

# APPLICATION NAVIGATOR

## *QUICK NAVIGATION GUIDE*



TEXAS A&M UNIVERSITY  
COMMERCE, TX



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## APPLICATION NAVIGATOR INTRODUCTION

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Welcome to the BANNER® 9 Application Navigator. Application Navigator provides a single interface to seamlessly navigate between Banner 9 JAVA pages and Banner 8 Oracle forms. It is a tool that allows you to go back and forth between the current Banner forms and the new Banner JAVA pages without needing to remember if a form has been converted.

**Sign in using the URL:**

<https://xeancom.tamuc.edu/applicationNavigator/>

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## FAQS

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### **How do I now access INB forms?**

Links to Banner Pages for both PROD\*\* and QA are still in the Banner Access Portal, but the INB forms should be replaced before the end of the year.

### **What browsers does Application Navigator support?**

The recommend browsers are Firefox, Chrome, and Safari. While Application Navigator supports all current browsers, Banner INB still requires the Java plugin to function. Currently, the only remaining INB supported browsers (with Java enabled) are Internet Explorer and Safari.

### **All I see is a white screen as I attempt to navigate to an INB form in Application Navigator or I can load one INB form but cannot navigate to another. How do I fix it?**

Make sure you are using a Banner INB supported browser – Internet Explorer or Safari.

### **Why Can't I Find my Form/Page in Application Navigator?**

Application Navigator only shows forms or pages you have permissions to view.

### **Why aren't my keyboard shortcuts working inside Application Navigator?**

Because Banner INB now launches inside of a web browser, some keyboard shortcuts had to be changed while others no longer work. A complete list of keyboard shortcuts to be used in Application Navigator are below.



### KEYBOARD SHORTCUTS FOR PC

<b>Banner 9 Function</b>	<b>Banner 9 Key Stroke</b>	<b>Banner 8 Function</b>	<b>Banner 8 Key Stroke</b>
Application Navigator Display Open Items	CTRL + Y		
Application Navigator Search	CTRL + Shift + Y		
Application Navigator Help	CTRL + Shift + L	Help	Ctrl + H
Application Navigator Sign Out	CTRL + Shift + F		
Display the Menu	CTRL + M		
Open Main Menu	CTRL + Alt + M		
Open Related Menu	Alt + Shift + R		
Open Tools Menu	Alt + Shift + T		
Choose/Submit/Action	Return/Enter	Direct Access Box	Return/Enter
Next Section	ALT + Page Down	Next Block	Ctrl + Page Down
Previous Section	ALT + Page Up	Previous Block	Ctrl + Page Up
Cancel form, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q	Exit, Cancel Query, Close Form	Ctrl + Q
Cancel Action	Esc		
Next Field/Item	Tab	Next Field	Tab
Page Tab 1, Page Tab 2, Page Tab 3, ...	CTRL + Shift + 1, CTRL + Shift + 2, CTRL + Shift + 3, et...		
Previous Field/Item	Shift + Tab	Previous Field	Shift + Tab
Export	SHIFT + F1		
Duplicate Item	F3	Duplicate Item	F3
Duplicate Selected Record	F4	Duplicate Record	F4



### KEYBOARD SHORTCUTS FOR PC cont'd

<b>Banner 9 Function</b>	<b>Banner 9 Key Stroke</b>	<b>Banner 8 Function</b>	<b>Banner 8 Key Stroke</b>
Clear One Record	Shift + F4	Clear Record	Shift + F4
Clear Page/Start Over/Refresh/Rollback	F5	Rollback	F7
Clear All in Section	Shift + F5		
Insert/Create Record	F6	Insert Record	F6
Delete Record	Shift + F6	Delete Record	Shift + F6
Search/Open Filter Query	F7	Enter Query	F7
Execute Filter Query	F8	Execute Query	F8
List of Values	F9	List of Values	F9
Save	F10	Save	F10
Print	CTRL + P	Print	Shift + F8
Up	Up Arrow	Previous line/row	Up Arrow
Down	Down Arrow	Next line/row	Down Arrow
Previous Page Up	Page Up	Scroll Up	Page-up
Next Page Down	Page Down	Scroll Down	Page-down
First Page	CTRL + Home		
Last Page	CTRL + End		
Edit	CTRL + E	Edit	Ctrl + E
Copy	CTRL + C	Copy	Ctrl + C
Cut	CTRL + X	Cut	Ctrl + X
Paste	CTRL + V	Paste	Ctrl + V
Undo	CTRL + Z		



