

ellucian.

Banner 9.x Getting Started Guide

August 2014



Banner®, Colleague®, PowerCampus™, and Luminis® are trademarks of Ellucian Company L.P. or its affiliates and are registered in the U.S. and other countries. Ellucian®, Ellucian Advance™, Ellucian Degree Works™, Ellucian Course Signals™, Ellucian SmartCall™, and Ellucian Recruiter™ are trademarks of Ellucian Company L.P. or its affiliates. Other names may be trademarks of their respective owners.

©2012-2014 Ellucian Company L.P. and its affiliates.

Contains confidential and proprietary information of Ellucian and its subsidiaries. Use of these materials is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

In preparing and providing this publication, Ellucian is not rendering legal, accounting, or other similar professional services. Ellucian makes no claims that an institution's use of this publication or the software for which it is provided will guarantee compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Prepared by: Ellucian
4375 Fair Lakes Court
Fairfax, Virginia 22033
United States of America

Revision History

Publication Date	Summary
February 2012	New version that supports the release of Banner 9.x software.
August 2014	Updated with Ellucian branding. Reorganized and updated text throughout.

Contents

Introduction	6
Banner 9.x login	6
Banner 9.x logout	6
Single sign on between INB, SSB, and Banner 9.x	6
Banner 9.x naming conventions	7
System IDs	8
Module IDs	8
Object type codes	9
Banner 9.x User Interface	10
Basic navigation	10
Access and navigate within a page	10
Return to the key block	11
Display the Main Menu	11
Bread crumb trail	11
Notification Center	11
Key block	12
Sections	12
Buttons	12
Go To... button	12
Tools button	13
Additional Information button	13
Insert button	14
Collapse and expand buttons	14
Section navigation buttons	14

Required fields	14
Field display options	14
Dates	15
Lookups	16
Filtering	17
Advanced filtering	19
Help	20
Online help	20
Item Properties	21
Advanced Features	22
Menu maintenance	22
Add a menu option to the administrative menu	22
Disable a menu option on the Banner 8.x administrative menu	23
Add a menu option to the self-service menu	24
Value-Based Security	25
Supplemental Data Engine	26
Multi-Entity Processing	26
Examples	26
Institution assignments	27
Data masking	28
Determine the block ID and the item ID	28
Create a masking rule	28
Object maintenance	30
Security auditing	31
Related pages	31

Data extract	31
Enable the data extract option	32
Extract data	32
Terminology	33
English	33
Spanish	35
Portuguese (Brazil)	38
Arabic	40
French (France)	43
French (Canada)	46
Keyboard Shortcuts	49
English	49
Spanish	50
Portuguese (Brazil)	52
Arabic	53
French (France)	55
French (Canada)	56
Troubleshooting	58
Sign in page	58

Introduction

This chapter gives the login and logout steps for Banner® 9.x. This chapter also provides naming conventions for the objects that are currently available in Banner 9.x.

Banner 9.x login

Use the following steps to log in to Banner 9.x.

1. Launch your web browser and enter the URL for Banner 9.x application.
2. Enter your username and password on the Banner 9.x Sign In page.
3. Click **Sign In**. The Banner Main Menu is displayed.

Bookmark for Banner 9.x applications

If you want to create a bookmark for a Banner 9.x application, use a link without extra parameters. For example:

```
http://yourhostname/yourmodule/banner.zul?page=mainPage
```

Banner 9.x logout

Banner 9.x uses cookies and caching. If you do not sign out completely, the next person who uses the computer might be able to access your work. It is important that you sign out and exit the browser.

Single sign on between INB, SSB, and Banner 9.x

Single sign on (SSO) between Internet-Native Banner (INB), Self-Service Banner (SSB), and Banner 9.x applications uses Central Authentication Service (CAS) to provide a common authentication mechanism. If you are not using CAS, you must log in to INB, SSB, and Banner 9.x separately.

To implement SSO between INB, SSB, and Banner 9.x, the following components must be configured:

- The SSO Manager must be installed and configured for authentication with CAS. The SSO Manager is a CAS client for INB and SSB that allows CAS-based single sign on

from Banner 9.x. The SSO Manager is a component of Banner Enterprise Identity Services (BEIS) and can be downloaded from the Ellucian Download Center under the Banner General product. Refer to the *Banner Enterprise Identity Services Installation Guide* for details.

- The Banner 9.x applications must be configured for authentication with CAS. Refer to the *CAS Single Sign On Handbook* for details.



Note: INB and SSB require the SSO Manager to implement CAS-based single sign on. Banner 9.x supports CAS natively and does not require the SSO Manager.

INB, SSB, and each Banner 9.x application has its own URL. When you first access one of these URLs, you are prompted to log in using CAS. Once that login is successful, you can access the other URLs without another login. You can work in INB, SSB, and Banner 9.x, accessing each respective URL without multiple logins.

Banner 9.x naming conventions

Some Banner objects are available in Banner 9.x. Other Banner objects must be accessed with Banner 8.x. The following sections provide general guidelines for naming the objects that are available in Banner 9.x.



Note: If your institution maintains or creates custom Banner 9.x objects, you must use established naming conventions. Refer to the 8.x version of the *Banner General Getting Started Guide* for a complete list of Banner naming conventions.

Banner 9.x objects have a long name and a short (seven- or eight-character) name. For example:

Long name:	Basic Course Information
Short name:	SCACRSE

Each short name is built from the following components:

- System ID (one or two characters)
- Module ID (one character)
- Object type code (one character)
- Unique ID (four characters)

The following table shows examples of Banner short names:

Short name	System ID	Module ID	Object type code	Unique ID
SCACRSE	S Student	C Catalog	A Application	CRSE Basic Course Information
STVRSTS	S Student	T Validation page/table	V Validation page/table	RSTS Course Registration Status Code Validation
GEAATID	G General	E Event Management	A Application	ATID Event Registration

System IDs

The first component of a Banner object name is a one- or two-character code that identifies the primary system associated with the page, report, job, or table. In most cases, the system ID is the same as the system indicator on the GTVSYSI table.

The following system IDs are currently available in Banner 9.x:

System ID	System
G	Banner General
S	Banner Student

Some objects with these system IDs are currently available in Banner 9.x. Other objects with these system IDs must be accessed with Banner 8.x.

Objects with all other system IDs must be accessed with Banner 8.x.

Module IDs

The second component of a Banner object name identifies the module associated with the page, report, job, or table. The following module IDs are currently available in Banner 9.x:

System ID	Module ID	Module
G	E	Event Management
	U	Utility

System ID	Module ID	Module
S	C	Catalog
	F	Registration/Fee Assessment
	G	General Student
	H	Grades/Academic History
	I	Faculty Load
	L	Location Management
	O	Overall
	P	Person
	S	Schedule
	T	Validation page/table

Some objects with these system/module IDs are currently available in Banner 9.x. Other objects with these system/module IDs must be accessed with Banner 8.x.

Objects with all other system/module IDs must be accessed with Banner 8.x.

Object type codes

The third component of a Banner object name identifies the type of page, report, job, or table. The following object type codes are currently available in Banner 9.x:

System ID	Object type code	Description
G	A	Application page
	I	Inquiry page
S	A	Application page
	I	Inquiry page
	Q	Query page
	V	Validation page/table

Some objects with these system IDs/type codes are currently available in Banner 9.x. Other objects with these system IDs/type codes must be accessed with Banner 8.x.

Objects with all other system IDs/type codes must be accessed with Banner 8.x.

Banner 9.x User Interface

This chapter describes the basic navigation and basic components of the Banner® 9.x user interface.

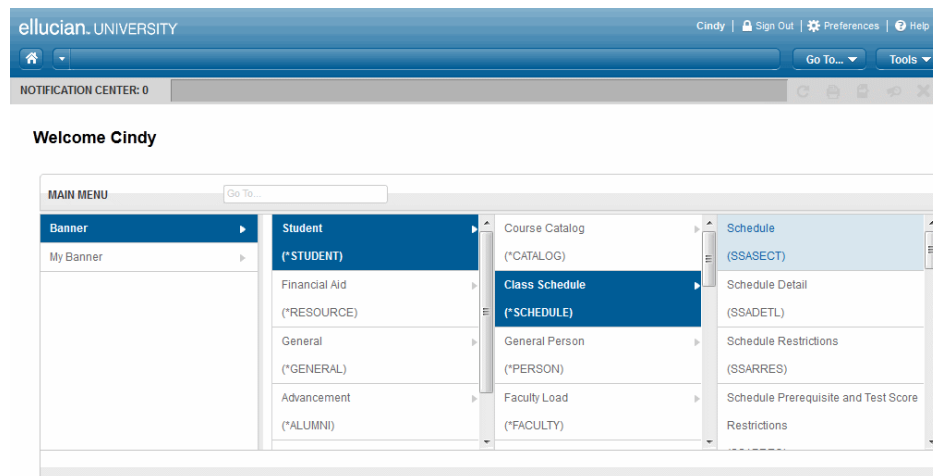
Basic navigation

The following sections provide basic navigation tips.

Access and navigate within a page

Use the following steps to access and navigate within a Banner 9.x page.

1. Log in to a Banner 9.x application. Refer to [“Banner 9.x login” on page 6](#) for details.
2. Use the Main Menu to select the product, application, and page.



OR


Use the **Go To** field on the Main Menu to access a page directly. You can enter all or part of the short name or long name.

3. Enter required information in the key block of the requested page.
4. Click **Go**.
5. Enter data in additional sections as needed.
6. Click **Save**.

Return to the key block

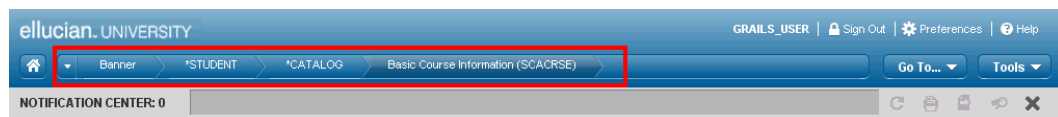
If you are on a page and want to return to the key block to enter new data, click **Start Over**.

Display the Main Menu

If you are on a page and want to display the Main Menu, click the  button between the Home button and the bread crumb trail.

Bread crumb trail

A breadcrumb trail, located at the top of the page, shows the path to the current page. You can click any item in the breadcrumb trail to open the Main Menu.

