

Moving from Banner 8 forms to Banner 9 Admin pages

FAQ

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General Questions

What is Banner 9?

Banner 9 is a campus-wide initiative to upgrade our Banner environment from Banner 8 to Banner 9.

Our students and Advisors are already benefiting from Student Profile and Student Advisor Profile.

And now, AUB faculty and administrative staff using banner will benefit from the recent upgrade which consists of *upgrading our Banner 8 forms based on Oracle forms to Banner 9 Admin Pages*.

Additional enhancements will come on the way.

Why are we upgrading to Banner 9 admin pages and what are the benefits of this upgrade?

- Ellucian, the provider of Banner, is moving away from using the Banner 8 forms (built from a technology called Oracle forms).
- Banner 9 Admin pages have been rebuilt using modern web technologies
- Provide a better robust and reliable infrastructure
- Provide a compliant and up-to-date student information system
- Move away from the Java plug-in on client workstations
- Provide ability to run in any modern browser (no longer tied to Internet Explorer)
- Provide better look and feel user interface and new features
- Access using Single Sign On

What will stay the same?

- Data is still entered by users the same way
- Form names are still the same composed of 7 characters (such as SPAIDEN,SFAREGS, SAAADMS)
- Users' security access to forms

What are the main functional changes?

- New functionality within forms, impacts how the data can be queried and viewed
- New Terminology
- No changes to how the data is stored or backend processes
 - o Filters
 - o Better warning messages
 - o Adjust columns
 - o Sort data within the forms
 - o More intuitive look and feel
- Banner 9 has a modernized user interface with improved navigation and accessibility. While the pages look and feel are different, they contain all of the same functionalities that you are familiar with in Banner 8.

Who is affected by this upgrade to Banner 9 admin pages?

In this current Upgrade, Faculty and Administrative Staff who currently use Banner in their respective areas will be affected by this upgrade.

Can the user still access Banner 8 forms?

Banner 8 forms and Banner 9 admin pages have been running in parallel for the past 2 years because some of the delivered forms in Banner 9 were missing some used functionalities.

Now that all issues are resolved, Banner 8 forms will be decommissioned and once Banner 9 forms are activated, you can no longer access Banner 8 forms.

Following Banner 8 forms URLs will be decommissioned:

<http://banner-forms1.aub.edu.lb:9001/forms/frmservlet>

And

<http://banner-forms2.aub.edu.lb:9001/forms/frmservlet>

We will be using instead the Banner 9 admin pages URL which is:

<https://banner-appnav.aub.edu.lb/applicationNavigator>

Navigation Questions

Will users be able to access the forms they currently have permission to in Banner 8?

Yes, users' access to pages (originally called forms) will not change.

Does Banner 9 Admin pages have new terminology?

Yes, there are some new definitions for Administrative Banner 9 that differ from Banner 8 forms (Internet Native Banner)

Internet Native Banner	Administrative Banner
Form	Page
Next Block	Go
Commit or Save	Save
Rollback	Start Over
Query	Filter
Extended Query	Advanced Filter
Duplicate	Copy
Auto hint (messages at bottom left)	Notification Center (messages at top right)
Data Extract	Export
View Document	Retrieve

Where can I find the “related forms” list that was under “Options” on the menu bar in Banner 8?

You can find this list by clicking on “Related” in Banner 9

From within a page, can you navigate from section to section without using the mouse?

Yes, you will be able to navigate from section to section using the PageUp and PageDown key.

Will a user be able to type in an acronym directly instead of having to navigate a list?

Yes, there will be the ability to navigate to a page by either the 7 letters acronym or by the page name.

Will the names of pages (originally called forms) still be the same?

Yes, you will be able to search for pages (originally called forms) by their 7 letters name such as SPAIDEN, SFAREGS, SAAADMS, etc.

An enhancement in Administrative Banner is the ability to find a page by its description. For instance, if the text “general person” is entered in the search bar, the SPAIDEN page will be retrieved for you to select.

I have set up my frequently used forms under My Banner. Will this continue to work?

Yes, My Banner is still available. Enter 'My Banner' in the search field on the Welcome page to access your list of pages.

How can I add/remove links in the "My Banner" list?

You can use GUAPMNU form to add/remove banner objects on your personal menu list.

Will my keyboard shortcuts continue to work?

Some keyboard shortcuts will work. Others had to be changed. This is because Administrative Banner is completely internet based where key strokes are already in use.

Banner keyboard shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner administrative pages.

