

UNIVERSITY OF THE INCARNATE WORD

Enterprise Applications

Banner Admin Pages Navigation Guide

Application Navigator

Application Navigator uses single sign-on to provide access to transformed pages during transition from Oracle forms (INB) to a Java-based web application (Admin Pages). Application Navigator is used to access Banner administrative pages.

See 🖱️ figure 1.1 for a screen shot of the landing page for Application Navigator.

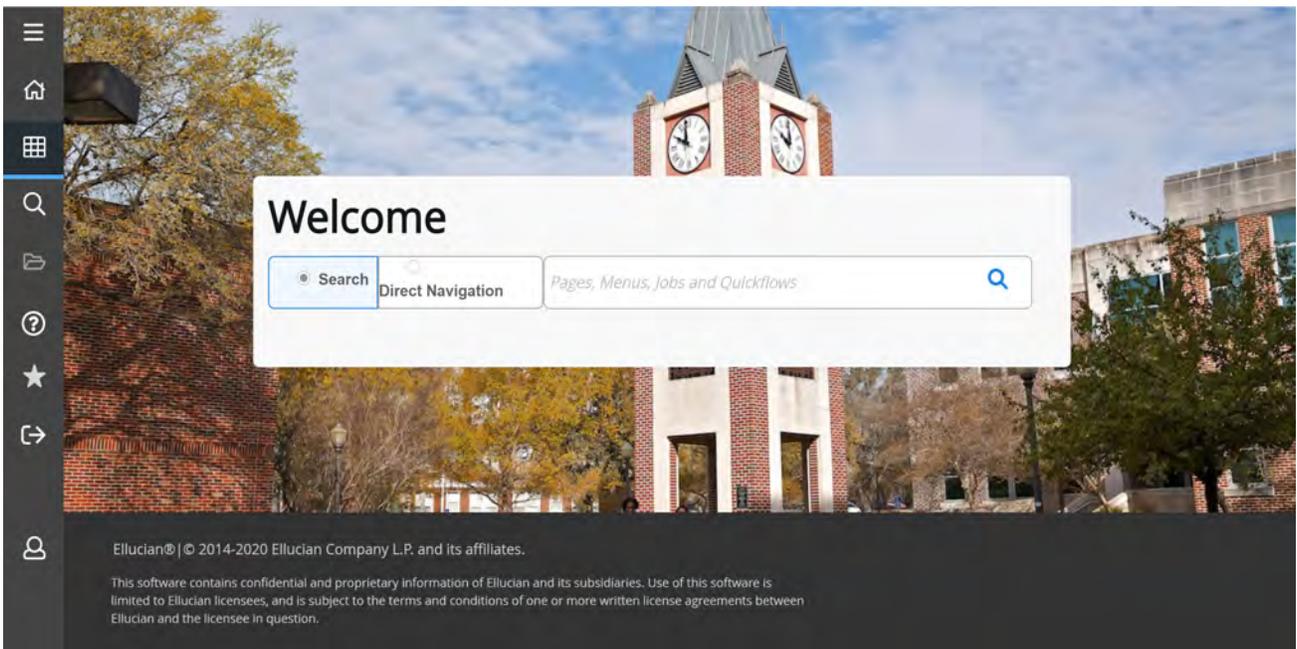


Figure 1.1, Application Navigator landing page

Navigating the Navigator

You need to sign in to Cardinal Apps with your UIW credentials to access Application Navigator. You can then use any of the following to navigate within Application Navigator see 📍 figure 1.2.

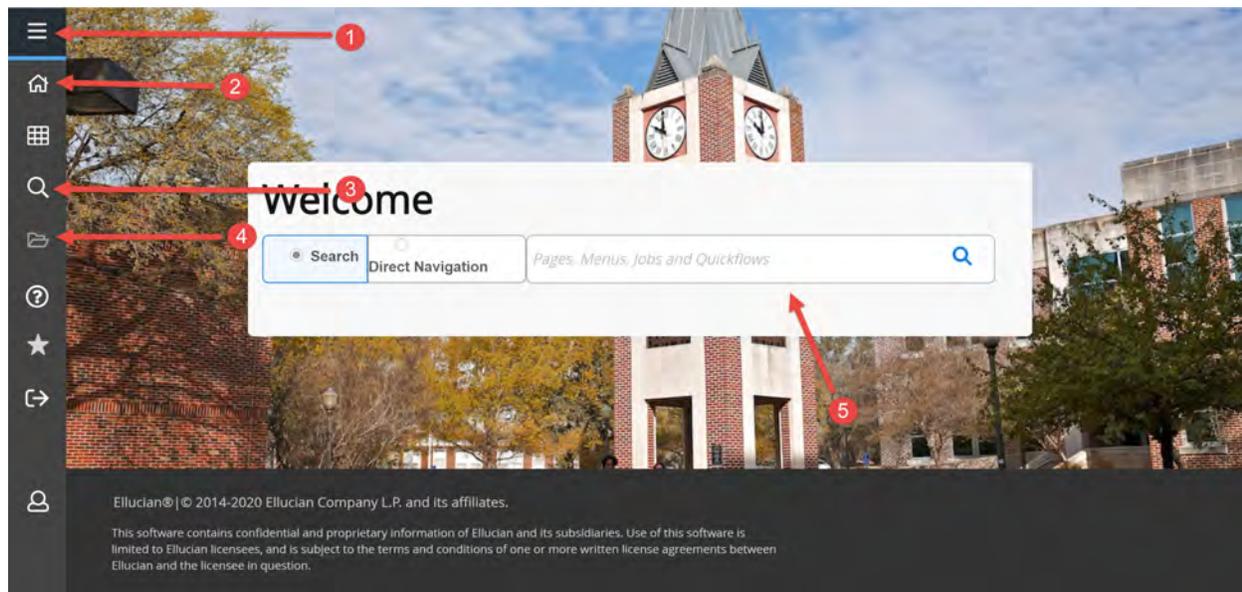


Figure 1.2, Application Navigator without menu extended

- 1 **Menu icon**- (CTRL+M) – The Menu icon is located in the upper left corner of the application. Click on this icon to open the Banner Menu. Find the page you are interested in opening. Select the desired entry and click Enter. The Menu icon will also allow you to open the My Banner menu which will allow you to create a personal list of pages that you use regularly.
- 2 **Dashboard** - (CTRL+Shift+Y) – The Search icon is located in the upper left corner, just to the right of the Menu icon. Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.
- 3 **Search icon** -(CTRL+Shift+Y) – The Search icon is located in the upper left corner, just to the right of the Menu icon. Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.
- 4 **Recently Opened icon** -(CTRL+Y) – The Recently Opened icon is located in the upper left corner, just to the right of the Search icon. It is displayed with a count of pages after you have opened the first page in an application. Open the list and select a page to access it.
- 5 **Search box** in the center of the page - (CTRL+Home) – In this box, you can enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.