<u>KEYBOARD SHORTCUTS FOR PC cont'd</u>			
Banner 9 Function	Banner 9 Key Stroke	Banner 8 Function	Banner 8 Key Stroke
Redo	CTRL + Shift + Z		
Select on a Called Page	ALT + S		
More Information	CTRL + Shift + U		
Retrieve BDM Documents	ALT + R		
Add BDM Documents	ALT + A		
Submit Work Flow	ALT + W		
Release Work Flow	ALT + Q		
Checkbox Autofill	Space bar	Checkbox auto fill	Space Bar
Today's Date Autofill	Any letter key, Enter	Today's Date autofill	Any letter key, Enter

<u>KEYBOARD SHORTCUTS FOR MAC</u>			
Banner 9 Function	Banner 9 Key Stroke	Banner 8 Function	Banner 8 Key Stroke
Application Navigator Display Open Items	CTRL + Y		
Application Navigator Search	CTRL + Shift + Y		
Application Navigator Help	CTRL + Shift + L	Help	Ctrl + H
Application Navigator Sign Out	CTRL + Shift + F		
Opens the Main Menu	CTRL + M		
Closes Main Menu	Ctrl + Alt + M		
Open Related Menu	Alt + Shift + R		
Open Tools Menu	Alt + Shift + T		
GO Button /Choose / Submit/Action	Return/Enter		



KEYBOARD SHORTCUTS FOR MAC cont'd

<b>Banner 9 Function</b>	<b>Banner 9 Key Stroke</b>	<b>Banner 8 Function</b>	<b>Banner 8 Key Stroke</b>
Next Section	ALT + Page Down	Next Block	Ctrl + Page Down
Previous Section	ALT + Page Up	Previous Block	Ctrl + Page Up
Cancel form, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q	Exit, Cancel Query, Close Form	Ctrl + Q
Cancel Action	Esc		
Next Field/Item	Tab	Next Field	Tab
Page Tab 1, Page Tab 2, Page Tab 3, ...	CTRL + Shift + 1, CTRL + Shift + 2, CTRL + Shift + 3, et...	Forward through tabs	Ctrl + Tab
Previous Field/Item	Shift + Tab	Previous Field	Shift + Tab
Export	Shift + fn + F1		
Duplicate Item	fn + F3	Duplicate Item	fn + F3
Duplicate Selected Record	fn + F4	Duplicate Record	fn + F4
Clear Page/Start Over/Refresh/Rollback	F5	Rollback	Shift + fn + F7
Clear All in Section	Shift + F5		
Insert/Create Record	F6	Insert Record	F6
Delete Record	Shift + F6	Delete Record	Shift + F6
Search/Open Filter Query	fn + F7	Enter Query	fn + F7
Execute Filter Query	fn + F8	Execute Query	fn + F8
List of Values	fn + F9	List of Values	fn + F9
Save	fn + F10	Save	fn + F10
Print	CTRL + P	Print	Shift + fn + F8
Up	Up Arrow	Previous Record/row	Up Arrow
Previous Page Up	Page Up	Scroll Up	Page-up