Action	Shortcut
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Change MEP Context	CTRL+SHIFT+C
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	TAB
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Men	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T

Action	Shortcut
Page Tab 1	CTRL+SHIFT+1
Page Tab 2	CTRL+SHIFT+2
and so on	and so on
Previous Field or Item	SHIFT + TAB
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print Screenshot	CTRL+Alt+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records View	CTRL+G
Up/Previous record	Up Arrow
Toggle Accessibility mode ON/OFF for current session	CTRL+B
Workflow	
Release Workflow	ALT+Q
Submit Workflow	ALT+W
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Application Navigator	
App Nav - Access Help	CTRL+SHIFT+L
App Nav - Application Menu	CTRL+M
App Nav - Dashboard/Home	CTRL+SHIFT+X
App Nav - Display Recently Opened Items	CTRL+Y
App Nav - Side Search	CTRL+SHIFT+Y
App Nav - Sign Out	CTRL+SHIFT+F
User preferences	
Save Column Settings	ALT+1
Save Pagination Settings	ALT+2
Save Filter Settings	ALT+3
Action	Shortcut
Save All	ALT+4
Restore Column Settings	ALT+5
Restore Pagination Settings	ALT+6
Restore Filter Settings	ALT+7
Restore All	ALT+8
Disable Page Settings	SHIFT+ALT+Z
Restore Default Settings	CTRL+SHIFT+Z
Select/Clear Master Check box	CTRL+SHIFT+M

How do I resize a page in Banner 9?

You can use the CTL+ to increase the size and CTL- to decrease the size.

How do I change between Compact and Expanded layout in Banner 9 Admin pages?

Banner 9 gives you the option of viewing the Banner 9 pages in an Expanded or Compact view.

The Compact view reduces the amount of white space on a page, allowing for the visibility of more fields on a page. You can toggle between the two views in the Page Layout section of the Tools menu.

How does the Admin Navigator search field work in Banner 9?

For quick access to any Banner object, begin typing the name in the search field in the center of the main page.

As you begin typing, Banner will display suggested object names. Continue typing until the name of the object appears in the list, point and click to open that object.

How do I get more records to display on a page in Banner 9?

Banner 9 gives you the option of displaying fewer or more records on the screen for certain pages. Click on the Per Page dropdown at the bottom of the list of records on these screens to control the number of records displayed. Your choice will not persist upon exiting the page.

Technology Questions

What is the preferred browser for using Banner 9 admin pages?

The recommended browsers for best performance are Firefox and Chrome.

However, Administrative Banner can be used on Internet Explorer (IE 10 and 11), Firefox, Chrome, Safari and Edge.

Is Java required for Banner 9 admin pages?

No, Java is not required for Banner 9 admin pages. It is web based and does not require the Java plugin like Banner 8 forms do

How do I access Banner 9 Admin pages when Off-campus?

From off-campus, you need to use VPN to access Banner 9 admin pages

Will I use the same credentials to log into Banner 9 admin pages?

You will no longer use your Oracle user ID / Password you used to access Banner 8 forms with.

You will instead use your AUBnet ID and password.

For users using ODBC for reporting purposes, you will continue to access using same credentials you used before which are your Oracle user ID / Password

Why am I getting this error message when accessing my forms in Banner 9?

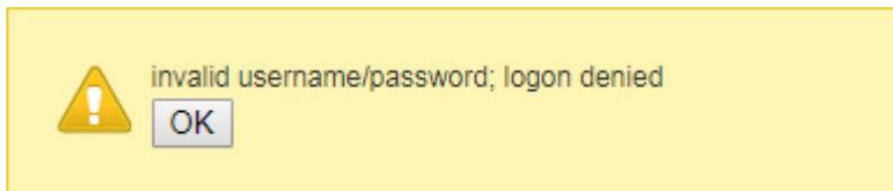
Service Invocation Failed

If you receive this error, please submit a ticket to it.helpdesk@aub.edu.lb

You will be required to authenticate with your AUBnet ID and your password.

Why am I getting this error message when accessing my forms in Banner 9?

Some Banner clients have reported that when logging into Banner 9 they may see this message:



Or

Your session has expired. Please login again to continue

In case this is faced, though you have actually entered your AUBnet username/password correctly, you may clear your browser cache and login again

This sometimes happen with Banner 9 single-sign-on

The Internet browser and web server cache stores certain information to increase performance when visiting websites. There are times however, when cached files will cause errors in Banner web pages if the stored content is old and the application has been recently upgraded.

Clear the cache in Chrome Browser

Press Control-Shift-Delete > Browsing Data > Click "Cached images and files" and "Browsing History" and "Download History" > Clear data

Clear the cache in Firefox Browser

Press Control-Shift-Delete > Click "Cache" and "Browsing & Download History" > Clear Now

Clear the cache in IE (Internet Explorer) Browser

Press Control-Shift-Delete > Click Temporary Internet Files and website files > Delete

Also click Menu > Internet Options > General tab > Browsing History > Settings
"Check for newer versions of stored pages" should be set to "Every visit to the page".

What should the user do if he have login problems to the new Banner 9 forms?

He should open a ticket (it.helpdesk@aub.edu.lb)

Who do I call with questions about Banner 9?

You may seek for help from your team about questions concerning your area specific business processes. For general questions or login issues, you may contact it helpdesk by submitting a ticket on (it.helpdesk@aub.edu.lb)