New Features for Application Navigator

This section lists new functionality developed in the Banner Application Navigator and where to locate relevant information in the documentation. see 🗺️ figure 1.3.

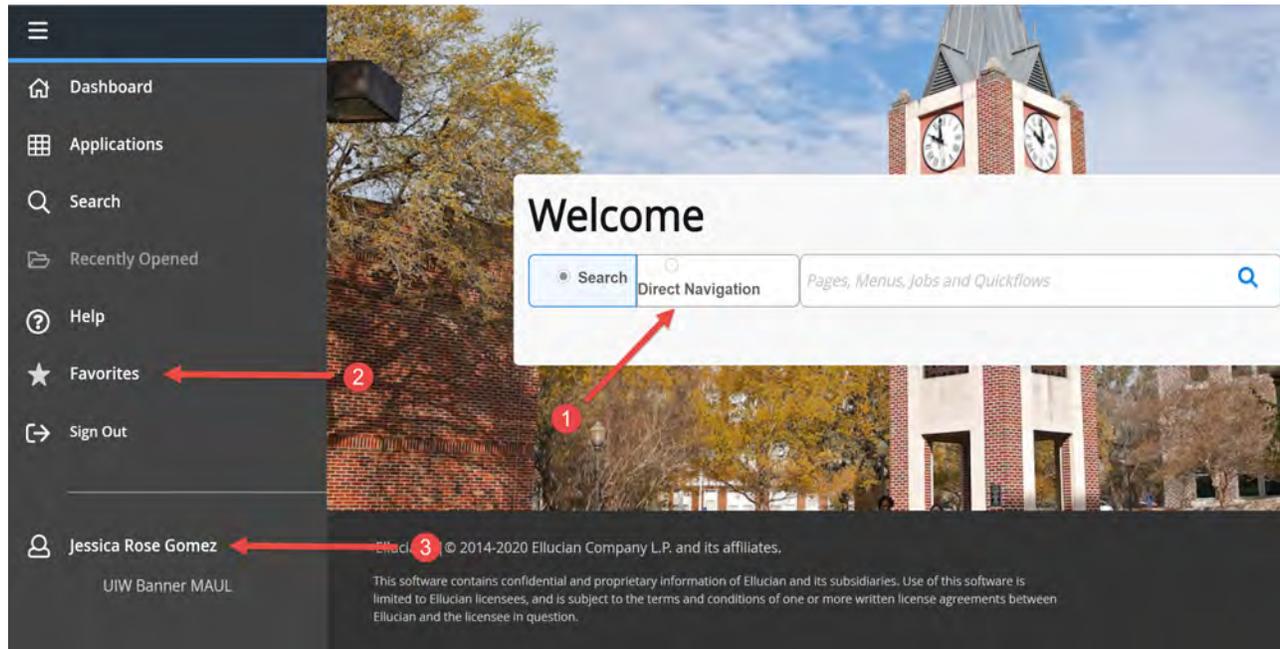


Figure 1.3 Application Navigator with menu extended

1 Direct Navigation-Use the new direct navigation feature to access an object directly. Use this field to directly access pages, jobs, menus, and quick flows. If you know the name of the object you want to access, enter the seven letter object identifier or acronym for the page, or the complete description of the page. If there is more than one matching object, a list of matching objects is displayed. If there are no matching records available a 'No Results Found' message is displayed. If a menu item selected, the menu panel will open and the selected menu will be displayed. This field is also available through the search icon in the main menu.

2 Favorites - Use the Favorites option to add frequently accessed objects to a convenient list. The new Favorites icon, indicated by a star is included in the Application Navigator menu. Click the icon to see the list of favorites. You can add any of the pages or objects listed under the Applications menu as a favorite by clicking on the star icon alongside that object. To remove the object from the list of favorites, click the star icon alongside it in the favorites list.

3 User Profile - The user profile icon in Application Navigator provides an indication of baseline Banner messages. A counter next to the user profile icon in Application Navigator displays the number of unread Banner messages. Click on the counter and then click Check Banner Messages to open the General Message page with Banner messages.

