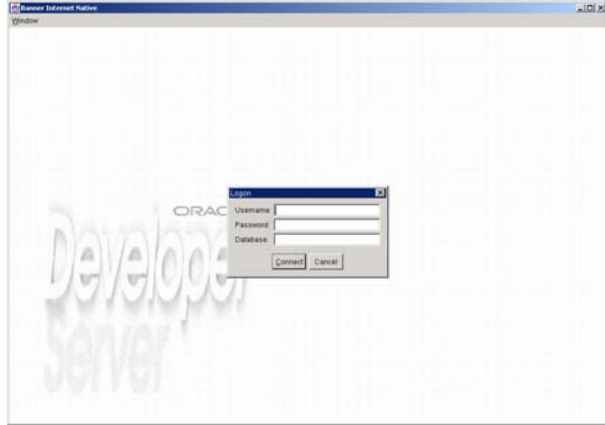
Table of Contents

LOGGING IN TO BANNER 6	1
NAVIGATING TO A FORM	1
USING THE MAIN SCT BANNER MENU	2
USING THE MY BANNER MENU	2
USING THE GO FIELD	3
USING FORMS	3
COMPONENTS OF A BANNER FORM	3
STANDARD BUTTONS ON THE HORIZONTAL TOOLBAR.....	3
NAVIGATING IN A FORM.....	4
CUSTOMIZING THE MENU THAT OPENS BY DEFAULT	5
SHOWING FORM NAMES	5
EXITING BANNER 6	6

Logging in to Banner 6

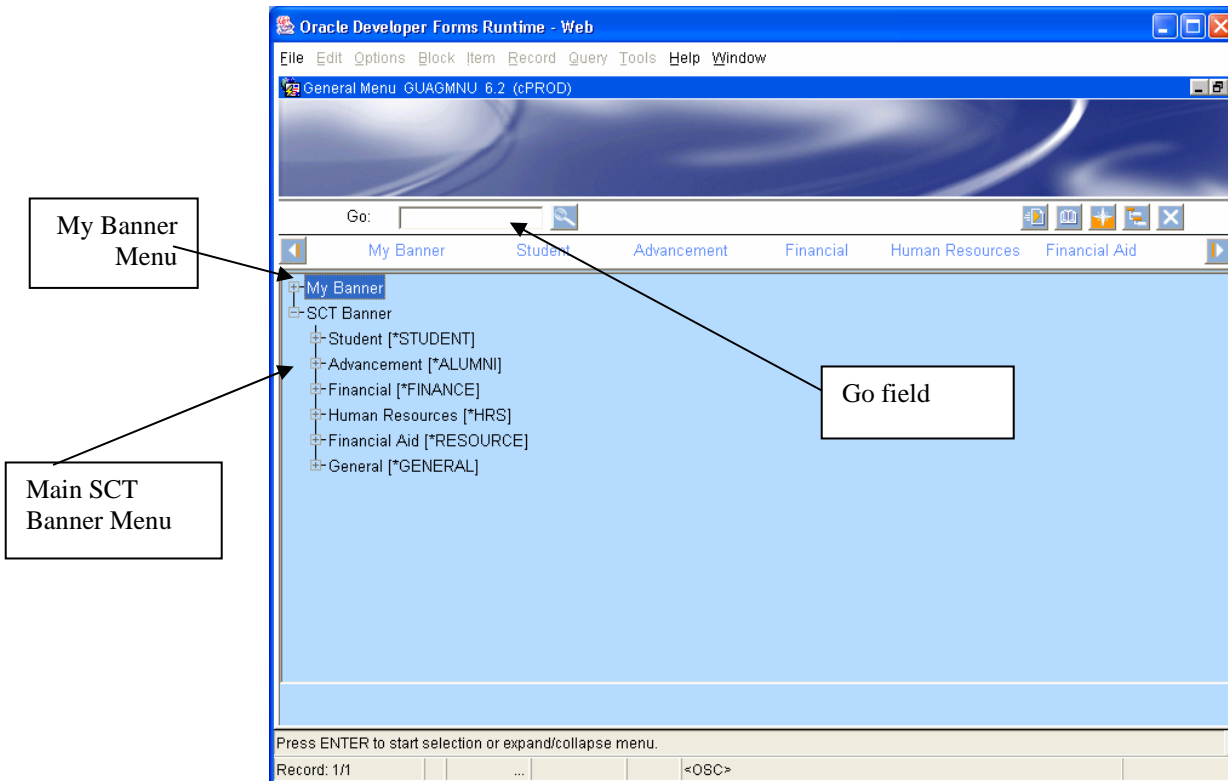
When you access Banner 6, two web windows will open. A window titled “IN Banner” will appear first and begin loading the plug-in needed to actually run Banner. Once that is finished, a second window will appear with the actual Banner program. **Both windows must remain open while you are using Banner** – if you close the window titled “IN Banner”, you will lose your Banner session. To log in to Banner 6:

