

### 1) About the Landing Page

The always present unified menu panel gives you access to the

**Menu** icon. Toggle to display or hide the icon names.

**Dashboard** icon. Click to return to the Landing Page from any page.

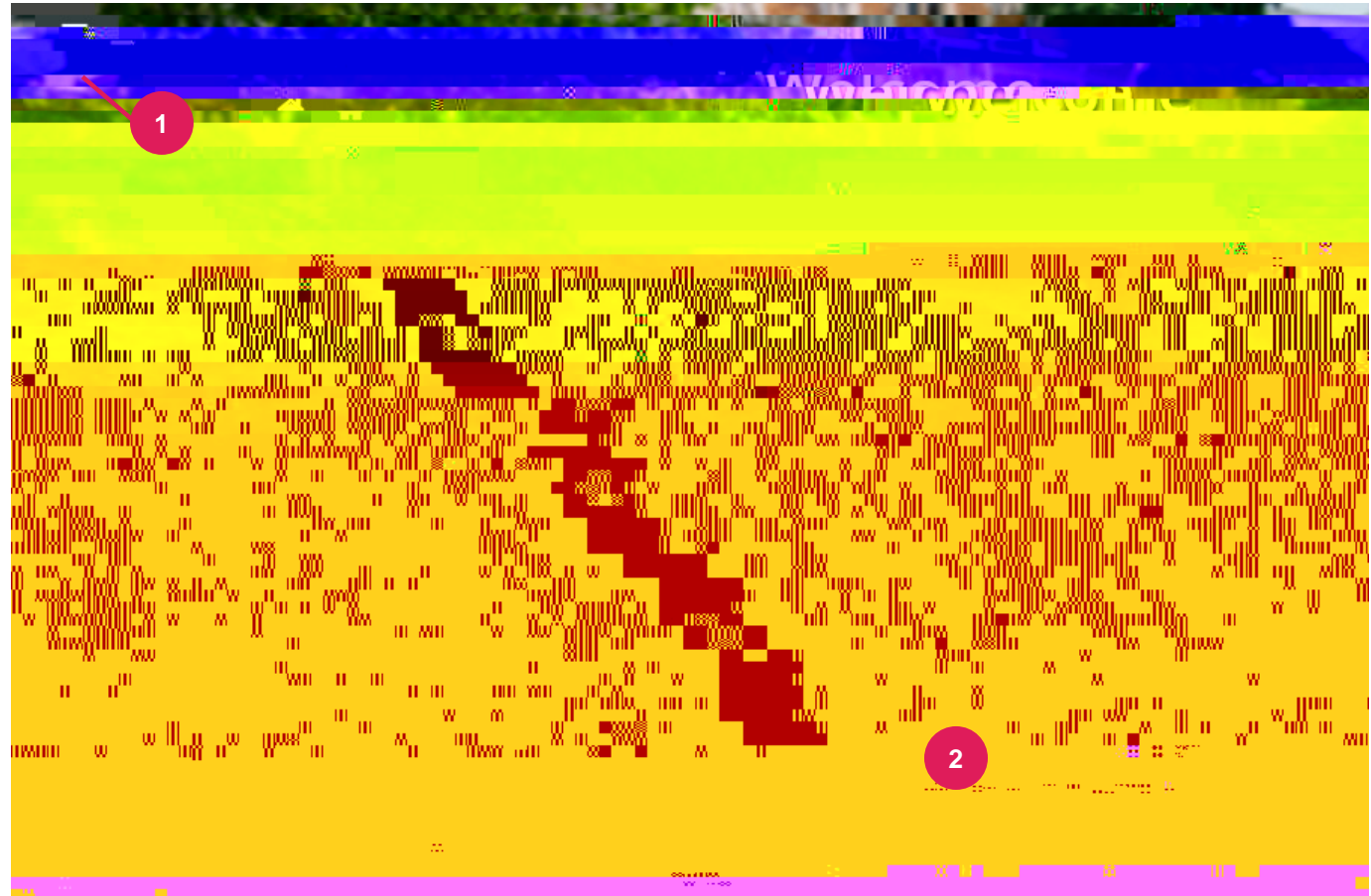
**Applications** icon. View Banner, My Banner, and Banner Self-Service menus and select pages.

**Search** icon. Find pages or forms using key words or the seven letter identifier. *esu s d sp ry  
r f er en er ng ree c r r c ers*

**Recently Opened** icon. View a list of recently opened pages and forms. The number on the folder shows a count of opened pages.

**Help** icon. View online help for Banner administrative applications. */ e Help con s  
r c e on y en r page s open*

**Sign Out** icon. Click to log out of the application.



### 2) Viewing Keyboard Shortcuts

Click the link to see a list of keyboard shortcuts used to navigate the landing page. With the exception of **Sign Out**, use these keyboard shortcuts like a toggle switch to open and close the specific page element.