Favorites

Figure 1.4, Application Navigator with menu extended

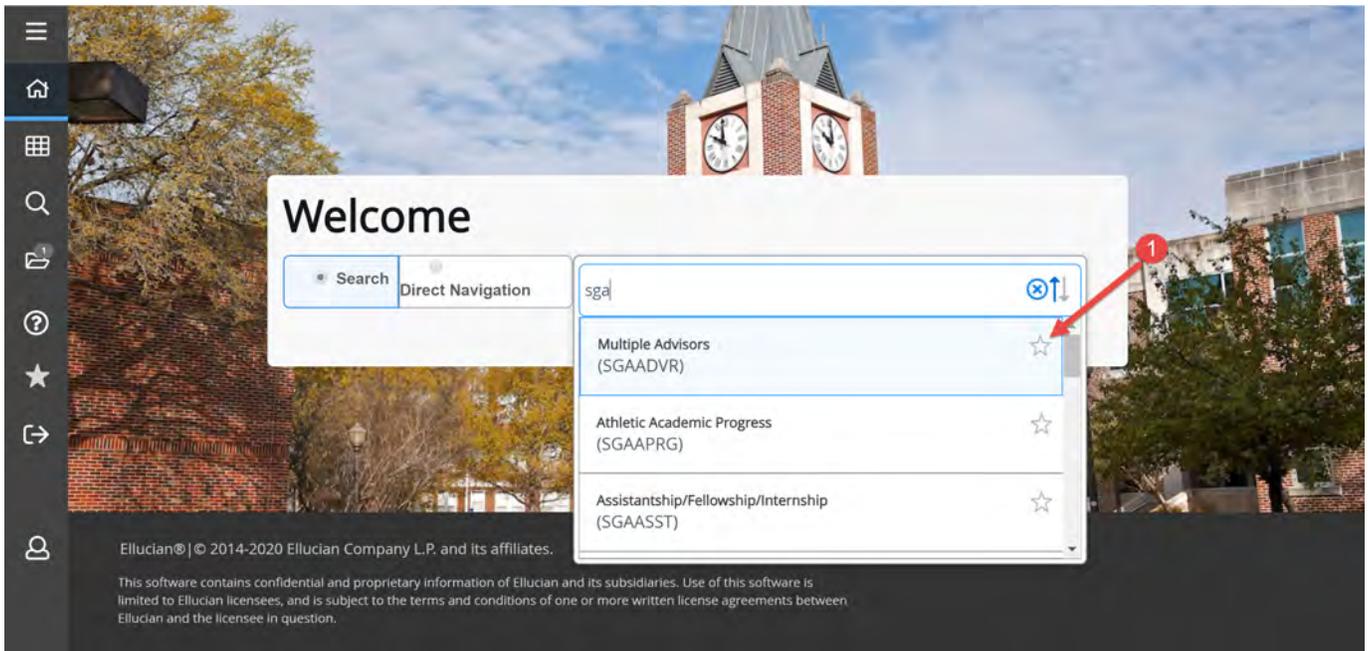
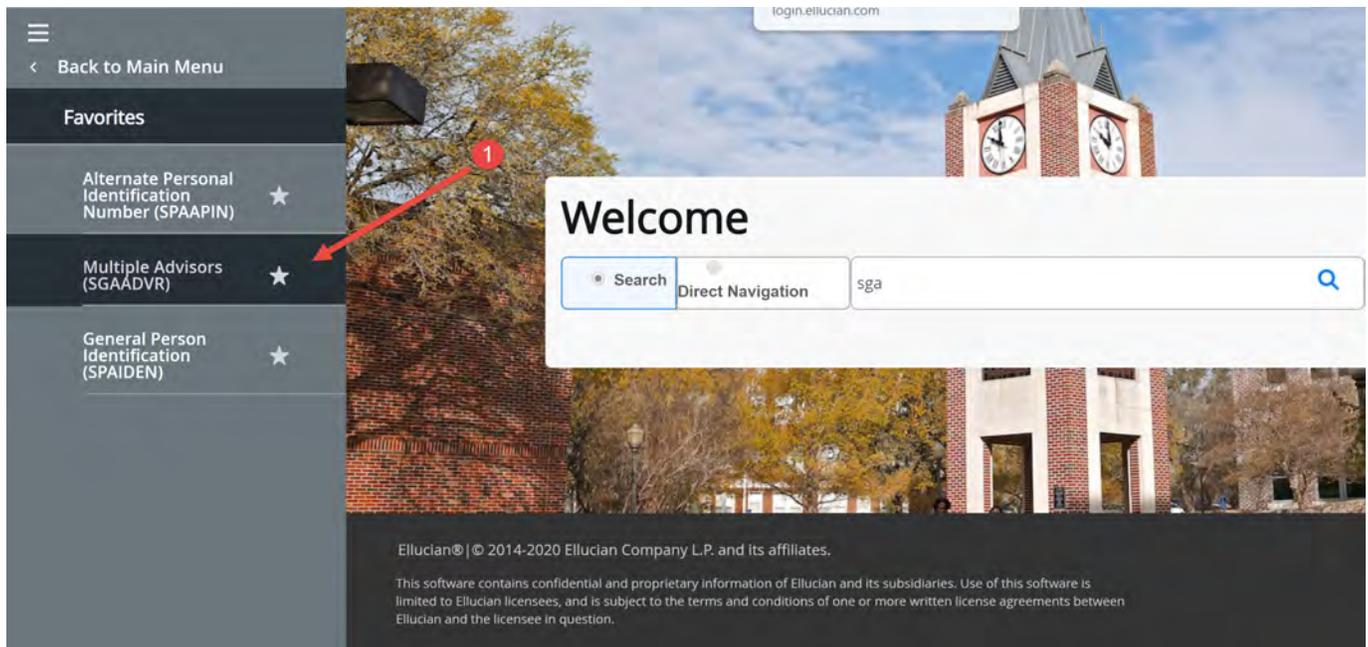


Figure 1.5, Application Navigator with menu extended



1 Favorites - You can also indicate your “favorites” by clicking on the star icon alongside that object. The starred objects show up in a new Favorites icon on the left-hand menu. Click the icon to see the list of favorites.

User Profile

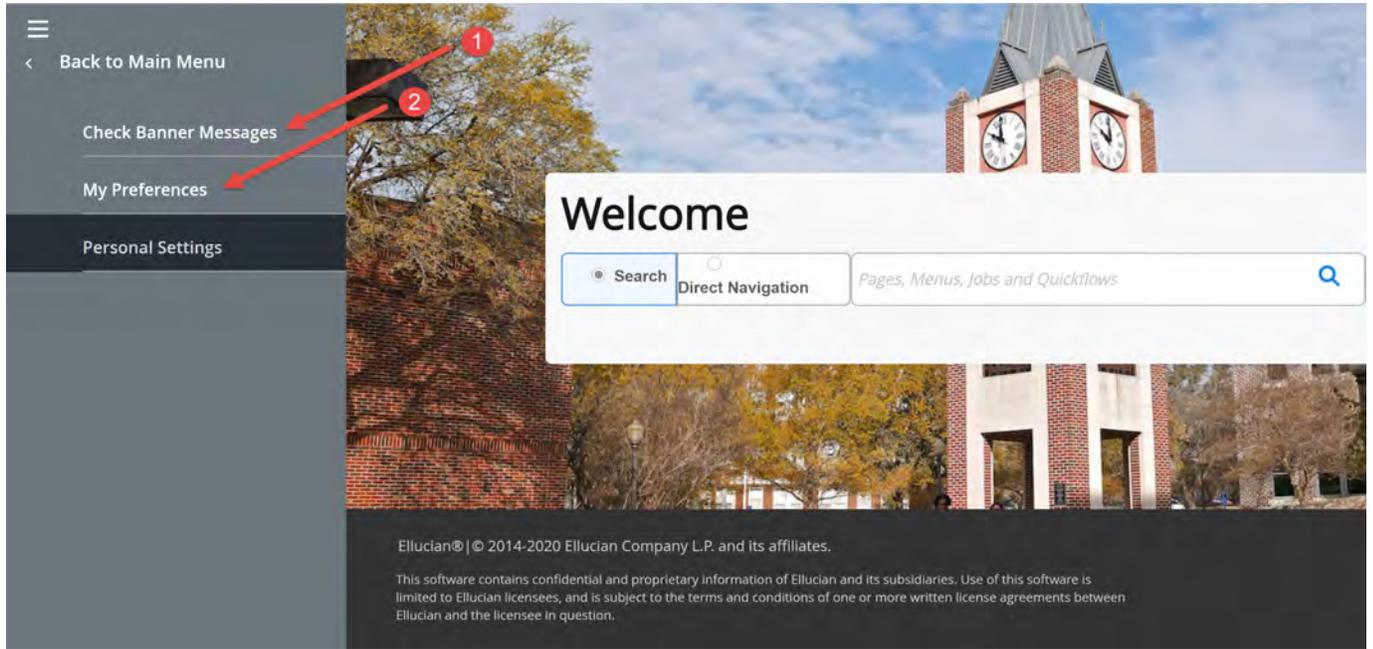


Figure 1.6, Application Navigator with menu extended

see 🗑️ figure 1.6

At the bottom of the navigation menu is the User Profile icon. If the menu descriptions are displayed, this icon will also list the currently logged in Banner user. Clicking on the icon will display a menu with three options. A number appearing on the icon indicates that many messages are waiting to be viewed.