1. Access the Banner 6 web page at <http://banner.ccsu.edu>
2. Click on the Banner Production – Internet Native Banner link
3. At the Login dialog box, enter your Username, Password and **CPROD** in the Database field (use the Tab key to move from field to field).
4. Click on the **Connect** button and Banner’s Main Menu will appear.



Navigating to a Form

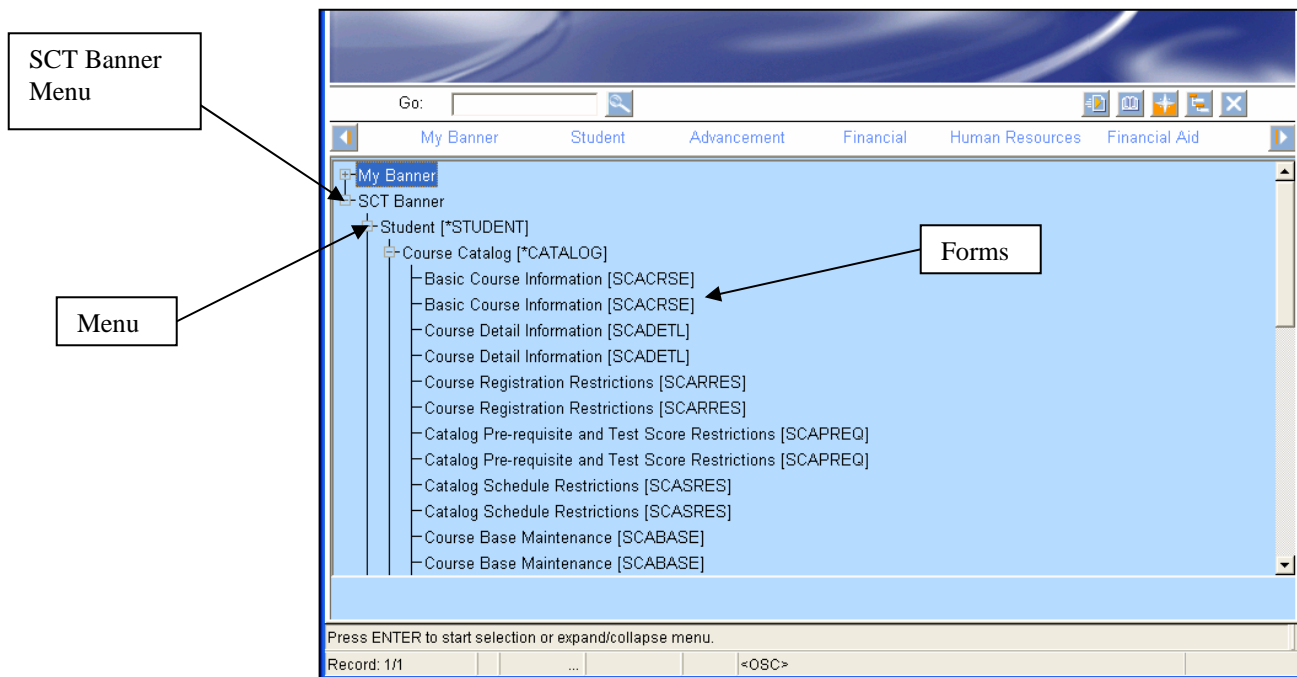
There are various ways to navigate to a form in Banner: using the Main SCT Banner Menu, the My Banner Menu or the Go field.