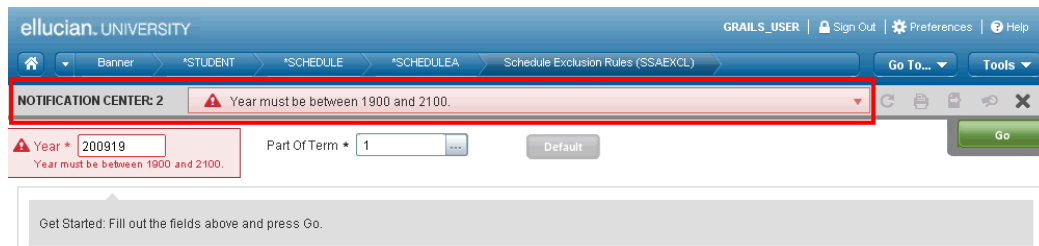


Notification Center

The Notification Center, located under the bread crumb trail, displays information such as:

- Key block, page, and field error messages (including links to page-level errors)
- System prompts
- Successful save of data
- Autohelp information
- Confidential and deceased messages
- Record-specific messages
- Number of messages to be corrected to continue in the page

The following sample shows an error message in the Notification Center:



Key block

The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the page. All information on the page refers to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, enterable fields in the key block are enabled. When you leave the key block, enterable fields in the key block are disabled.

Sections

Pages are divided into sections that contain additional details for the key information. Each section contains related information.

If a section cannot be modified, the phrase (*READ ONLY*) is displayed next to the section name. If a user has a query-only role for an entire page, the phrase (*READ ONLY*) is displayed next to the name of each section.

Sections of data are accessed by scrolling up and down the page. Some sections are accessed by using tabs that group information in a meaningful way. Subtabs denote child records of a parent or master section.

Buttons

Banner 9.x pages include several buttons.

Go To... button


The **Go To...** button, located next to the bread crumb trail, provides quick navigation as follows:

To access a specific page:	Click Go To... and enter the short page name (such as SCACRSE) or the long page name (such as Basic Course Information). Then click the returned page name.
To search for a page:	Click Go To... and enter three or more letters of the short or long page name. Then click the name of the desired page in the list of potential matches.
To go to an open page:	Click Go To... > Currently Open . Then click the name of the desired page in the list of currently open pages. Note: An icon is displayed next to the name of an open page if the page has unsaved changes.
To go to a recently opened page:	Click Go To... > Recently Opened . Then click the desired page name in the list of recently opened pages.
To go to a related page:	Click Go To... > Related to Current . Then click the desired page name in the list of related pages. Note: Related pages are the pages that appeared in the Banner 8.x Options Menu for page-to-page navigation.

Tools button

The **Tools** button is located next to the **Go To...** button. Select **Tools > View > Item Properties** to view properties for the current field. The properties that are displayed depend on the type of field.

Additional Information button

If supplemental data can be entered for a section, the  **Additional Information** button is displayed next to the section name. An active button is displayed as follows:

- The button is displayed with lines if supplemental data can be entered for the record.
- The button is displayed with a check mark if supplemental data already exists for the record.





If supplemental data cannot be entered for a section, the button is not displayed.

Refer to [“Supplemental Data Engine” on page 26](#) for more details.





Insert button

The **+** **Insert** button, located at the bottom of some sections, is used to add a record in that section.

Collapse and expand buttons

The  and  buttons are alternately located to the left of the section name. Use the  button to collapse the section. Use the  button to expand the section.

Section navigation buttons


The  **Next Section** and  **Previous Section** buttons are located at the bottom of each page. Use the  **Next Section** button to navigate to the next section of data. Use the  **Previous Section** button to navigate to the previous section of data.

Required fields

An asterisk (*) displayed next to a section name indicates the section contains a field that requires a value before you save the record.

An asterisk (*) displayed next to a field name indicates the field requires a value before you continue on the page.

Field display options

In sections that have multiple records, you can mouse over a field label to display the  button next to the field label. This button displays sort options (if available) and a list of fields in the section. You can:

- Select the **Sort Ascending** option (if available) to sort records in ascending order, based on the field value.
- Select the **Sort Descending** option (if available) to sort records in descending order, based on the field value.
- Select the check box next to a field name to display the field label in the section, or clear the check box next to a field name to remove the field label from the section.

The following example shows the display options for the **Source** field. You can sort in ascending order, sort in descending order, and choose whether the **Source** and/or **Agreement Date** fields should be displayed.

The screenshot shows the Banner 9.x interface for the 'TRANSFER INSTITUTIONS' table. The table has columns for 'Source' and 'Agreement Date'. A context menu is open over the 'Source' column header, showing options for 'Sort Ascending', 'Sort Descending', and checkboxes for 'Source' and 'Agreement Date'. The 'Source' column header has a small upward-pointing arrow, indicating it is currently sorted ascending.

If values for a field can be sorted, an up or down arrow next to the field name indicates the current sort order for the field. You can click the field label to reverse the sort order.

The screenshot shows the Banner 9.x interface for the 'TRANSFER INSTITUTIONS' table. The table is empty, displaying 'No Records to Display'. The 'Source' column header is selected, and a small downward-pointing arrow is visible next to it, indicating it is currently sorted descending.


Dates

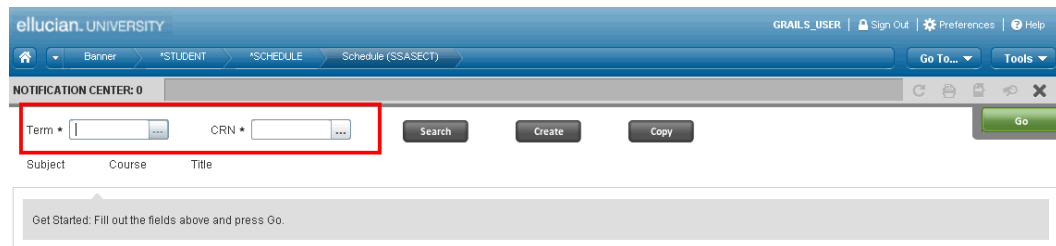
Each Banner 9.x application has a `messages.properties` file. Settings in this file determine how dates are entered and displayed. If you enter two or more characters for a date, Banner uses these settings to auto-complete the date.



Note: If you enter a single, non-numeric value for the date, Banner 9.x displays the system date.

Lookups



The lookup feature allows you to quickly look up a value for a field. The  **Lookup** button next to a field indicates the field has the lookup feature.



ellucian. UNIVERSITY GRAILS_USER | Sign Out | Preferences | Help

Banner *STUDENT *SCHEDULE Schedule (SSASECT) Go To... Tools


NOTIFICATION CENTER: 0

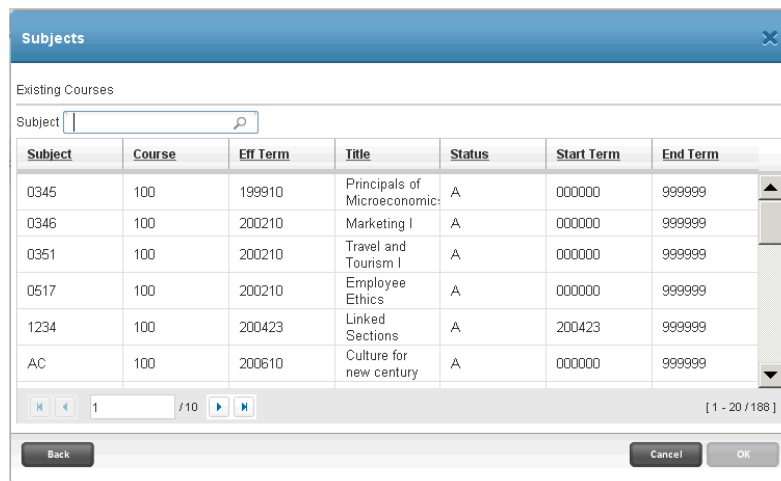
Term *  CRN *  Search Create Copy Go

Subject Course Title

Get Started: Fill out the fields above and press Go.

As you enter a value in a field that has the lookup feature, a list of potential matches is displayed. You can select a value from the lookup results.

You can also click the  **Lookup** button, enter a filter value, and press Enter to display results that match the filter criteria. Select a value and click **OK**, or double-click a value to return the value to the calling page.



Subjects

Existing Courses


Subject

Subject	Course	Eff Term	Title	Status	Start Term	End Term
0345	100	199910	Principals of Microeconomic:	A	000000	999999
0346	100	200210	Marketing I	A	000000	999999
0351	100	200210	Travel and Tourism I	A	000000	999999
0517	100	200210	Employee Ethics	A	000000	999999
1234	100	200423	Linked Sections	A	200423	999999
AC	100	200610	Culture for new century	A	000000	999999

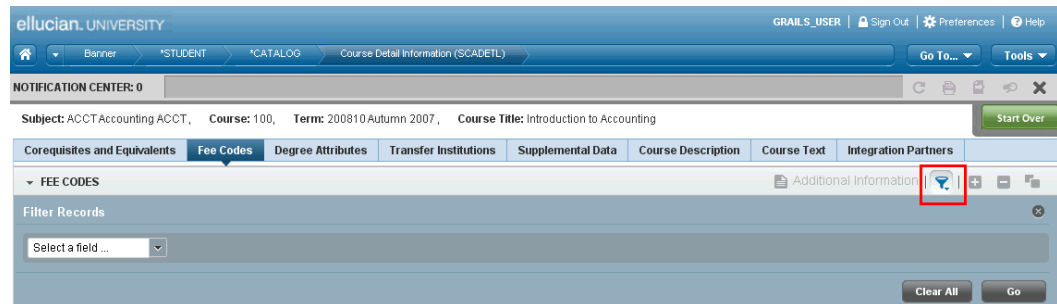
1 / 10 [1 - 20 / 188]

Back Cancel OK

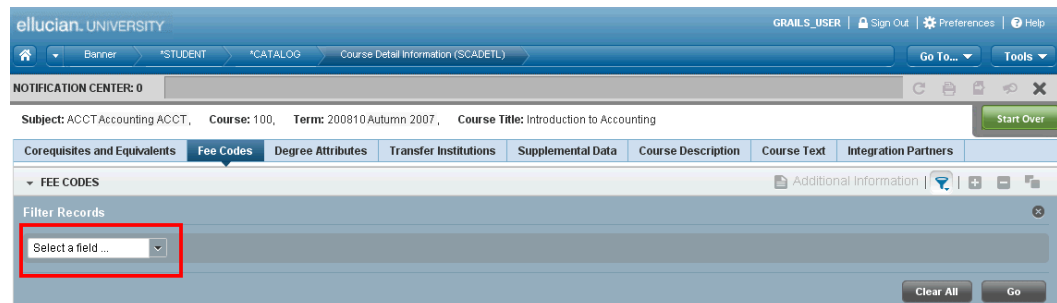
Filtering

You can filter data in a section if there is an active  **Filter** button next to the section name. Use the following steps to filter data in a section.