1 Check Banner Messages- The user profile icon in Application Navigator provides an indication of baseline Banner messages. A counter next to the user profile icon in Application Navigator displays the number of unread Banner messages. Click on the counter and then click Check Banner Messages to open the General Message page with Banner messages.

2 My Preferences - Banner users can personalize the Banner application to meet their individual needs. Using the General User Preferences Maintenance form, a user can change Display Options, Directory Options, My Links, and Menu Settings.

Personal Settings

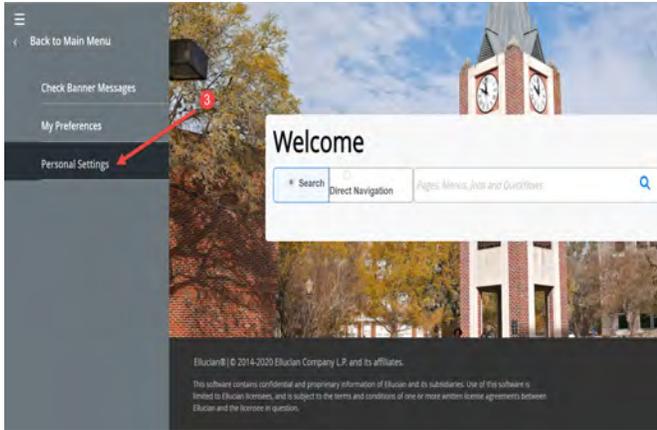


Figure 1.7, Application Navigator with menu extended

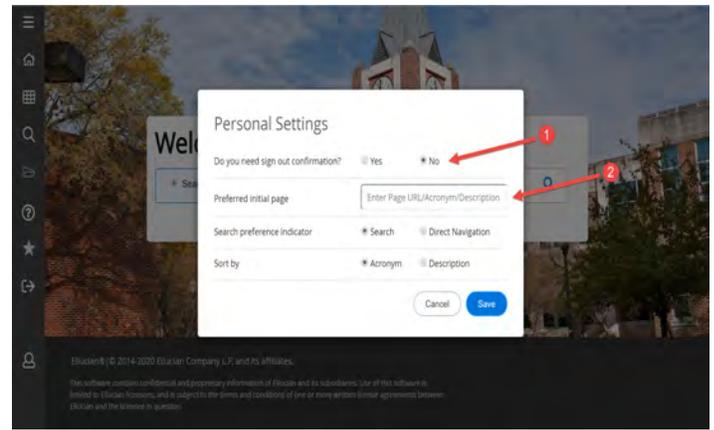


Figure 1.8, Application Navigator with Personal Setting menu extended

see 🗨️ figure 1.7 and figure 1.8

3 Personal Settings - Use the personal settings to define the initial page, the search preference, sort preference, and to configure sign out confirmation. The **Personal Settings** link is under the user profile icon.

The **Personal Settings** pop-up has the following settings:

1 Do you need sign out confirmation?

Select **Yes** if you want users to be prompted with a confirmation message when signing out of Application Navigator. The default setting is **No**.

2 Preferred initial page

This is the first page that will be opened for the user when they log into Application Navigator. Users can identify the page description or seven-letter identifier for an Administrative page.

Application Navigator will reference the user preference detail will display the matching page automatically for the user on first login.

Search Preference

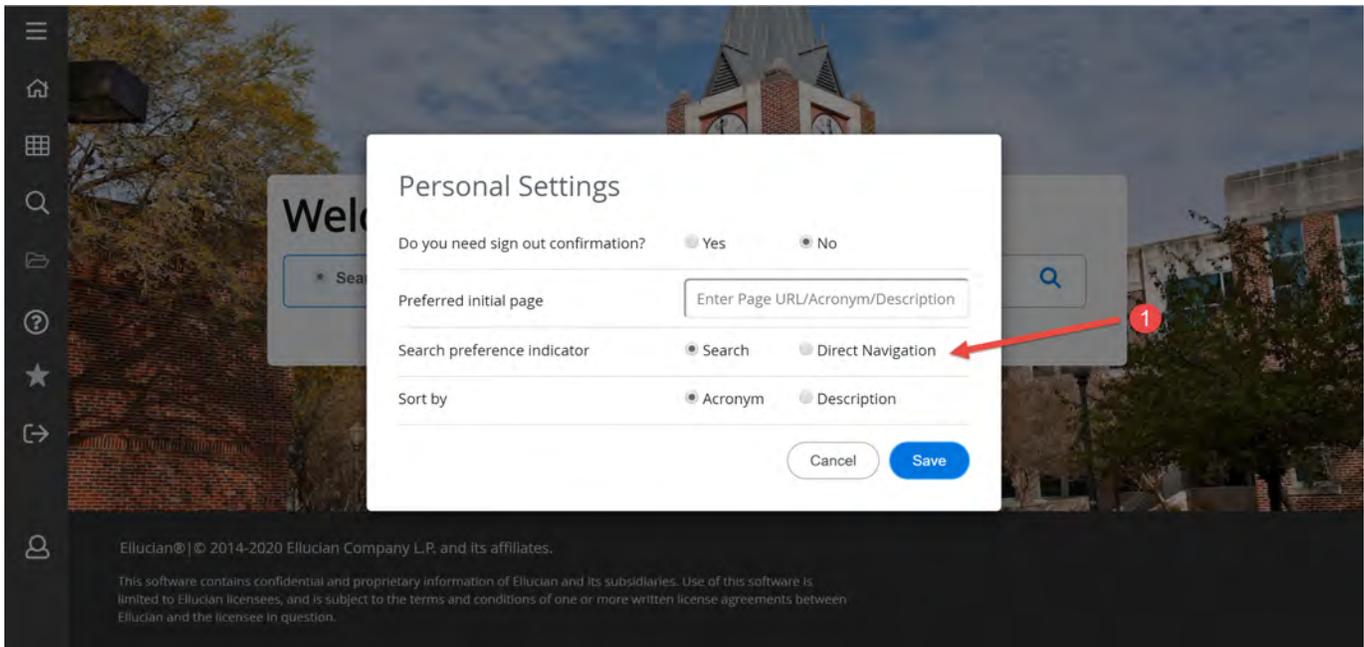


Figure 1.9, Application Navigator with Personal Settings Menu extended

see 🗨️ figure 1.9

1 Search preference indicator

Select the default search option to be used, **Search** or **Direct Navigation**.