Using the Main SCT Banner Menu

The Main SCT Banner Menu lists all of the menus in the Banner system. To use this menu to navigate to a form:

1. If the SCT Banner menu is not expanded, click on the plus (+) sign next to or double-click the SCT Banner menu. You will now see all of the SCT Banner menus (Student, Finance, Financial Aid, Human Resources, Advancement)
2. Click on the plus (+) sign next to or double-click on the name of the menu you want to open. You will now see a list of the sub-menus under the menu you opened.
3. Click on the plus (+) sign next to or double-click on the name of the sub-menu to open. You will now see the form names in that menu and possibly additional sub-menus. To open a form, double-click on the form name - the form will open and your cursor will be in the Key Block.



Using the My Banner Menu

The My Banner menu, located at the top of the Main Menu, is a menu that you set up to include the menus and forms that you use most often. To use the My Banner Menu to navigate to a form:

1. Click on the plus (+) sign next to or double-click on the My Banner menu
2. Double-click on the form name. The form will open and your cursor will be in the Key Block.

(Note: If you have not set up your My Banner menu, the instructions for setting one up can be found at <http://www.ccsu.edu/bannersupport>)

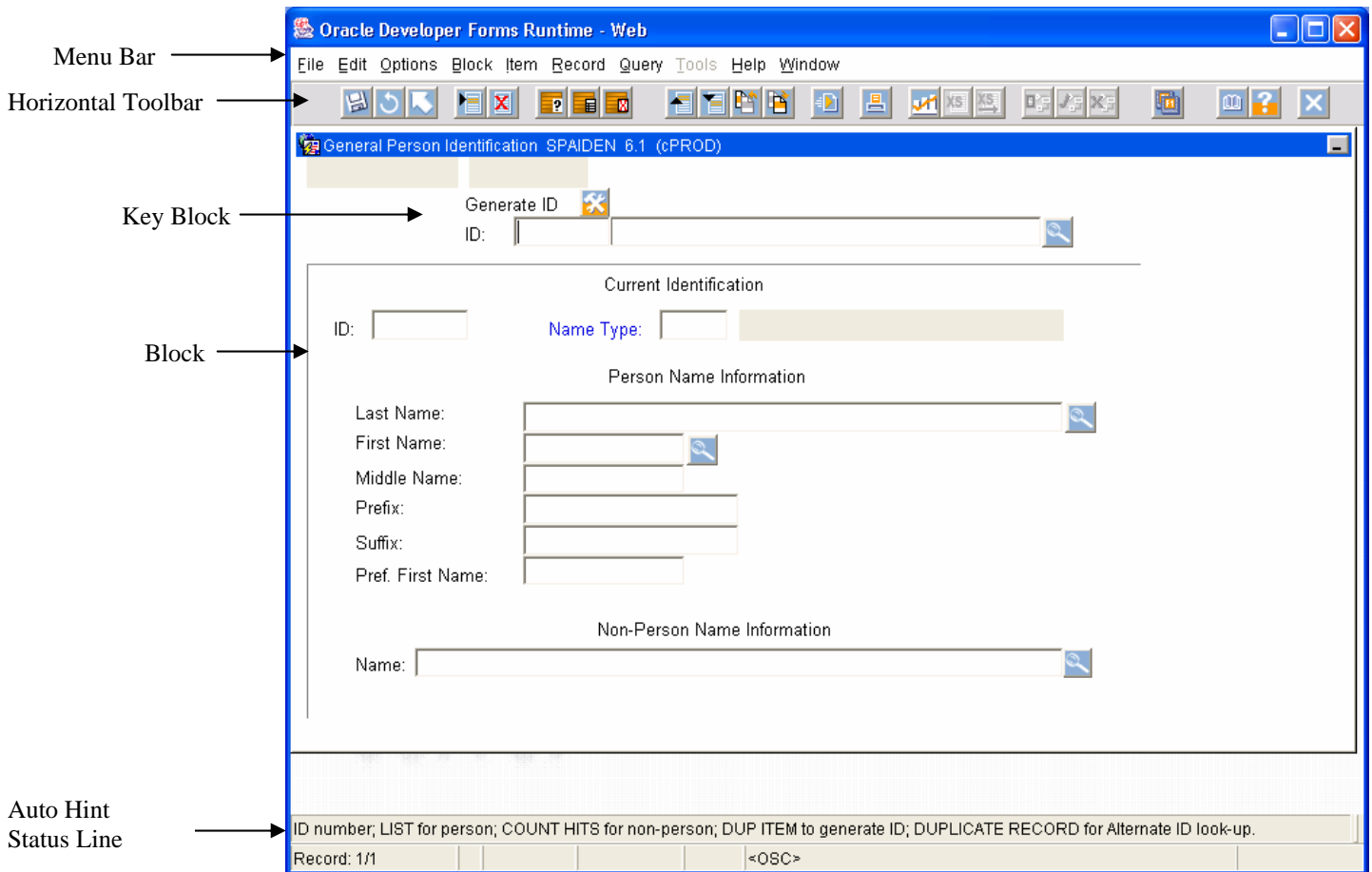
Using the Go field

The Go field is the fastest way to navigate directly to a form in Banner. Each form in Banner has a seven-character name associated with it, which you must know to use the Go field. To use the Go field to open a form:

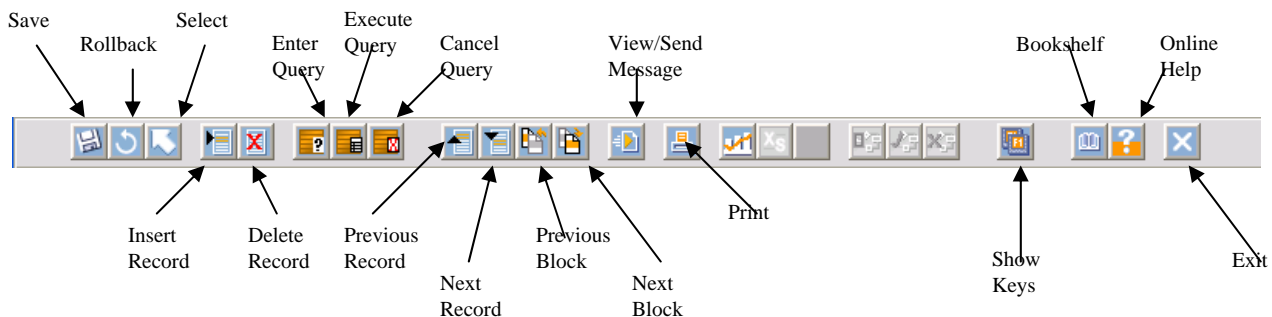
1. From the Banner Main Menu, click in the Go field
2. Enter the form's seven-character name (i.e. SPAIDEN)
3. Press Enter. The form will open and your cursor will be in the Key Block.

Using Forms

Components of a Banner Form




Standard Buttons on the Toolbar



Navigating in a Form

Next Block Function


To view data on a form, you must enter information in the Key Block, then perform a Next Block function. A Next Block function can be performed several different ways:

- Click on Block/Next on the Menu Bar
- Click on the Next Block icon  located on the Toolbar
- Press Ctrl + Page Down on your keyboard

Once you have performed a Next Block function, you can use your tab key or mouse to move between fields.