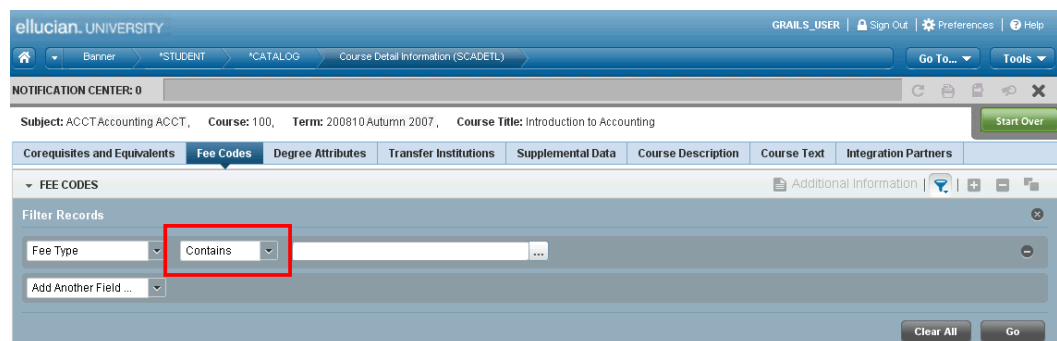
1. Click the active  **Filter** button for the section.



2. Choose the field you want to filter from the **Select a field...** drop-down list.



3. Choose an operator from the **Contains** drop-down list.

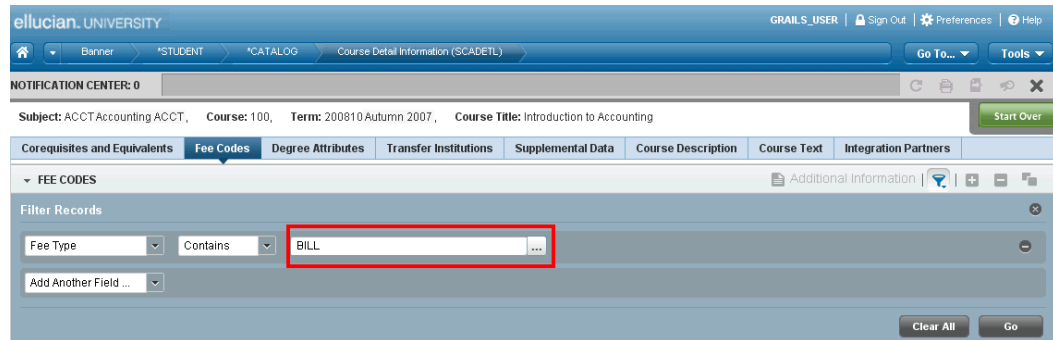


The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other). For example, the `Contains` operator is available for alphanumeric and other fields only.



The `Between` operator includes the values entered. For example, for codes “between” 1 and 5, the values 1, 2, 3, 4, and 5 are considered.

Required fields do not use the `Is Null` and `Is Not Null` operators.


4. Enter a value for the field that you selected.



The screenshot shows the Banner 9.x User Interface. At the top, the user is logged in as 'GRAILS_USER'. The navigation bar includes 'Banner', 'STUDENT', 'CATALOG', and 'Course Detail Information (SCADETL)'. The 'NOTIFICATION CENTER' shows 0 notifications. The course information is: Subject: ACCT Accounting ACCT, Course: 100, Term: 200810 Autumn 2007, Course Title: Introduction to Accounting. The 'Fee Codes' tab is selected, and the 'Filter Records' window is open. The 'Fee Type' dropdown is set to 'Contains', and the text input field contains 'BILL'. A red box highlights the input field. There is an 'Add Another Field...' dropdown below the filter criteria. At the bottom right of the filter window are 'Clear All' and 'Go' buttons.

5. (Optional) If you want to add another field to the filter criteria, choose a field from the **Add Another Field...** field, select an operator, and enter a value for the field that you selected. Repeat this step until all filter criteria are entered.
6. (Optional) If you want to remove a filter criteria, click  **Remove** next to the filter criteria.
7. (Optional) If you want to remove all filter criteria, click **Clear All**. Then re-enter the filter criteria.
8. When all filter criteria are entered, click **Go** to display the filter results.
The number of records retrieved is displayed at the top of the section.
If the results for a field can be sorted, an up or down arrow is displayed next to the field name. You can reverse the sort order by clicking the field label.
9. (Optional) If you want to perform another filter, click **Filter Again**.
10. (Optional) If you want to close the filter and display all unfiltered records, click  **Display all unfiltered results**.

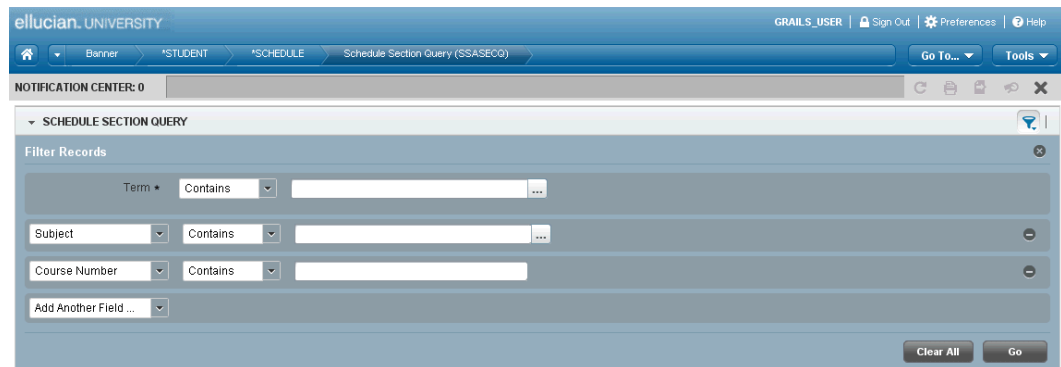


Note: The  **Display all unfiltered results** button is not available on pages that open to the Filter Record window.

Advanced filtering

Advanced filtering is implemented on Banner 9.x query pages. You can perform an advanced filter on any fields on these pages. Use the following steps to perform advanced filtering.

1. Access a page that uses advanced filtering. The Filter Records section is displayed.



2. For each displayed filter field:
 - 2.1. Choose an operator from the **Contains** drop-down list.

The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other). For example, the **Contains** operator is available for alphanumeric and other fields only.

The **Between** operator includes the values entered. For example, for codes “between” 1 and 5, the values 1, 2, 3, 4, and 5 are considered.

Required fields do not use the **Is Null** and **Is Not Null** operators.
 - 2.2. Enter a value for the field.
3. (Optional) If you want to add another field to the filter criteria, choose a field from the **Add Another Field...** field, select an operator, and enter a value for the field that you selected. Repeat this step until all filter criteria are entered.
4. (Optional) If you want to remove a filter criteria, click **Remove** next to the filter criteria.
5. (Optional) If you want to remove all filter criteria, click **Clear All**. Then re-enter the filter criteria.
6. When all filter criteria are entered, click **Go** to display the filter results.

The number of records retrieved is displayed at the top of the section.

If the results for a field can be sorted, an up or down arrow is displayed next to the field name. You can reverse the sort order by clicking the field label.
7. (Optional) If you want to perform another filter, click **Filter Again**.
8. When you have the results you want, choose a record and click **Select** to return the data to the calling page, or click **Cancel** to cancel the filter.



Note: If the page was accessed directly, the **Cancel** and **Select** buttons are disabled.

Help

Banner 9.x provides online help for pages, fields, and task. Banner 9.x also lists item properties for the field where the cursor is currently located.

Online help




Note: Your site administrator installs and configures online help. Instructions are contained in the *Banner Middle Tier Implementation Guide*.

Banner online help contains information about the pages, fields, and tasks for a specific Banner application. Online help is accessed in a web browser through Banner.

Help can also be made available offline by downloading a .zip file of online help for a Banner application and installing it on your local computer. You can use offline help even when you are not connected to Banner.


Help, whether accessed through Banner or locally, for each application includes a .pdf file that contains the same information in a print-ready format.

Access online help for the current page

Click  **Help** in the upper right corner to access online help for the current Banner page.


Browse to another page

When you are in online help, use the following steps to display help for another page in the application.

1. Click  in the upper left corner of the help page.
2. Select the **Contents** tab.
3. Browse to and click the name of the desired page.

Search for topics

When you are in online help, use the following steps to search online help in the application.

1. Click  in the upper left corner of the help page.
2. Select the **Search** tab.
3. Enter the search string.
4. Click **Go**.
5. Select the desired page from the displayed list.

Item Properties

Item Properties lists all properties for the field where the cursor is currently located. Item properties include the field's internal database name, whether it is required, type of data (character or numeric), and maximum length. The specific properties that are displayed depend on the type of field.

To display Item Properties for a field, place the cursor in the field and select **Tools > View > Item Properties**.

Advanced Features

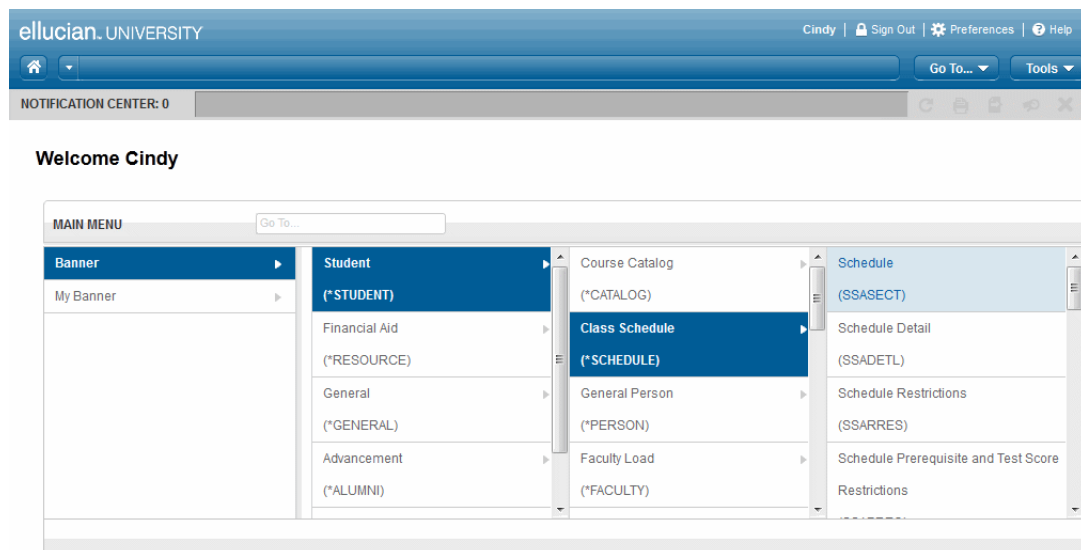
This chapter describes advanced Banner® 9.x features.