Search

The landing page contains a search field is indicated by a magnifying glass image. The search field can be used to search for pages, jobs, menus, and quick flows. If an object is selected, that object will open. If a menu item is selected from the landing page search results, the menu panel will open and the selected menu will be displayed. Then an item is selected from the search results, the search results list is cleared.

Direct Navigation

The landing page contains a Direct Navigation field which can be used to directly access pages, jobs, menus, and quick flows.

If you know the name of the object you want to access, enter the seven letter object identifier or acronym for the page, or the complete description of the page. If there is more than one matching object, a list of matching objects is displayed.

If there are no matching records available a No Results Found message is displayed. If a menu item selected, the menu panel will open and the selected menu will be displayed.

Sort by

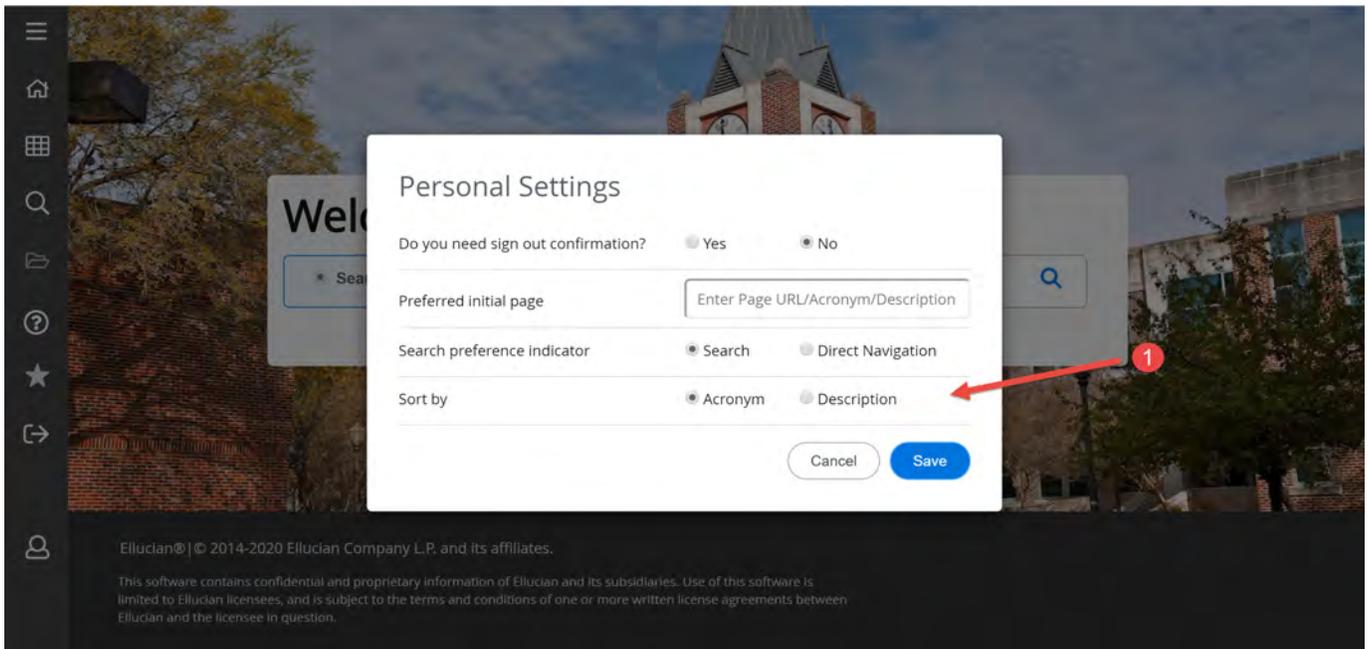


Figure 2.1, Application Navigator with Personal Setting Menu extended

see 🗨️ figure 2.1

1 Sort By

Sort functionality is added to the search feature to make searching easier.

User can now choose between **Sort with Acronym** or **Sort with Description** as per their preference. To enable this, a new user preference is added.

If the sort preference is set to Acronym, the search result set is sorted based on acronym, in ascending order. The sort preference is set to 'Acronym' by default. This preference is not available for Self Service only users.

If the sort preference is set to Description, the search result set is sorted based on Description, in ascending order.

A new Sort option is also added on the Search components to enable changing the sort order on the fly.