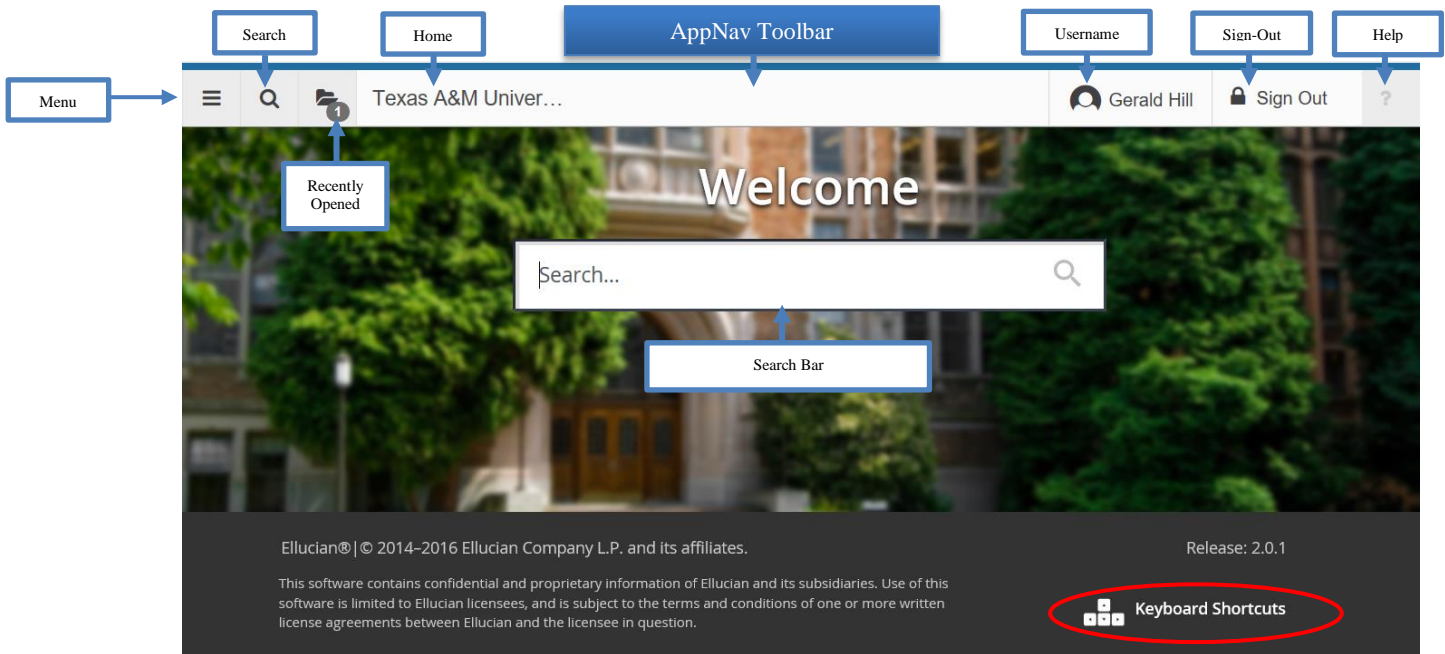


KEYBOARD SHORTCUTS FOR MAC cont'd

<b>Banner 9 Function</b>	<b>Banner 9 Key Stroke</b>	<b>Banner 8 Function</b>	<b>Banner 8 Key Stroke</b>
Next Page Down	Page Down	Scroll Down	Page-down
First Page	CTRL + Home		
Last Page	CTRL + End		
Edit	CTRL + E	Edit	Ctrl + E
Copy	fn + F4	Copy	CTRL + C
Cut	CTRL + X	Cut	Ctrl + X
Paste	CTRL + V	Paste	Ctrl + V
Undo	Ctrl + Z		
Redo	CTRL + Shift + Z		
Select on a Called Page	ALT + S		
More Information	CTRL + Shift + U		
Retrieve BDM Documents	ALT + R		
Add BDM Documents	ALT + A		
Submit Work Flow	ALT + W		
Release Work Flow	ALT + Q		
Checkbox Autofill	Space bar	Checkbox Autofill	Space bar
Today's Date Autofill	Any letter key, Return	Today's Date Autofill	Any letter key, Return



WELCOME TO THE BANNER 9 LANDING PAGE



#	AREA	ICON	FUNCTION
1.	Menu		Click on this icon to open the Banner Menu and find the page you are interested in opening.
2.	Search		Click this icon to open the search window. You can then enter with the descriptive name of the page or the Banner acronym for the page.
3.	Recently Opened		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.
4.	Home Page	N/A	Displays the name of the University and returns the user to the AppNav landing page
5.	Banner User Name		Displays the username for the person logged into the active session
6.	Sign Out Button		Use this when closing the application instead of just closing your browser to make sure you are logged out of Banner 9.
7.	Help Icon		By selecting this icon help information will be displayed about the page you are currently viewing
8.	Search Box	N/A	In this box, you enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.
9.	Key Board Shortcuts		The AppNav page has a set of keyboard shortcuts, which you can review by clicking on Keyboard Shortcuts in the bottom right corner of the page.





You can return to the Application Navigator landing page by clicking on the **Texas A&M University-Commerce** home link.

Application Navigator has a set of keyboard shortcuts, which you can review by clicking on **Keyboard Shortcuts** in the bottom right corner of the page.

It is important to remember to use the **Sign Out** link in the upper right corner when closing the application instead of just closing your browser to make sure you are logged out of the application.

## BASIC NAVIGATION

The basic navigation of each page includes the page header, notification center, key block, sections, and buttons.

## PAGE HEADER

The page header is part of the basic navigation and contains the following items:

- **Page close icon**
- **Page Title**  
This is formatted per the preferences established on the User Preference (GUAUPRF) page.
- **Add/Retrieve Icons**  
These are used with Banner Document Management.
- **Related Menu**  
This displays a list of pages that can be accessed from this page (Options Menu in Banner 8).
- **Tools Menu**  
This includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.
- **Notification Center**



The Notification Center is located to the right of the Tools menu and displays the following types of information as needed:

- Successful save of data
- Warning messages
- Error messages
- Informational messages
- Number of messages to be corrected to continue in the page

You can click in the box with the number in the page header to open or close 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 the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, the fields that can be entered in the key block are enabled. When you leave the key block, the fields in the key block are disabled.

When the cursor is in the key block, the information is displayed in a column format. When you leave the key block by clicking the **Go** button, the data is rearranged into a linear format.

To access the body of the page, populate the key block data and then click **Go**.

You can return to the key block if you are in the body of a page by clicking **Start Over**.