Menu maintenance

The Banner 9.x administrative and self-service menus provide easy access to administrative and self-service pages. The following sections give the steps for adding menu options to the administrative and self-service menus.

Add a menu option to the administrative menu

The administrative menu lets you select a product, application, and administrative page. The following graphic shows an example:



There are two ways to add an option to the Banner 9.x administrative menu. You can manually define the display option for a page by using the Object Maintenance (GUAOBS) page, or you can rebuild the menu.

Method 1 - Manually define the display option for a page

Use the following steps to manually define the option that displays a Banner 9.x page on the administrative menu.

1. Access the Banner9 Module and Page Maintenance (GUAPAGE) page in Banner 8.x.
2. Verify that the Banner 9.x page is defined on GUAPAGE.

3. Access the Object Maintenance (GUAOBS) page in Banner 8.x.
4. Scroll to or query the Banner 9.x page.
5. Set the **Banner8/Banner9 Display Option** to one of the following values:

All (Banner8 & Banner9)	Display the menu option on both the Banner 8.x and Banner 9.x menus.
Banner9 Only	Display the menu option on the Banner 9.x menu only.

6. Make sure that all parent menus for the page (going back to the Main Menu) have the **Banner8/Banner9 Display Option** set to one of the following values:

All (Banner8 & Banner9)
Banner9 Only

Example: The Basic Course Information (SCACRSE) page is displayed using the following menus: Student (*STUDENT) > Course Catalog (*CATALOG). Both the *STUDENT and *CATALOG menus need **Banner8/Banner9 Display Option** set to All (Banner8 & Banner9) or Banner9 Only.

7. Save all changes on GUAOBS.
8. Access the Banner 9.x administrative menu and test the link for the new menu option.

Method 2 - Rebuild the administrative menu

The menu option for a page is added to the Banner 9.x administrative menu when the menu is rebuilt. The administrative menu is automatically rebuilt whenever the following changes are made:

- An object description is changed on the Object Maintenance (GUAOBS) page.
- A menu item is changed on the Menu Maintenance (GUTGMNU) page.

The Banner 9.x page must be defined on GUAPAGE before the menu is rebuilt. Based on the presence of a GUAPAGE record, the rebuild automatically sets the **Banner8/Banner9 Display Option** on GUAOBS to the correct value for the new page.

After the menu is rebuilt, test the link for the new menu option.

Disable a menu option on the Banner 8.x administrative menu

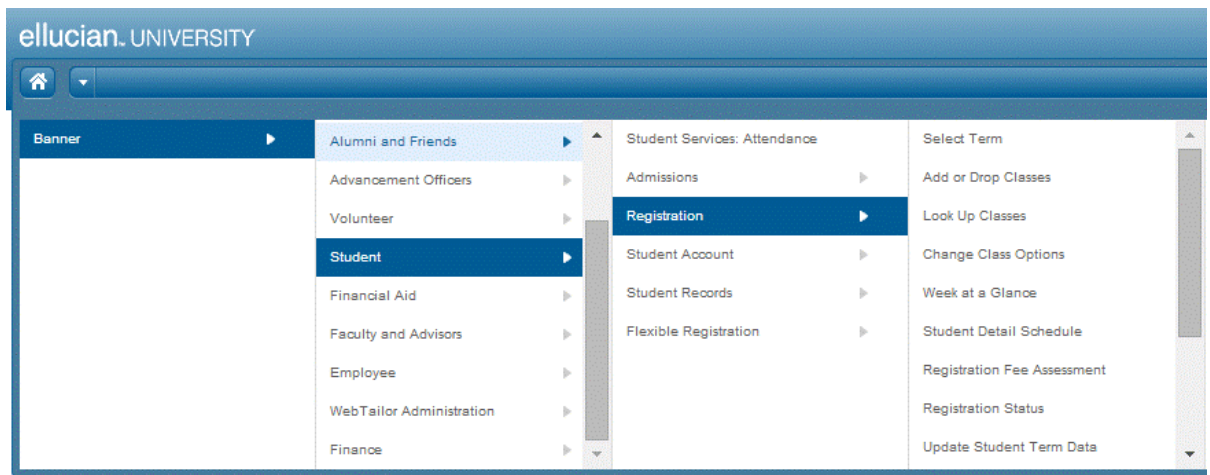
In some cases, the Banner 8.x version of a page is still supported after the page is converted to Banner 9.x. Use the following steps if you want to remove the Banner 8.x version of the page from the Banner 8.x administrative menu.

1. Access the Object Maintenance (GUAOBS) page in Banner 8.x.
2. Scroll to or query the page that you want to update.

3. Update the **Banner8/Banner 9 Display Option** to Banner9 Only.
4. Save all changes on GUAOBSJ.
5. Log out of Banner 8.x.
6. Log in to Banner 8.x again.
7. Verify that the administrative menu no longer displays an option for the page.

Add a menu option to the self-service menu

The self-service menu lets you select a select a product, application, and self-service page. The following graphic shows an example:



The self-service menu is maintained in Banner Web Tailor. Use the following steps to add an option to the self-service menu.

1. Access Banner Web Tailor 8.x.
2. Select **Menu Items** on the Web Tailor Menu.
3. In the **Search by Name** field, enter the name of the menu where you want to add the menu option.

Example: Enter `bmenu.P_MainMnu` if you want to add the menu option to the top-level menu.

4. Click **Search**.
5. Click the link for the menu name in the list of search results.
6. Click **Add a New Menu Item**.

7. Enter the following information on the Create a New Menu Item page:

Field	Description
URL	<p>Fully qualified link to the Banner 9.x self-service application.</p> <p>Example: <code>https://xe.school.edu:8080/SelfServiceBannerGeneralEventManagement/ssb/events</code></p> <p>You must enter the full URL. Banner 9.x cannot dynamically build the URL due to the different ways that applications can be deployed. For example, delivered URLs might be renamed, or applications might be deployed on different servers.</p> <p>Note: This requirement for a fully qualified URL applies to Banner 9.x only. Banner 8.x dynamically builds URLs, so it does not need a fully qualified URL.</p>
Link Text	Text that is displayed on the menu for the self-service page.
Enabled	Checked
Database Procedure	Cleared
Submenu Indicator	Cleared

8. Click **Submit Changes**.

9. Access the Banner 9.x self-service menu and test the link for the new menu option.

Value-Based Security

Banner's Value-Based Security (VBS) uses Oracle's Fine-Grained Access Control (FGAC) to provide row-level security to Banner data. VBS includes the following features:


- Security is implemented once and enforced by all products and tools that access the database.
- Flexible group rules can be developed and maintained for business profiles and users. You can set up and change FGAC security definitions as business practices change.
- FGAC security applies to all Banner processing, including Banner 9.x administrative and self-service applications.
- Users, individual Banner processes, and jobs can be excluded from FGAC security.
- FGAC security rules (predicates) can include one or multiple columns. Oracle table rows can also be secured based on column values or other data elements.

Banner 8.x pages are used to establish FGAC policy rules on a table, table relationships, and user access rules.

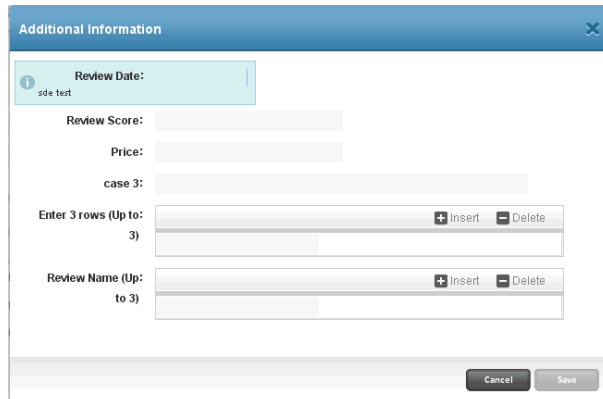
If a self-service user has an Oracle username, the database connections is proxied for that user. This means that FGAC rules may apply, and the audit trail should reflect the actual user. If the user does not have an Oracle username, then FGAC is not in effect.

Supplemental Data Engine

The Supplemental Data Engine (SDE) allows you to store data that is not part of the existing Banner data model. The new data is displayed in the Additional Information window.

If supplemental data exists for a section of a page, the  **Additional Information** button is displayed next to the section name. The button opens the Additional Information window where information can be viewed, edited, or added. When information is added or changed, you are prompted to save the changes now or later. You can continue to work on the primary page.

The following example shows a sample Additional Information window. Your institution defines the data that is entered in this window.



The screenshot shows a window titled "Additional Information" with a close button in the top right corner. Inside the window, there is a light blue header bar with an information icon and the text "sde test". Below this, there are several input fields: "Review Date:" followed by a text box; "Review Score:" followed by a text box; "Price:" followed by a text box; "case 3:" followed by a text box. There are two sections for "Review Name (Up to 3)", each containing a table with an "Insert" button and a "Delete" button. At the bottom of the window, there are "Cancel" and "Save" buttons.

Multi-Entity Processing

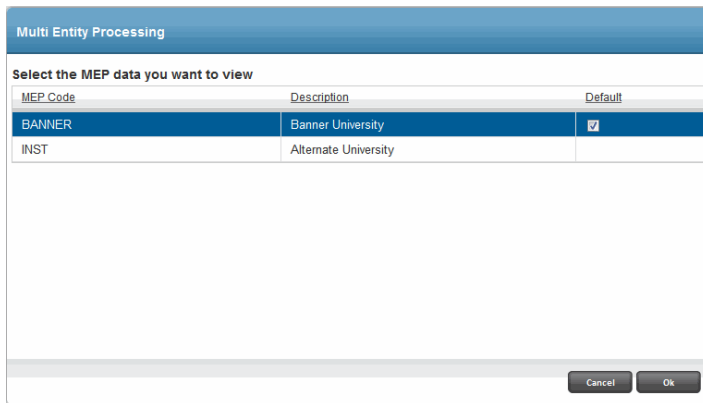
Multi-Entity Processing (MEP) is available with Banner 9.x.

Examples

Banner is set up with two institutions: Banner University and Alternate University.