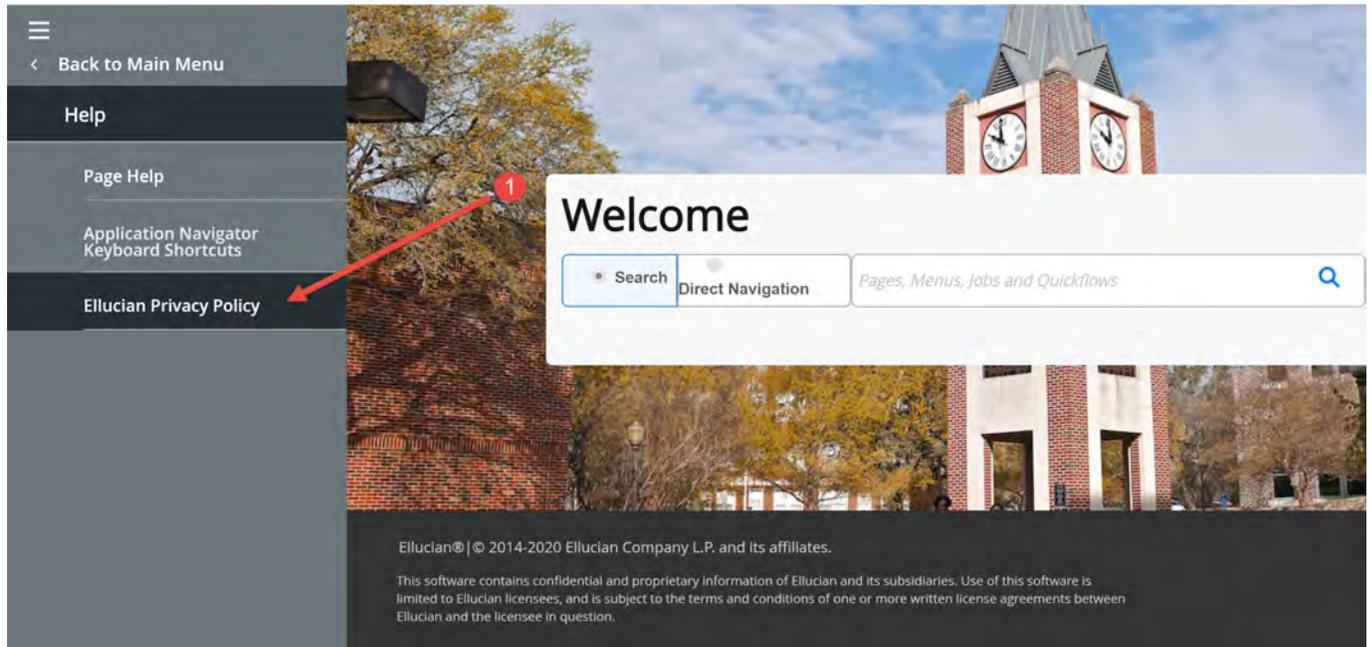


Figure 2.2, Application Navigator with menu extended

Ellucian Privacy Policy

see 🗑️ figure 2.2

1 Ellucian Privacy Policy

A new link has been added under Help option under the vertical menu, this link will open up the Ellucian Privacy Policy, in a new tab outside the Application Navigator.

Ellucian Privacy Policy link

<https://www.ellucian.com/privacy>

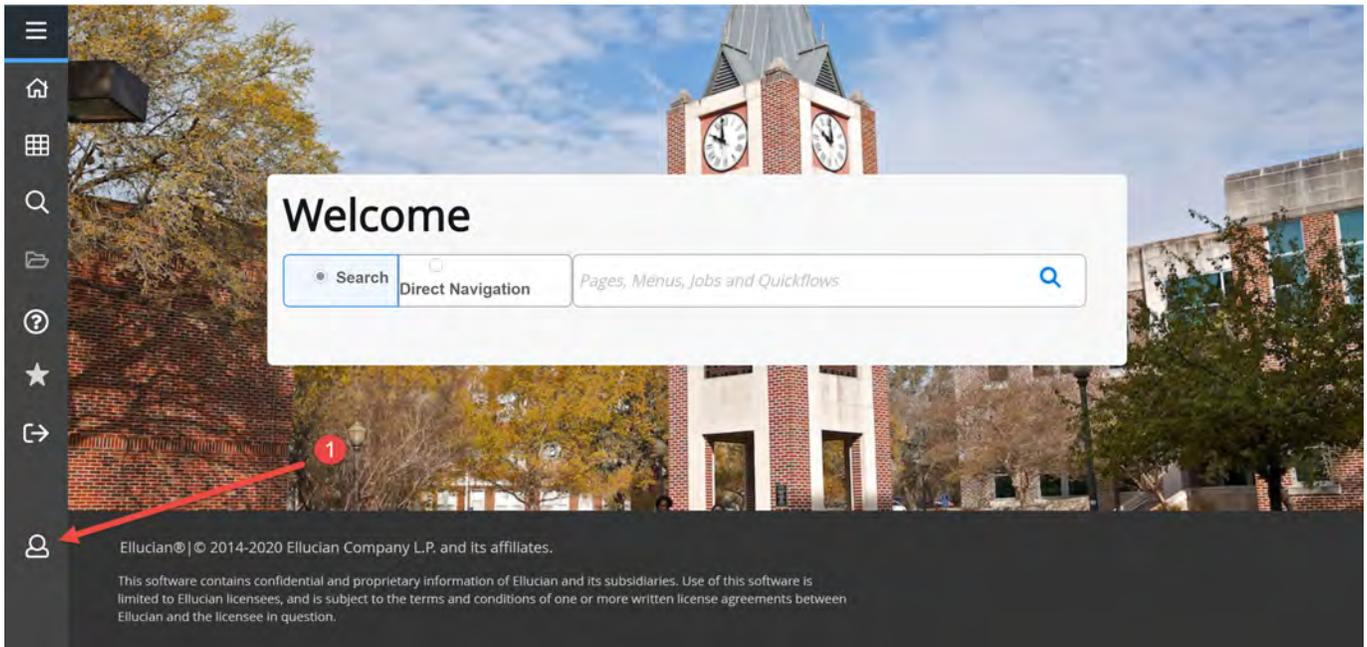


Figure 2.3, Application Navigator without menu extended

Login date/time

see 🗨️ figure 2.3

1 Login date/time

User can now view their last login date and time under the Profile icon on vertical menu.

Expand vertical menu or hover over the Profile icon to see the current login date and last login date/time details. The login date/time is displayed based on the user date/time zone.