The screenshot displays the Banner application interface. At the top, there is a navigation bar with a search icon, the text "Texas A&M Univer...", a user profile for "Mr. Christopher Michael Frost", a "Sign Out" button, and a help icon. Below this is a secondary navigation bar with a close icon, the text "General Person Identification SPAIDEN 9.3 (COMDEV3)", and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main content area features a search form with the label "ID:" and the value "50066144". To the right of the input field is a dropdown menu showing "Frost, Christopher M." and a green "Go" button. A grey message box at the bottom of the form area contains the text: "Get Started: Fill out the fields above and press Go."



## SECTIONS

Pages are divided into sections that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on. Each section contains related information.

Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed by clicking on the arrow on the far-left side of the section header. Some sections are accessed by using tabs that group information in a meaningful way. If available, the sections can have a header that includes icons for the following actions:

**Insert.** Use this to insert records in the section.

**Delete.** Use this to delete records in the section.

**Copy.** Use this to copy records in the section.

**Filter.** Use this to filter records in the section.

## REQUIRED FIELDS

An asterisk (\*) displayed next to a field name indicates that the field requires a value before you continue on the page. The system uses the definition of the field as it is used in the application to determine if it is required. For fields that have conditional logic that determines whether they are required, the asterisk (\*) is not displayed. If you leave a section or a page without entering information in a required field, the page notifies the individual in the Notification Center, requiring the user to perform some additional action.

## SORT ORDER

In a grid layout, values for a field can be sorted, and if you have chosen to sort the data, 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.

## DATES

You can either enter the date directly or use the calendar icon for date selection. The date format is mmddyyyy. To enter the current date, type any letter and [TAB].



## LOOKUP

The Lookup feature allows you to quickly look up a value for a field.

The **Lookup** button next to a field indicates that the field has the Lookup feature.

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.

Code	Description	Activity Date
1	Most recent previous legal res	01/01/1980
2	Prior legal residence	01/01/1980
4	Emergency Contact 1	01/01/1980
A	SEVIS US Address	01/01/1980
B	Billing	01/01/1980
Bl	Billing	01/24/1992
BU	Business or work	07/26/1994
C	Cell Phone	01/01/1980
D	SEVIS Dependent	01/01/1980
E	Email (maintained by CTIS)	01/01/1980

## BUTTONS

Banner transformation includes several buttons.

Button	Description
Add and Retrieve	Use the Add and Retrieve buttons to interact with Banner Document Management (xTender) to properly store and review documents.
Go	Use the Go button to advance to the body of the page after populating the key block.
Save	Use the Save button to save changes on the page. The Save button is located on the bottom right side of the page.
Section Navigation	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. The Next Section and Previous Section buttons are located at the bottom left of each page.
Select and Cancel	Use the Select button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. When you need to go to a secondary or called page to retrieve data, the Select and Cancel are presented at the bottom of the page.
Start Over	Use the Start Over button to return to the key block of the page.



## TOOLS DROPDOWN

Upon selecting the **Tools Menu Button**, there are further menu item options you may select to help you navigate through forms. For further explanation, see the table below. **Button Name**

	<p><b>Search Block</b></p> <p><b>Refresh</b></p> <p><b>Export</b></p> <p><b>Print</b></p> <p><b>Clear Record</b></p> <p><b>Clear Data</b></p> <p><b>Item Properties</b></p> <p><b>Retrieve Document</b></p> <p><b>Add Documents</b></p> <p><b>View Status Indicators</b></p> <p><b>About Banner</b></p>	<p>You may use this block to search for a function housed within the Tools menu (i.e.: Print, Export, etc.).</p> <p>Acts the same as the Start Over button listed above. Will take you back to the Key Information Area to input new search criteria within the same form and perform a new search.</p> <p>Allows you to export the data in the Banner Form to an Excel Spreadsheet. NOTE: You MUST setup your user preferences in XE properly before being able to download! <i>See Banner Finance training page!</i></p> <p>Allows you to print a <b>SCREENSHOT</b> of what is viewable on your computer screen for various Banner XE Forms. Remember – this is NOT the same as ePrint, and will NOT print the total data within a form!</p> <p>Will clear the selected record</p> <p>Will clear the selected data, but leaves total.</p> <p>Provides a brief description of the Document Type Properties (not used frequently)</p> <p>Used to view Banner Document Management files attached to particular line items in Finance Forms. <b>ONLY</b> available for those who have BDM installed and setup on their personal computers! It’s similar to the <b>RETRIEVE Menu Button</b> listed above.</p> <p>Used by departments with scanning/Document Management capabilities – allows users with appropriate access to add an attached document to a record within Banner XE through BDM.</p> <p><b>ONLY VIEWALBE ON SOME FORMS</b> – allows you to view the key for codes within a particular form in Banner (i.e.: In <i>FOIDDOCH</i>, the Status Indicators tell you whether an invoice was paid, approved, voided, etc.)</p> <p>Provides an update on the current version, R3release, and Release Date for the particular form you are viewing within Banner XE</p>
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