Scenario 1 - User is assigned to both institutions

When the user logs in, the Multi-Entity Processing window shows both institutions:



MEP Code	Description	Default
BANNER	Banner University	<input checked="" type="checkbox"/>
INST	Alternate University	<input type="checkbox"/>

The user can take one of the following actions:

- Select one of the institutions, click **Ok**, and continue to the Main Menu.
- *Not* select an institution, click **Ok**, and be logged in to the default institution.
- Click **Cancel**, and be logged in to the default institution.

The **Default** indicator identifies the default institution for the user. A user can only have one default institution.

Scenario 2 - User is assigned to one institution

When the user logs in, the user is automatically logged in to the assigned institution. The header displays the assigned institution.

Scenario 3 - User is not assigned to any institution

When the user logs in, the user is automatically logged in to the default institution.

Institution assignments

The Oracle/Banner VPD Security Maintenance (GSAVPDI) page defines institution information:

- The **Institution Codes** tab shows the institution codes that are defined for an installation. The **System Default** indicator identifies the default institution.
- The **User Assignment** tab shows all users, their institution assignments, and their default or home institution.

If your institution allows cross-institution viewing on specific pages, you can switch institutions without leaving the page. Refer to “How to Switch Between Institution Codes” in the *Multi-Entity Processing Implementation Guide*. In Banner 9.x, the **(Change)** link is located in the top right corner of the page.

Data masking

Data masking is used to partially or completely obscure data in selected fields.

The GORDMSK table stores application, block, and column information for data masking. A Banner 9.x script populates the fields that are used with Banner 9.x. The script can be run at any time.

Determine the block ID and the item ID

A masking rule for a Banner 9.x page requires the block ID and item ID for the data that is being masked. Use the following steps to determine the block ID and item ID.

1. Log in to Banner 9.x.
2. Access the Banner page where you want to mask data.
3. Navigate to the field to be masked.
4. Select **Tools > View > Item Properties**.
5. View the displayed values for the block ID and item ID.

These values will be entered on GORDMSK in the **Banner9 Block ID** and **Banner9 Item ID** fields.

Create a masking rule

The GORDMSK page is used to create masking rules for both Banner 9.x pages and Banner 8.x pages. The following instructions apply to masking rules for Banner 9.x pages only, *not* to masking rules for Banner 8.x pages.

The specific steps to mask a field on a Banner 9.x page depend on whether the field is already masked on the corresponding Banner 8.x page. The following sections give masking steps if the field *is not* masked in Banner 8.x, and masking steps if the field *is* masked in Banner 8.x.

If the field *is not* masked in Banner 8.x

Use the following steps to mask a field on a Banner 9.x page if the corresponding Banner 8.x page does not exist, or if the field is not masked on the corresponding Banner 8.x page.

1. Access the Object Maintenance (GUAOBS) page in Banner 8.x.
2. Verify that the Banner 9.x page is defined on GUAOBS.
3. Access the Data Display Mask Columns (GORDMCL) page in Banner 8.x.

- Verify that the Banner 9.x page has at least one row on GORDMCL. Data in the row can be arbitrary, but the following values are recommended if no other row exists:

Field	Value
Block	Banner9
Item	Banner9
Data Type	Character
Length	1

- Access the Banner9 Module and Page Maintenance (GUAPAGE) page in Banner 8.x.
- Verify that the Banner 9.x page is defined on GUAPAGE.
- Access the Data Display Masking Rules (GORDMSK) page in Banner 8.x.
- Enter the object code for the Banner 9.x page in the **Object** field.
- Go to the next block.
- Enter the following data for the field that is being masked:

Field	Description
Block	Banner 9 block ID from Banner 9.x Item Properties. You can enter a mixed case ID. You can use the list of values to populate the field.
Item	Banner 9 item ID from Banner 9.x Item Properties. You can enter a mixed case ID. You can use the list of values to populate the field.
Banner9 Object Name	Name from the list of values
Banner9 Block ID	Banner 9 block ID. Must match the value in the Block field.
Banner9 Item ID	Banner 9 item ID. Must match the value in the Item field.

- Set up other masking criteria as needed (for example, visibility and conceal).
- Save all changes on GORDMSK.

If the field *is* masked in Banner 8.x

Use the following steps to mask a field on a Banner 9.x page if the field is already masked on the corresponding Banner 8.x page.

- Access the Banner9 Module and Page Maintenance (GUAPAGE) page in Banner 8.x.
- Verify that the Banner 9.x page is defined on GUAPAGE.

3. Access the Data Display Masking Rules (GORDMSK) page in Banner 8.x.
4. Enter the object code for the Banner 9.x page in the **Object** field.
5. Go to the next block.
6. Verify that there is a masking rule for the field on the corresponding Banner 8.x page.
The **Block** field displays the Banner 8.x block ID. The **Item** field displays the Banner 9.x item ID.
7. Enter the following data:

Field	Description
Banner9 Object Name	Name from the list of values.
Banner9 Block ID	Banner 9 block ID from the Banner 9.x Item Properties.
Banner9 Item ID	Banner 9 item ID from the Banner 9.x Item Properties.

8. Set up other masking criteria as needed (for example, visibility and conceal).
9. Save all changes on GORDMSK.

Object maintenance

The following tables and page are used to maintain Banner 9.x objects:

Object	Description
GUBMODU table	Stores URLs for Banner 9.x modules. Each module requires a fully qualified URL: <code>http://yourhostname/yourmodulename/</code>
GUBPAGE table	Stores Banner 9.x page names, and maps each page to a Banner 9.x module.
GOBDDOMN table	Stores fields in each domain, information for block and column names, and component block and column names.
GUAPAGE page	Used to create modules and pages and then assign the pages to specific modules. An object can exist in only one module.

Security auditing

The following objects are used for Banner 9.x security auditing:

Object	Description
GSPSECR package	Processes encoded passwords and tracks login data
GOVUROL view	Used with security processing
GURLOGN table	Stores the number of times the user logs in to the application, first login date, and last login date
GSASECR page	Stores information on the number of times the user logs in to the application, first login date, and last login date.
GSAAUDT page	Displays the Banner9 Object Name , Banner9 Block ID , and Banner9 Item ID fields
GURWAPP table	Stores database specific release numbers
GURWADB table	Stores database specific release information

Related pages

The **Go To... > Related to Current** button displays a list of related pages that a user can access from the currently displayed page. Related pages in Banner 9.x are the same as the pages that are displayed on the Options Menu in Banner 8.x.

A page must exist in Banner 9.x for it to be displayed on the list of related pages. In addition, the related page must be defined on the Options Maintenance (GUAOPTM) page in Banner 8.x with an option rule as follows:

- The rule must have a **Type Indicator** of L (Trigger Calling Form) and a **Trigger Name** of GOTO_Form.

or

- The rule must have a **Type Indicator** of F (Form).

Data extract

You can extract data from a Banner 9.x page to an Excel spreadsheet (.xls). You can then graph and report the extracted Banner data.



Note: This feature is only available on pages that have a key block.


Enable the data extract option


The data extract option must first be enabled. Use the **Data Extract Option** field on the Object Maintenance (GUAOBS) page to enable the data extract option for a page. You can set the option to extract both key data and detail data, or detail data only. You can enable the option on any Banner 9.x page that has a key block.

Extract data

After the data extract option is enabled, use the following steps to extract data on a Banner 9.x page.

1. Access the Banner 9.x page that has the data you want to extract.
2. Enter data in the key block.
3. Click **Go** to display the desired records.

If the data extract option is enabled, the  **Data Extract** button is enabled.

4. Click  **Data Extract** to display the Data Extract window.
5. Select **Excel Spreadsheet (.xls)** as the file format.
6. Click **Next**.
7. Select that data that you want to extract.

By default, all data are selected. You can clear any check boxes, if you wish.

8. Click **Next** to start the extract.
9. After the data is extracted, click **Download or view the file**.
10. Open the file or save the file as an Excel file (.xls).

Terminology

This chapter compares Banner® 8.x terminology with Banner 9.x terminology for the following languages:

- English
- Spanish
- Portuguese (Brazil)
- Arabic
- French (France)
- French (Canada)















Note: Oracle Forms terminology is not used in Banner 9.x.

English

The following table compares Banner 8.x terminology with Banner 9.x terminology for an English implementation.

Banner 8.x	Banner 9.x
General Menu (GUAGMNU)	Main Menu
Form	Page
Direct Access (Expert Mode)	Go To field on the Main Menu
Window (referred to in online help and user documentation as main window or secondary window)	Pages scroll with all sections included on the page or tabbed within the page. Some windows are still used for alerts (such as, Do you want to save your changes?) and to default or copy data.
Key block	Key block
Block	Section, information, data

Banner 8.x	Banner 9.x
Next Block	<ul style="list-style-type: none"> Click Go in the key block to access the first section of data. Click  Next Section to access the next section in order. Click Page Down or use the scrollbar to access additional sections.
Previous Block	<ul style="list-style-type: none"> Click  Previous Section to access the previous section of data. Click Page Up or use the scrollbar to access additional sections.
Form tab, subtab	Page tab, subtab
Scrollbar	Scrollbar
Navigation pane	Navigation pane
Field	Field; required field has asterisk (*)
Indicator	Indicator
Check box	Check box
Radio group	Radio group
Radio button	Radio button
Pulldown	Pulldown or dropdown
Button	Button
Link	Link
Search button	 Open Lookup Window button
List of Values/List	 Open Lookup Window button
Commit	Save button
Rollback	Start Over button
Options Menu	Go To... > Related to Current button
Option List	 Open Lookup Window button for the field
Autohint	Autohelp (displayed in the Notification Center)
Query	Filter
Enter Query	 Filter button
Execute Query	Go in the Filter Records section
Extended Query	Advanced filter

Banner 8.x	Banner 9.x
Count Query Hits	View results
Wildcard, % or _	Wildcard, % or _
Previous Record	Shift + tab or mouse
Next Record	Enter or tab or mouse
Clear/Remove Record	 Delete button
Insert Record	 Insert button at top or bottom of a section
Duplicate Record	Copy button within a section (for example, Copy Term Data button)
Previous Item	Shift + tab or mouse
Next Item	Enter or tab or mouse
Clear Item	Backspace
Duplicate Item	 Copy button in a section header
Edit function/ Comments button	 Open Multi-Line popup button
Help (Item Properties)	Tools > View > Item Properties
Show Keys	Mouse-over tool tips
Data Extract	 Data Extract button
Calendar button	Calendar button
Supplemental Data (Lightbulb button)	 Additional Information button

Spanish

La terminología de Oracle ya no se usa en Banner 9.x. Se lista una nueva terminología en un formato de "antes y después". Los términos anteriores se listan debajo de Banner 8.x. Los nuevos términos se listan debajo de Banner 9.x.