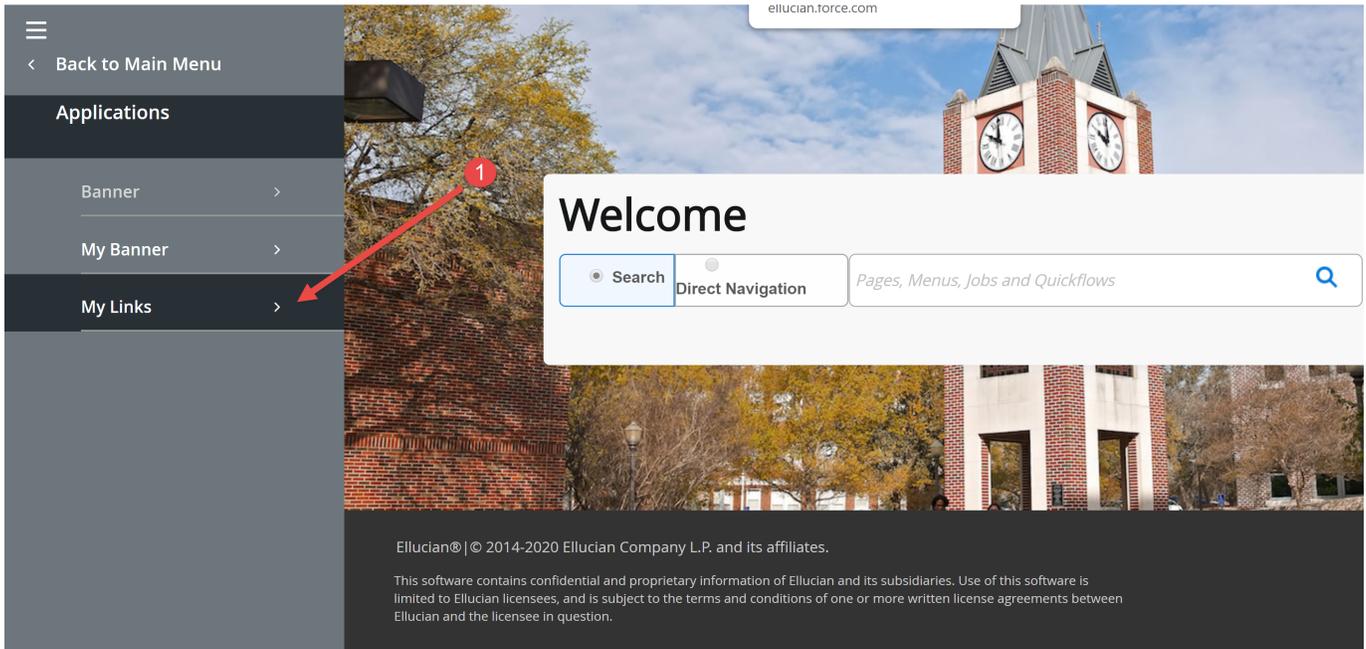


Figure 2.4, Application Navigator with menu extended

My Links

see 🐼 figure 2.4

1 My Links

The new My Links option under the Applications menu displays the list of personal links or objects that have been defined in the General User Preferences maintenance Form (GUAUPRF). The Manage My Links options opens the GUAUPRF page where you can manage the links.

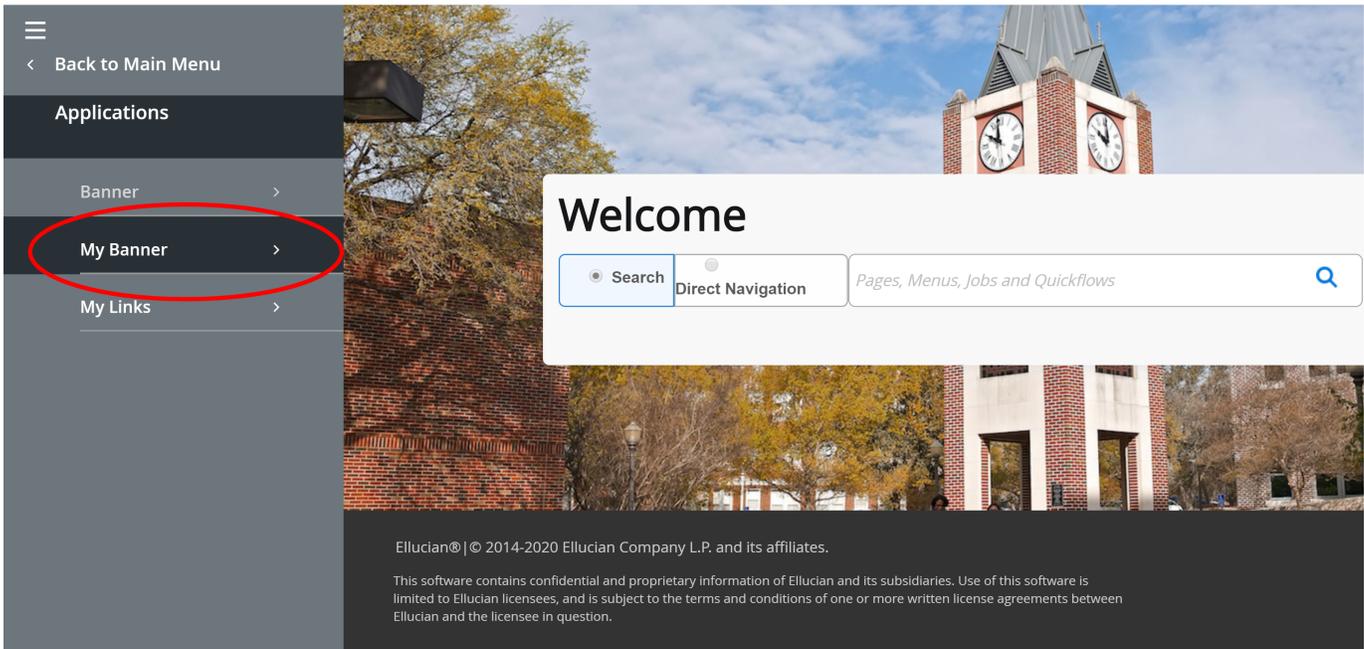


Figure 2.5, Application Navigator with menu extended

My Banner

You may create a personal menu tied to your Banner user ID. Your personal menu will contain the pages, jobs, menus, and Quick flows that are most important in your daily work. Once the personal menu is created, you may access it from the main menu under Applications.

1 From the Application Navigator page, use either the search box in the middle of the screen or the search icon to enter either “My Banner” or “GUAPMNU”.