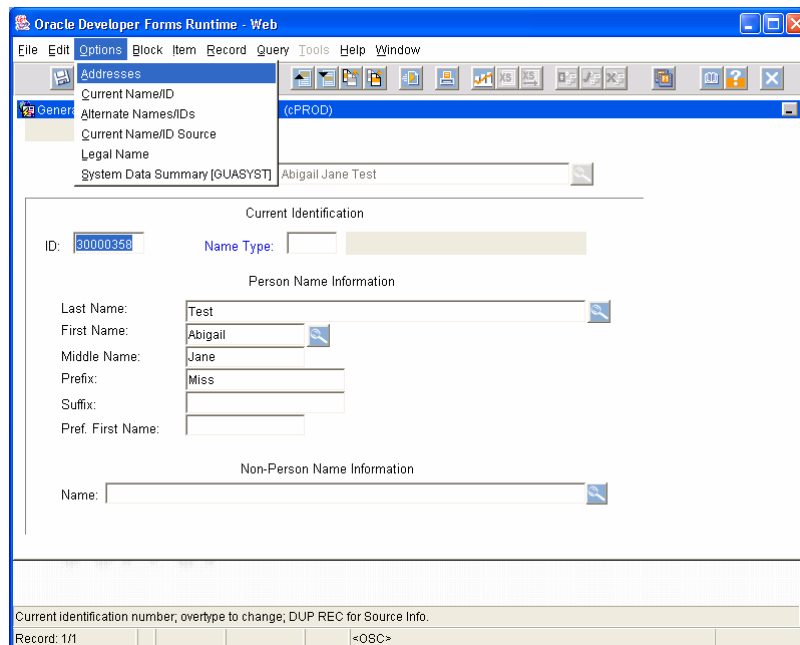
Rollback Function

Performing a Rollback function returns you to the Key Block in a form. A Rollback function can be performed different ways:

- Click on File/Rollback on the Menu Bar
- Click on the Rollback icon  located on the Toolbar
- Press Shift + F7 on your keyboard

Options Menu

Every form in Banner contains an Options menu, which used to navigate to different blocks of the current form or to navigate to other forms containing related information. Click on the Options menu, then click on an option to access it. You can also use shortcut keys to access Options – press Alt+O to open the Options menu, then press the underlined letter to access that Option. On SPAIDEN, for example, pressing Alt+O then the letter A will access the Address block.



The screenshot shows the Oracle Developer Forms Runtime - Web interface. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, Help, and Window. The Options menu is open, showing a tree view with 'Addresses' selected. The main form area displays the following fields:

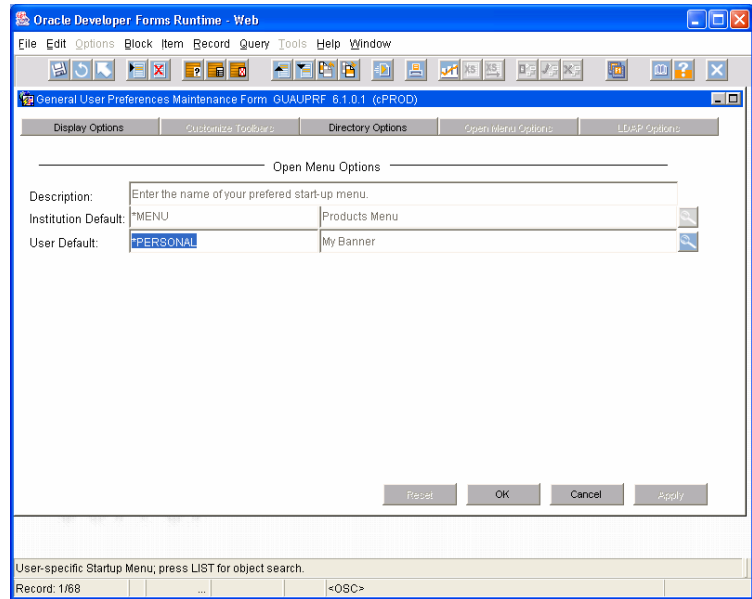
- Current Identification:** ID: 80000358, Name Type: []
- Person Name Information:**
 - Last Name: Test
 - First Name: Abigail
 - Middle Name: Jane
 - Prefix: Miss
 - Suffix: []
 - Pref. First Name: []
- Non-Person Name Information:** Name: []