Banner 8.x	Banner 9.x
Menú General (GUAGMNU)	Página de Menú Principal
Forma	Página

Banner 8.x	Banner 9.x
Acceso Directo (Modo Experto)	Campo de Ir a... en la página de Menú Principal
Ventana (se hace referencia a ella en la ayuda en línea/documentación de usuario como principal o secundario)	Las páginas ahora se desplazan con todos los bloques y ventanas incluidas en la página o se recorre dentro de la página. Algunas ventanas se siguen usando para alertas (como es, ¿Desea guardar sus cambios?) y para predefinir o copiar datos.
Bloque Clave	Bloque clave
Bloque	Sección, Información, Datos
Bloque Siguiente	<ul style="list-style-type: none"> • El botón de Ir desde el bloque Clave, dibuja la página y accede a la primer sección de datos. • Use el botón de Flecha Abajo con subrayado para ir a la sección siguiente de los datos. • Use Av Pág o desplácese para las secciones adicionales de datos.
Bloque Anterior	<ul style="list-style-type: none"> • Use el botón de Flecha Arriba con subrayado para ir a la sección anterior de datos. • Use Re Pág o desplácese para las secciones adicionales de datos.
Pestaña de Forma, Subpestaña	Pestaña de Página, Subpestaña
Barra de Desplazamiento	Barra de Desplazamiento
Cuadro de Navegación	Cuadro de Navegación
Campo	Campo, el campo es requerido si tiene un asterisco (*)
Indicador	Indicador
Cuadro de elección	Cuadro de elección
Grupo Radial	Grupo Radial
Botón radial	Botón radial
Desplegar	Desplegar
Botón	Botón
Liga	Liga
Botón Buscar	El botón Buscar , “...” muestra que la búsqueda está disponible para el campo

Banner 8.x	Banner 9.x
Lista de Valores/Lista	El botón Buscar , “...” muestra que la búsqueda está disponible para el campo
Grabar	Botón Guardar
Deshacer	Botón Recomenzar
Menú de Opciones	Botón Ir a... > seleccionar Relacionado a Actual
Lista de Opciones	Las opciones se despliegan con la búsqueda para el campo
Autosugerencia	Autoayuda (desplegada en el Centro de Notificación)
Consulta	Filtrar
Ingresar Consulta	Clic en el botón de Filtro (embudo)
Ejecutar Consulta	Clic en Ir en la ventana de Filtro
Consulta Extendida	Filtro Avanzado
Conteo de Aciertos	Ver resultados
Comodín, % o _	Comodín, % o _
Registro Anterior	Shift+Tab o Ratón
Registro Siguiente	Intro o Tab o Ratón
Limpiar/Eliminar Registro	Clic en el botón Eliminar (-) en la parte superior de la sección.
Insertar Registro	Clic en el botón de Insertar (+) en la parte derecha de la sección o botón +Insertar al final de la sección.
Duplicar Registro	Botón Copiar en la sección de datos (Copiar Datos de Periodo , Copiar NRC , etc.)
Elemento Anterior	Shift+Tab o Ratón
Elemento Siguiente	Intro o Tab o Ratón
Limpiar Elemento	Retroceso
Duplicar Elemento	Clic en el botón de Copiar (doble cuadro) en la parte superior derecha de la sección.
Función Editar/botón de Comentarios	No aplica, las secciones de texto se despliegan en las páginas
Ayuda (Propiedades Elementos)	Botón de Herramientas > Ver - Propiedades de Elementos

Banner 8.x	Banner 9.x
Mostrar Teclas	Sugerencias de herramientas al pasar el ratón por encima
Extraer Datos	Botón en la esquina superior derecha de la sección con la página y flecha derecha
Botón de Calendario	Botón de Calendario
Datos Suplementarios (botón de Bombilla)	Botón de Información Adicional (página con líneas) en la sección

Portuguese (Brazil)

A terminologia da Oracle não é mais usada no Banner 9.x. Uma nova terminologia é apresentada abaixo no formato "antes e depois". Os termos anteriores são apresentados no Banner 8.x. Os termos novos são apresentados no Banner 9.x.

Banner 8.x	Banner 9.x
Menu Geral (GUAGMNU)	Página do Menu Principal
Form	Página
Acesso Direto (Modo Avançado)	Campo Ir para... na página do Menu Principal
Janela (apresentada na documentação do usuário/ajuda online como principal ou secundária)	As páginas agora são apresentadas com todos os blocos e janelas incluídos na página ou tabuladas dentro da página. Algumas janelas ainda são usadas para alertas (por exemplo, Deseja salvar suas alterações?), para predefinir ou copiar dados.
Bloco de chaves	Bloco de chaves
Bloco	Seção, Informações, Dados
Próximo Bloco	<ul style="list-style-type: none"> O botão Ir no bloco de chaves, desenha a página e acessa a primeira seção de dados. Use o botão Seta para abaixo com sublinhado para a próxima seção de dados na sequência Use a tecla Página para baixo ou Barra de rolagem para outras seções de dados

Banner 8.x	Banner 9.x
Bloco anterior	<ul style="list-style-type: none"> • Use o botão Seta para cima com sublinhado para voltar à seção de dados • Use a tecla Página para cima ou a barra de rolagem para outras seções de dados
Guia Form, Subguia	Guia Página, Subguia
Barra de rolagem	Barra de rolagem
Painel de navegação	Painel de navegação
Campo	Os campos com asteriscos são obrigatórios (*)
Indicador	Indicador
Caixa de seleção	Caixa de seleção
Agrupar botão de rádio	Agrupar botão de rádio
Botão de rádio	Botão de rádio
Pulldown (Suspenso)	Pulldown ou Dropdown
Botão	Botão
Link	Link
Botão Pesquisar	O botão Pesquisar , “...” exibe a pesquisa que está disponível para o campo
Lista de valores/Lista	O botão Pesquisar , “...” exibe a pesquisa que está disponível para o campo
Confirmar	Botão Salvar
Reverter	Botão Reiniciar
Menu de opções	Botão Ir para... > selecionar Relacionado à atualização
Lista de opções	As opções são exibidas fazendo uma pesquisa no campo
Dica automática	Autoajuda (exibida no Centro de Notificação)
Consulta	Filtro
Digitar consulta	Clique no botão Filtro (funil)
Executar consulta	Clique em Ir na janela de Filtro
Consulta estendida	Filtro avançado
Resultado da consulta	Visualizar resultados
Curinga, % ou _	Curinga, % ou _

Banner 8.x	Banner 9.x
Registro anterior	Shift+Tab ou Mouse
Próximo registro	Enter ou Tab ou Mouse
Apagar/Remover registro	Clique no botão Apagar (-) no canto superior direito da seção
Inserir registro	Clique no botão Inserir (+) no canto superior direito da seção ou no botão + Inserir no canto inferior da seção
Duplicar registro	Botão Copiar na seção de dados (Copiar dados do período , Copiar CRT etc.)
Item anterior	Shift+Tab ou Mouse
Próximo item	Enter ou Tab ou Mouse
Apagar item	Retrocesso
Duplicar item	Clique no botão Copiar (quadrado duplo) no canto superior da seção
Função Editar/botão de Comentários	Não aplicável, as seções de texto são exibidas nas páginas
Ajuda (Propriedades do item)	Botão Ferramentas > Visualizar - Propriedades do item
Exibir teclas	Passar o mouse sobre as dicas de ferramentas
Extrair dados	Botão no canto superior direito da seção com seta para direita e seta para página
Botão Calendário	Botão Calendário
Botão Dados complementares (Lâmpada)	Botão Informações adicionais (página com linhas) na seção

Arabic

مسررد للمصطلحات الجديدة

لقد توقفنا عن إستعمال مصطلحات أوراكل في بانر 9.0 . مصطلحات جديده يتم سردها هنا على شكل "قبل وبعد".

المصطلحات القديمه سيتم سردها تحت بانر 8 بينما يتم سررد المصطلحات الجديده تحت بانر 9.0

Banner 9.0	Banner 8.X
صفحة القائمة الرئيسية	القائمة العامة (GUAGMNU)
صفحة	شاشة
الحقل في صفحة... إنتقال إلى القائمة الرئيسية	وضع الخبراء) الإتصال المباشر
يتم تمرير الصفحات حاليا بين كل المربعات و الشاشات المتضمنه في الصفحة و في الصفحات الميوبة.	(مشار إلى وثائق المستخدم/ المساعدة على الإنترنت كرئيسي أو ثانوي)
بعض الشاشات تستخدم كتنبيهات (مثل، هل ترغب في حفظ التعبير؟) و إلى الإقتراضى أو نسخ البيانات	
المربع الرئيسي	المربع الرئيسي
مقطع، معلومات، بيانات	المربع

1. زر الإنتقال إلى من المربع الرئيسي، يقوم برسم الصفحة و يقوم بالوصول إلى بيانات المقطع الأول	المربع التالي
2. استخدم زر السهم لأسفل مع التشديد على المقطع التالي من البيانات في الترتيب	
3. Page Down استخدام لمقاطع إضافية أو Scrollbar من البيانات	
1. استخدم زر السهم لأعلى مع التشديد على المقطع التالي من البيانات في الترتيب	المربع السابق
أو Page UP 2. استخدام لمقاطع إضافية من Scrollbar البيانات	
صفحة ميوبة، تبويب فرعى	شاشة ميوبة، تبويب فرعى
Scrollbar	Scrollbar
جزء التصفح	جزء التصفح
الحقل، الحقل المطلوب لديه (*) علامة نجمية	الحقل
مؤشر	مؤشر

مربع التحديد	مربع التحديد
مجموعة الاختيار	مجموعة الاختيار
زر الاختيار	زر الاختيار
المنسدل	المنسدل
زر	زر
رابط	رابط
زر البحث، "..." يوضح أن البحث متاح لهذا الحقل	زر البحث
زر البحث، "..." يوضح أن البحث متاح لهذا الحقل	لائحة القيم/ لائحة
زر الحفظ	حفظ
زر أبدأ من جديد	التراجع
زر الانتقال إلى... <أختر مرتبط بالحالي	قائمة الخيارات
يتم عرض الخيارات بالبحث في الحقل	لائحة الخيار
مساعدة تلقائية (معروضة في مركز الإعلانات)	الإشارات التلقائية
تصفية، تصفية سريعة	إستعلام
اضغط زر التصفية	إدخال إستعلام

أضغط الانتقال إلى في شاشة التصفية	تنفيذ إستعلام
تصفية متقدمة	إستعلام متدد
عرض النتائج	إحصاء نتائج الإستعلام
_ أو % Wildcard	_ أو % Wildcard
الفارة أو Shift+Tab	السجل السابق
الفارة أو Tab أو Enter	السجل التالي
اضغط زر الحذف (-) في أعلى اليمين من المقطع	مسح/ حذف السجل
اضغط زر إدراج (+) في أعلى اليمين من المقطع أو زر +إدراج في أسفل المقطع	إدراج سجل
زر النسخ في مقطع البيانات (نسخ بيانات الفصل الدراسي، نسخ الرقم المرجعي للمقرر، ..إلخ)	سجل متكرر
الفارة أو Shift+Tab	البند السابق

الفأرة أو Tab أو Enter	البند التالي
Backspace	مسح البند
اضغط زر النسخ (مربع مزدوج) في أعلى اليمين من المقطع	بند متكرر
لا ينطبق، يتم عرض نص المقاطع على الصفحات	رز الملاحظات/تحرير وظيفة
عرض > زر الأدوات خصائص البند	(خصائص البند) مساعدة
استخدام الفأرة للنصائح	مفاتيح العرض

French (France)

La terminologie Oracle n'est plus utilisée dans Banner 9.x. Toute nouvelle terminologie est répertoriée ci-dessous sous la forme avant/après. Les anciens termes sont répertoriés sous Banner 8.x et les nouveaux sous Banner 9.x.