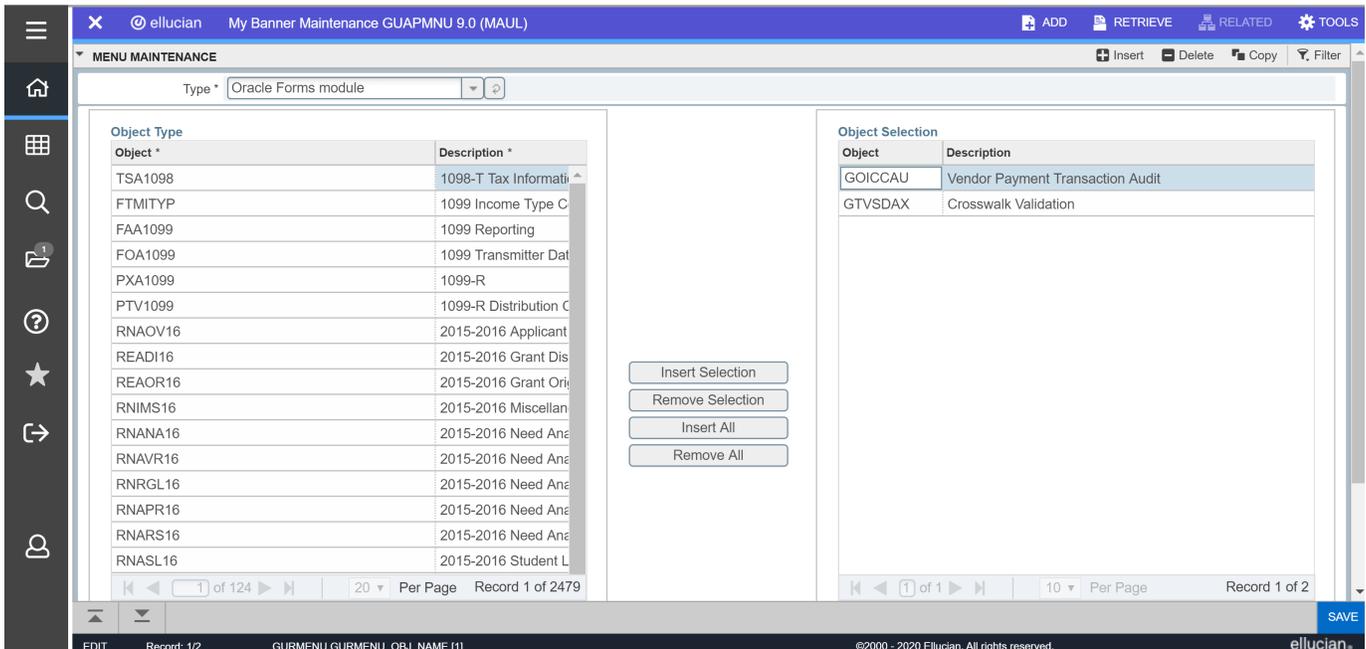


Figure 2.6, Application Navigator without menu extended

My Banner

2 The My Banner maintenance page contains:

- Type: A drop down menu located the top of the screen to allow you to choose from Oracle Forms, Job Submissions, Menus, Menu Messages, and Workflows to access all forms needed to customize your My Banner.
- Object Type: All available pages, jobs, menus, or Quickflows associated with the chosen type selected from the drop-down menu.
- Buttons: Buttons are used to insert or remove selections from the available list to your My Banner list.
- Object Selection: Will display the contents of your personal menu.

3 To add objects to your personal menu, select the name from the left pane by double clicking it and then use the Insert buttons in the middle of screen to add to the right pane.

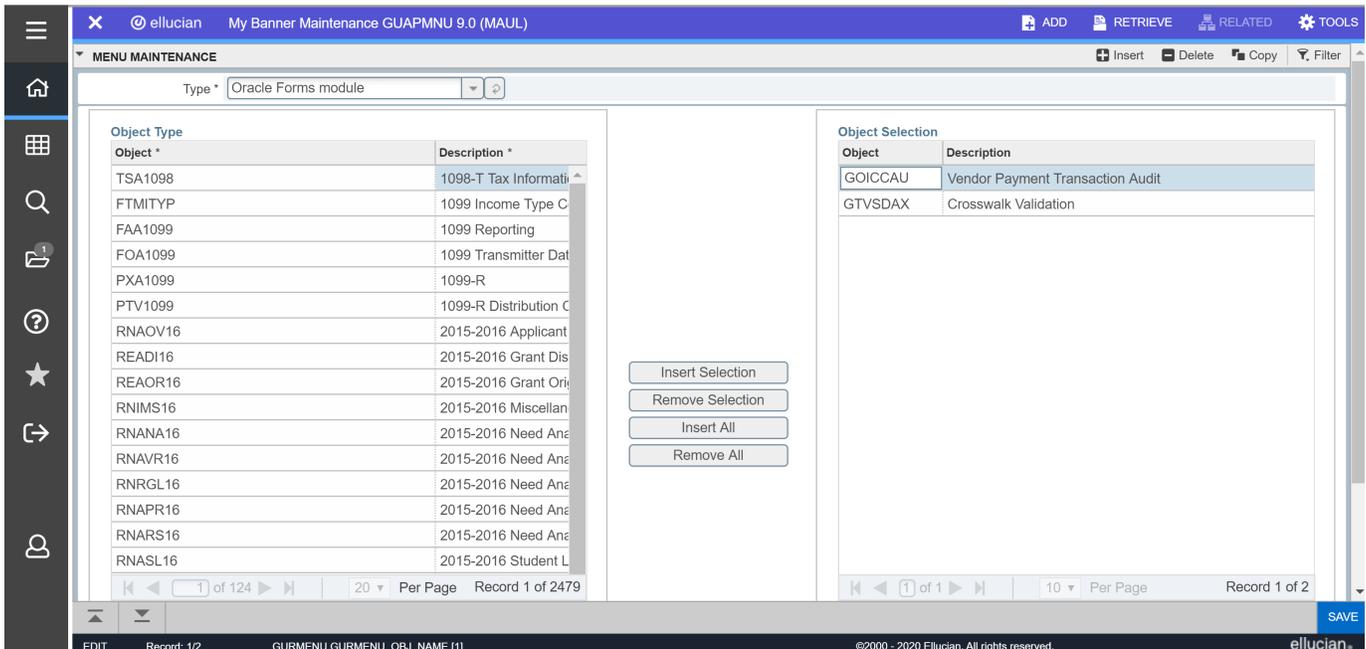


Figure 2.7, Application Navigator without menu extended

My Banner

- 4 After each page selection to the right pane, select Save in the bottom right hand corner to retain selections.
- 5 Shortcut to creating your My Banner list: Beginning with the Object Selection panel (the right panel), select the first open record. This is displayed as a box with a cursor available. Enter the seven-character page and arrow down to create the next record. You may enter as many pages as you wish. Remember to select Save before exiting the page.
- 6 You will have to sign out and sign back in to see changes on your My Banner.

You can return to the Application Navigator landing page by clicking on the “House” icon home link.

Application Navigator has a set of keyboard shortcuts, which you can review by clicking on Keyboard Shortcuts in the Help Option of Application Navigator.

It is important to remember to use the Sign Out link in the lower left menu when closing the application (instead of just closing your browser) to make sure you are logged out of the application.

For more information about defect corrections, see the Banner Application Navigator Resolutions.

A resolution report lists the resolved change requests for a release. Each change request has a Problem, Impact, and Resolution statement. In addition to these statements, every change request has a URL. By copying and pasting the URL into a web browser, you can see more detail about the change request on the Ellucian Customer Center.

Other resources for information on the new features can be found on the Ellucian Hub. You must have an Ellucian Hub account to access the resources. Please review the attached handout on HOW-TO sign up for an Ellucian HUB account, if you do not have an Ellucian account.

HOW-TO sign up for Ellucian HUB Account

Change Requests

Application Navigator 3.2 Change Requests

Application Navigator 3.3 Change Requests

Resolutions Information

Application Navigator 3.2 Resolutions

Application Navigator 3.3 Resolutions

Release Information

Application Navigator 3.2 Release

Application Navigator 3.3 Release