At the bottom, a status bar shows: Current identification number, oveltype to change; DUP REC for Source Info. Record: 1/1 <OSC>

Customizing the Menu that Opens by Default

In Banner 6, you can customize which menu opens by default when you log in to Banner - for example, you could have the Student menu or your My Banner menu open by default. To set which menu opens by default:

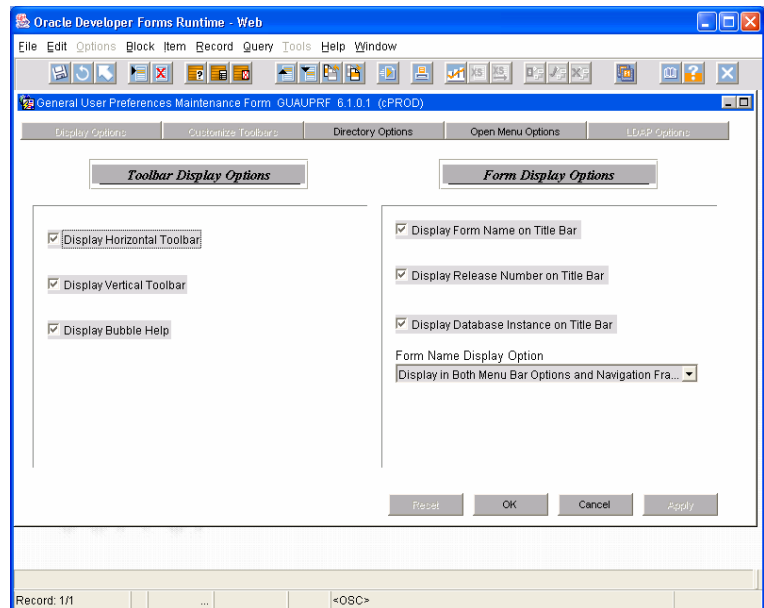
1. From the Banner Main Menu, click on File
2. Click on Preferences
3. Click on the Open Menu Options button located at the top of the Preferences Maintenance form
4. Click in the User Default field and enter an asterisk (*) followed by the menu name (for example, *PERSONAL to set you're my Banner menu to open by default or *STUDENT to set the Student menu to open by default), then press the tab key to see the description
5. Click on the OK button. You will receive a message saying your changes will not take place until you log off and log back in to Banner – click on OK to this message
6. Exit Banner, then log back in and your settings will take effect



Showing Form Names


In Banner 6, you can set up the menus to show the 7-character form names:

1. From the Banner Main Menu, click on File
2. Click on Preferences
3. Click on the down-arrow under Form Name Display Option
4. Click on Display in Both Menu Bar Options and Navigation Frame
5. Click on the OK button. You will receive a message saying your changes will not take place until you log off and log back in to Banner – click on OK to this message
6. Exit Banner, then log back in and your settings will take effect

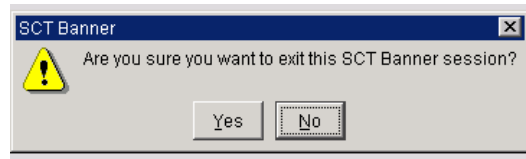


Exiting Banner 6

There are two ways to exit in Banner:

- Click on File/Exit
- Click on the Exit icon  located on the Toolbar
- Press Ctrl + Q on your keyboard

If you are on a form, the Exit command will close the current form (or block if you are on a block of the form). If you are at the Main Menu, the Exit command will allow you to exit Banner. If you choose to exit Banner completely, you will first be prompted with “Are you sure you want to exit this SCT Banner session?”, click on Yes to exit Banner.



After exiting Banner, the web browser window titled “IN Banner” will remain open – you can click on the Refresh button at any time to reopen the Banner window and log back in to Banner. If you are completely finished with Banner after logging out, simply close the “IN Banner” window.