Banner 8.x	Banner 9.x
Menu général (GUAGMNU)	Page de menu principal
Formulaire	Page
Accès direct (Mode expert)	Aller à... (champ sur la page de menu principal)
Fenêtre (en référence à l'aide ou la documentation utilisateur en ligne comme principale ou secondaire)	Il est maintenant possible de faire défiler les pages pour afficher tous les blocs et les fenêtres sur la page ou sur les onglets de la page. Certaines fenêtres sont toujours utilisées pour les alertes (par exemple, Voulez-vous enregistrer vos modifications?) et pour donner une valeur par défaut ou copier des données.
Bloc clé	Bloc clé
Bloc	Section, Informations, Données

Banner 8.x	Banner 9.x
Bloc suivant	<ul style="list-style-type: none"> • Bouton Lancer du bloc clé, la page s'affiche et l'utilisateur accède à la première section de données • Utiliser la flèche vers le bas avec soulignement pour la section de données suivante • Utiliser Page suivante ou la barre de défilement pour accéder aux autres sections de données
Bloc précédent	<ul style="list-style-type: none"> • Utilises la flèche vers le haut avec soulignement pour la section de données précédente • Utiliser Page précédente ou la barre de défilement pour accéder aux autres sections de données
Onglet de formulaire, Sous-onglet	Onglet de page, Sous-onglet
Barre de défilement	Barre de défilement
Panneau de navigation	Panneau de navigation
Champ	Champ, champ requis indiqué par astérisque (*)
Indicateur	Indicateur
Case à cocher	Case à cocher
Groupe de boutons radio	Groupe de boutons radio
Bouton radio	Bouton radio
Menu déroulant	Menu déroulant
Bouton	Bouton
Lien	Lien
Bouton de recherche	Bouton de recherche , "... " indique que la recherche est disponible pour le champ
Liste de valeurs/Liste	Bouton de recherche , "... " indique que la recherche est disponible pour le champ
Valider	Bouton Enregistrer
Retour arrière	Bouton Recommencer
Menu Options	Bouton Aller à... > cliquer sur Associé(s) à actuel
Liste d'options	Les options sont affichées avec la recherche pour le champ
Pense-bête automatique	Message d'aide automatique (affiché dans le centre de notification)

Banner 8.x	Banner 9.x
Recherche	Filtre, Filtre rapide
Saisir la recherche	Cliquer sur le bouton Filtrer (entonnoir)
Exécuter la recherche	Cliquer sur Lancer dans la fenêtre de filtre
Recherche étendue	Filtre avancé
Compter résultats	Afficher résultats
Caractère générique, % ou _	Caractère générique, % or _
Enregistrement précédent	Maj+tabulation ou souris
Enregistrement suivant	Entrée ou tabulation ou souris
Effacer/Supprimer enregistrement	Cliquer sur bouton Supprimer (-) en haut à droite de la section
Insérer enregistrement	Cliquer sur le bouton Insérer (+) en haut à droite de la section ou le bouton +Insérer en bas de la section
Dupliquer enregistrement	Bouton Copier dans la section de données (Copier données de semestre , Copier NRE , etc.)
Élément précédent	Maj+tabulation ou souris
Élément suivant	Entrée ou tabulation ou souris
Effacer élément	Espace arrière
Dupliquer élément	Cliquer sur bouton Copier (deux carrés) en haut à droite de la section
Fonction Éditer/bouton d'observations	Sans objet, les sections avec texte sont affichées sur les pages
Aide (Propriétés d'élément)	Bouton Outils > Afficher – Propriétés d'élément
Afficher touches	Infobulles qui s'affichent lors d'un survol souris
Extraire données	Bouton en haut à droite de la section avec page et flèche vers la droite
Bouton Calendrier	Bouton Calendrier
Données supplémentaires (Bouton Ampoule)	Bouton Informations supplémentaires (page avec lignes) sur la section

French (Canada)

La terminologie Oracle n'est plus utilisée dans Banner 9.x. Toute nouvelle terminologie est répertoriée ci-dessous sous la forme avant/après. Les anciens termes sont répertoriés sous Banner 8.x et les nouveaux sous Banner 9.x.

Banner 8.x	Banner 9.x
Menu général (GUAGMNU)	Page de menu principal
Formulaire	Page
Accès direct (Mode expert)	Aller à... (champ sur la page de menu principal)
Fenêtre (en référence à l'aide ou la documentation utilisateur en ligne comme principale ou secondaire)	Il est maintenant possible de faire défiler les pages pour afficher tous les blocs et les fenêtres sur la page ou sur les onglets de la page. Certaines fenêtres sont toujours utilisées pour les alertes (par exemple, Voulez-vous enregistrer vos modifications?) et pour donner une valeur par défaut ou copier des données.
Bloc clé	Bloc clé
Bloc	Section, Informations, Données
Bloc suivant	<ul style="list-style-type: none"> • Bouton Lancer du bloc clé, la page s'affiche et l'utilisateur accède à la première section de données • Utiliser la flèche vers le bas avec soulignement pour la section de données suivante • Utiliser Page suivante ou la barre de défilement pour accéder aux autres sections de données
Bloc précédent	<ul style="list-style-type: none"> • Utiliser la flèche vers le haut avec soulignement pour la section de données précédente • Utiliser Page précédente ou la barre de défilement pour accéder aux autres sections de données
Onglet de formulaire, Sous-onglet	Onglet de page, Sous-onglet
Barre de défilement	Barre de défilement
Panneau de navigation	Panneau de navigation
Champ	Champ, champ requis indiqué par astérisque (*)

Banner 8.x	Banner 9.x
Indicateur	Indicateur
Case à cocher	Case à cocher
Groupe de boutons radio	Groupe de boutons radio
Bouton radio	Bouton radio
Menu déroulant	Menu déroulant
Bouton	Bouton
Lien	Lien
Bouton de recherche	Bouton de recherche , “...” indique que la recherche est disponible pour le champ
Liste de valeurs/Liste	Bouton de recherche , “...” indique que la recherche est disponible pour le champ
Valider	Bouton Enregistrer
Retour arrière	Bouton Recommencer
Menu Options	Bouton Aller à... > cliquer sur Associé(s) à actuel
Liste d'options	Les options sont affichées avec la recherche pour le champ
Pense-bête automatique	Message d'aide automatique (affiché dans le centre de notification)
Recherche	Filtre, Filtre rapide
Saisir la recherche	Cliquer sur le bouton Filtrer (entonnoir)
Exécuter la recherche	Cliquer sur Lancer dans la fenêtre de filtre
Recherche étendue	Filtre avancé
Compter résultats	Afficher résultats
Caractère générique, % ou _	Caractère générique, % or _
Enregistrement précédent	Maj+tabulation ou souris
Enregistrement suivant	Entrée ou tabulation ou souris
Effacer/Supprimer enregistrement	Cliquer sur bouton Supprimer (-) en haut à droite de la section
Insérer enregistrement	Cliquer sur le bouton Insérer (+) en haut à droite de la section ou le bouton +Insérer en bas de la section

Banner 8.x	Banner 9.x
Dupliquer enregistrement	Bouton Copier dans la section de données (Copier données de session, Copier NRC , etc.)
Élément précédent	Maj+tabulation ou souris
Élément suivant	Entrée ou tabulation ou souris
Effacer élément	Espacement arrière
Dupliquer élément	Cliquer sur bouton Copier (deux carrés) en haut à droite de la section
Fonction Éditer/bouton d'observations	Sans objet, les sections avec texte sont affichées sur les pages
Aide (Propriétés d'élément)	Bouton Outils > Afficher – Propriétés d'élément
Afficher touches	Infobulles qui s'affichent lors d'un survol souris
Extraire données	Bouton en haut à droite de la section avec page et flèche vers la droite
Bouton Calendrier	Bouton Calendrier
Données supplémentaires (Bouton Ampoule)	Bouton Informations supplémentaires (page avec lignes) sur la section

Keyboard Shortcuts

Banner® 9.x provides full keyboard navigation capabilities. Keyboard shortcuts are provided as mouse-over tool tips. This chapter lists the delivered keyboard shortcuts for the following languages:

- English
- Spanish
- Portuguese (Brazil)
- Arabic
- French (France)
- French (Canada)

You can customize key mappings at your institution.



Note: Oracle Forms function keys such as Commit, List, Duplicate Item, Edit, and Count Query Hits are not used in Banner 9.x.

English

The following table lists the Banner 9.x keyboard shortcuts for an English implementation.

Function or button	Keyboard shortcut
Go To	Alt + G
Go	Shift + F3
Refresh	Alt + 5
Start Over	Shift + F2
Copy Term	Alt + C
End Term	Alt + X
Copy Record/Section	Shift + F6
Insert Record	Shift + F4
Delete Record	Shift + F5
Save	Shift + F10
Lookup	F9

Function or button	Keyboard shortcut
Filter	Shift + F7
Go (on Filter)	Shift + F8
Next Block/Section	Page Down
Previous Block/Section	Page Up
Next Field	Tab
Next Record	Down Arrow
Previous Field	Shift + Tab
Previous Record	Up Arrow
Clear Field	Backspace
Export	Alt + 9
Expand All/ Collapse All (on a group)	Alt + F2
Cancel (window)	Esc When the Cancel button is displayed on an open window, the Esc key can be used to close the window.
Cancel (page)	Not available
Exit	Without Application Navigator: Ctrl + Shift + Q With Application Navigator: Ctrl + Shift + F
Help	Without Application Navigator: Alt + F1 With Application Navigator: Ctrl + Shift + L
Item Properties	Alt + I
Tools	Alt + L
Browse Menu	Alt + M
Home	Shift + Home (returns to the Main Menu)

Spanish

La navegación con teclado está disponible en Banner 9.x y le brinda capacidades de navegación total. Puede personalizar la asignación de las teclas en su institución. Los atajos de teclado se proveen por medio de las sugerencias de herramientas cuando se pasa el ratón por encima. Aquí están las asignaciones de atajos de teclado para la PC.

Las teclas de función de Oracle como es Grabar, Listar, Duplicar Elemento, Editar y Conteo de Aciertos ya no se usan.

Función/Botón	Teclado
Acceso Directo	Alt + G
Ir a	Shift + F3
Iniciar	Shift + F2
Copiar Periodo	Alt + C
Periodo Fin	Alt + X
Copiar registro/sección	Shift + F6
Insertar Registro	Shift + F4
Eliminar Registro	Shift + F5
Guardar	Shift + F10
Buscar	F9
Ir a	Alt + G
Filtro	Shift + F7
Ir (en Filtro)	Shift + F8
Bloque/Sección Siguiente	Av Pág
Bloque/Sección Anterior	Re Pág
Campo Siguiente	Tab
Registro Siguiente	Flecha Abajo
Campo Anterior	Shift + Tab
Registro Anterior	Flecha Arriba
Limpiar Campo	Retroceso
Anular (ventana)	Esc (Cuando una ventana se abre y se despliega un botón de Anular , la tecla de Escape se puede usar para cerrar la ventana.)
Anular (página)	No disponible en este momento
Salir	Sin navegador de aplicación: Ctrl + Shift + Q Con navegador de aplicación: Ctrl + Shift + F
Ayuda	Sin navegador de aplicación: Alt + F1 Con navegador de aplicación: Ctrl + Shift + L

Función/Botón	Teclado
Propiedades de Elementos	Alt + I
Herramientas	Alt + L
Menú Navegar	Alt + M
Inicio	Shift + Inicio (regresar a la página Principal)

Portuguese (Brazil)

A navegação com o teclado está disponível para o Banner 9.x e oferece total capacidade de navegação. Você pode personalizar o mapeamento da tecla em sua Instituição. Os atalhos do teclado podem ser acessados passando o mouse sobre as dicas de ferramentas. Veja aqui os mapeamentos do atalho de teclas para o computador.

As teclas de função do programa Oracle como Confirmar, Listar, Duplicar item, Editar e Resultado da consulta não são mais usadas.

Função/botão	Teclado
Acesso direto	Alt + G
Ir	Shift + F3
Iniciar	Shift + F2
Copiar período	Alt + C
Período final	Alt + X
Copiar registro/seção	Shift + F6
Inserir registro	Shift + F4
Apagar registro	Shift + F5
Salvar	Shift + F10
Pesquisar	F9
Ir para	Alt + G
Filtro	Shift + F7
Ir (no filtro)	Shift + F8
Próximo bloco/Seção	Page Down
Voltar Bloco/Seção	Page Up
Próximo Campo	Tab
Próximo Registro	Seta para baixo

Função/botão	Teclado
Campo anterior	Shift + Tab
Voltar Registro	Seta para cima
Apagar Campo	Retrocesso
Cancelar (janela)	Esc (Quando uma janela é aberta e o botão Cancelar é exibido, a tecla Esc poderá ser usada para fechar a janela.)
Cancelar (página)	Não disponível neste momento
Sair	Sem aplicativo navegador: Ctrl + Shift + Q Com aplicativo navegador: Ctrl + Shift + F
Ajuda	Sem aplicativo navegador: Alt + F1 Com aplicativo navegador: Ctrl + Shift + L
Propriedades do item	Alt + I
Ferramentas	Alt + L
Menu Navegar	Alt + M
Página principal	Shift + Home (volta à página Principal)

Arabic

اختصارات لوحة المفاتيح

لوحة مفاتيح التصفح متاحة في بائر 9.0 التي تسمح بقدرات التصفح كامله. يمكنك تخصيص مفاتيح التصفح الخاصه بمؤسستك أو جامعتك. توجد اختصارات للوحة المفاتيح مثل استخدام الفأره لإظهار النصائح السريعه. نقوم هنا بتعداد تخصصات اختصارات لوحة المفاتيح لأجهزه الحاسب الآلي

لم يعد استخدام مفاتيح وظيفة أوراكل مثل حفظ لائحة، بند متكرر، تحرير، و إحصاء نتائج الإستعلام ضروريا

لوحة المفاتيح	الوظيفة/ الزر
Alt + G	إتصال مباشر
Shift + F3	إنتقال
Shift + F2	أبدأ من جديد
Alt + C	نسخ الفصل الدراسي
Alt + X	إنهاء الفصل الدراسي
Shift + F6	نسخ السجل/ المقطع
Shift + F4	إدراج سجل
Shift + F5	حذف سجل
Shift + F10	حفظ
F9	بحث
Alt + G	الإنتقال إلى
Shift + F7	التصفية
Shift + F8	(في التصفية) إنتقال
Page Down	المربع التالي/ المقطع
Page Up	المربع السابق/ المقطع
Tab	الحقل التالي

السهم للأسفل	السجل التالي
Shift + Tab	الحقل السابق
السهم للأعلى	السجل السابق
Backspace	مسح الحقل
Esc	إلغاء (شاشة)
(عند فتح الشاشة و يتم عرض زر الإلغاء، يمكن استخدام مفتاح لخلق الشاشة) Escape	
غير متاح في هذا الوقت	(صفحة)إلغاء
Ctrl + Q	خروج
Shift + H	مساعدة
Alt + I	خصائص البند
Alt + L	أدوات
Alt + M	تصفح القائمة
Shift + Home	الصفحة الرئيسية

French (France)

La navigation clavier est disponible dans Banner 9.x et offre un éventail complet de capacités de navigation. Vous pouvez personnaliser le mappage de votre clavier au sein de votre établissement. Les raccourcis-clavier sont indiqués dans des infobulles qui s'affichent lors d'un survol souris. Ci-dessous les mappages de raccourcis-clavier pour PC.

Les touches de fonctions d'Oracle telles que Valider, Lister, Dupliquer élément, Éditer et Compter résultants ne sont plus utilisées.

Fonction/Bouton	Raccourci-clavier
Accès direct	Alt + G
Lancer	Maj + F3
Recommencer	Maj + F2
Copier semestre	Alt + C
Terminer semestre	Alt + X
Copier enregistrement/section	Maj + F6
Insérer enregistrement	Maj + F4
Supprimer enregistrement	Maj + F5
Enregistrer	Maj + F10
Rechercher	F9
Aller à	Alt + G
Filtrer	Maj + F7
Lancer (pour filtre)	Maj + F8
Bloc/Section suivant	Page suivante
Bloc/Section précédent	Page précédente
Champ suivant	Tabulation
Enregistrement suivant	Flèche vers le bas
Champ précédent	Maj + tabulation
Enregistrement précédent	Flèche vers le haut
Effacer champ	Espacement arrière

Fonction/Bouton	Raccourci-clavier
Annuler (fenêtre)	Éch (Lorsqu'une fenêtre est ouverte et qu'un bouton Annuler est affiché, la touche d'échappement peut être utilisée pour fermer la fenêtre.)
Annuler (page)	<i>Pas disponible pour l'instant</i>
Quitter	Sans navigateur d'application: Ctrl + Shift + Q Avec navigateur d'application: Ctrl + Shift + F
Aide	Without Application Navigator: Alt + F1 With Application Navigator: Ctrl + Shift + L
Propriétés d'éléments	Alt + I
Outils	Alt + L
Menu Parcourir	Alt + M
Accueil	Maj + Début (retour page principale)

French (Canada)

La navigation clavier est disponible dans Banner 9.x et offre un éventail complet de capacités de navigation. Vous pouvez personnaliser le mappage de votre clavier au sein de votre institution. Les raccourcis-clavier sont indiqués dans des infobulles qui s'affichent lors d'un survol souris. Ci-dessous les mappages de raccourcis-clavier pour PC.

Les touches de fonctions d'Oracle telles que Valider, Lister, Dupliquer élément, Éditer et Compter résultats ne sont plus utilisées.

Fonction/Bouton	Raccourci-clavier
Accès direct	Alt + G
Lancer	Maj + F3
Recommencer	Maj + F2
Copier session	Alt + C
Terminer session	Alt + X
Copier enregistrement/section	Maj + F6
Insérer enregistrement	Maj + F4
Supprimer enregistrement	Maj + F5

Fonction/Bouton	Raccourci-clavier
Enregistrer	Maj + F10
Rechercher	F9
Aller à	Alt + G
Filtrer	Maj + F7
Lancer (pour filtre)	Maj + F8
Bloc/Section suivant	Page suivante
Bloc/Section précédent	Page précédente
Champ suivant	Tabulation
Enregistrement suivant	Flèche vers le bas
Champ précédent	Maj + tabulation
Enregistrement précédent	Flèche vers le haut
Effacer champ	Espacement arrière
Annuler (fenêtre)	Éch (Lorsqu'une fenêtre est ouverte et qu'un bouton Annuler est affiché, la touche d'échappement peut être utilisée pour fermer la fenêtre.)
Annuler (page)	<i>Pas disponible pour l'instant</i>
Quitter	Sans navigateur d'application: Ctrl + Shift + Q Avec navigateur d'application: Ctrl + Shift + F
Aide	Without Application Navigator: Alt + F1 With Application Navigator: Ctrl + Shift + L
Propriétés d'éléments	Alt + I
Outils	Alt + L
Menu Parcourir	Alt + M
Accueil	Maj + Début (retour page principale)

Troubleshooting

This chapter provides troubleshooting information for Banner® 9.x.

Sign in page

When you sign in to Banner 9.x, log out, and sign back in, you might see a blank screen. Make sure you are not using a saved bookmark to log in to the application. The browser tries to reuse the cookie associated with your session ID and causes this behavior. Use the correct URL each time you sign in to the application. You can create a bookmark for the main page, but the link should resemble the following example and should not include extra parameters.

```
http://yourhostname/yourmodule/banner.zul?page=mainPage
```