**Display Applications.** Ctrl+M

**Display Recently Opened Items.** Ctrl+Y

**Display Dashboard.** Ctrl+Shift+X

**Help.** Ctrl+Shift+L

**Search.** Ctrl+Shift+Y

**Sign Out.** Ctrl+Shift+F

**1) Key Block and Page Header**

Only the page's key block displays initially. Enter required information, then click **Go** to activate the page.

The page header provides easy access to key functions including.

**X** icon. Close the page

**ADD / RETRIEVE** icons. Used with Banner Document Management.

**RELATED** icon. Displays a list of pages related to the open page. Select from the list or **Search** for a specific page.

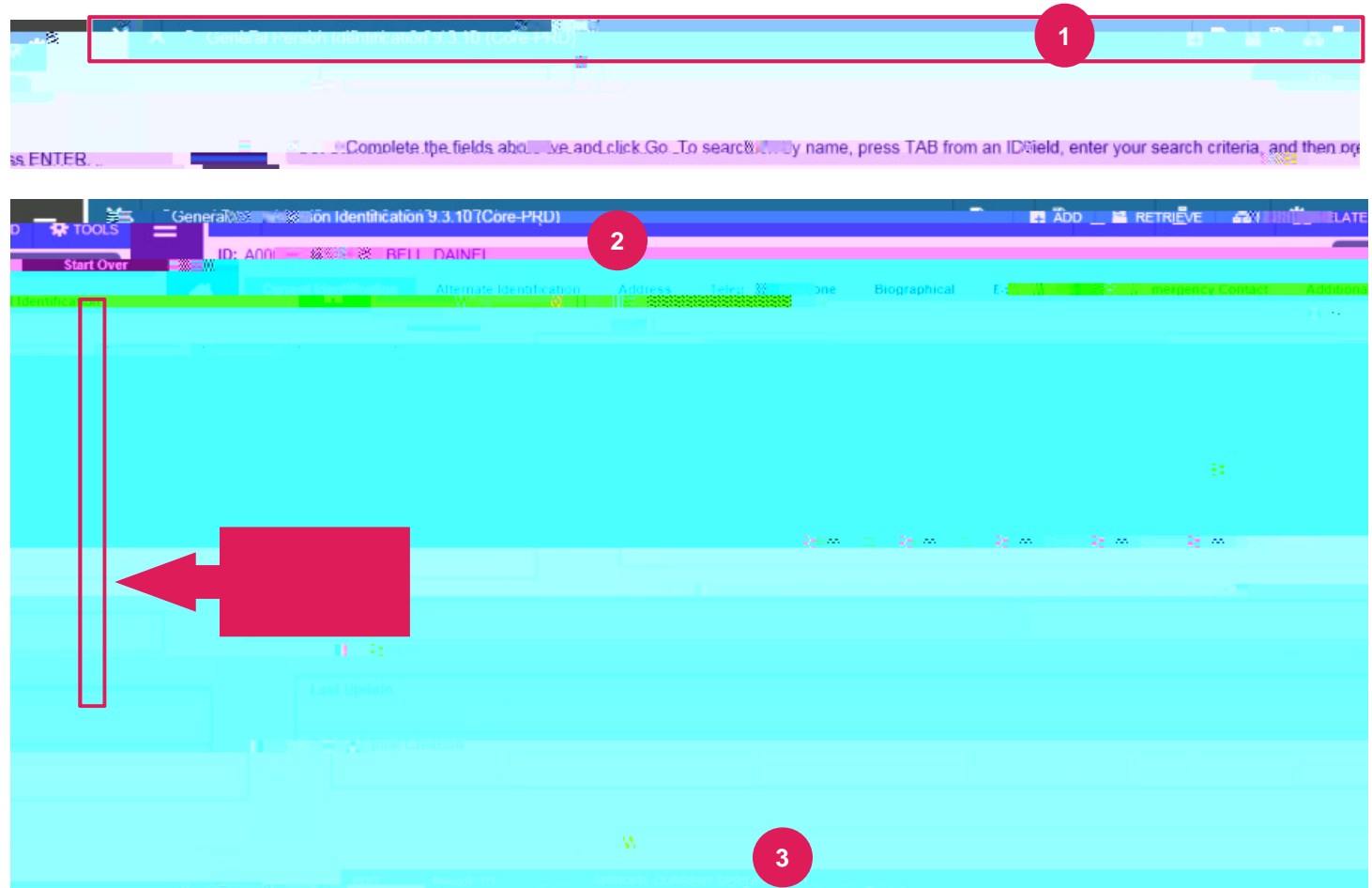
**TOOLS** icon. Perform standard actions and options for the page currently displayed (formerly the **Options** menu in Banner .).

**2) Page Elements**

The key block collapses and **Go** is replaced with **Start Over** (formerly **Rollback** in Banner .).

**Tabs**. Organize information by content area. Tabs are active unless grayed out.

**Sections**. Known as blocks in Banner ., sections (denoted by gray bars) provide details about the ID/Code in the key block. When active, actions such as **Insert**, **Delete**, **Copy**, and **Filter** can be performed.  
*No e f uppe en 1 D 1 1*  
*Eng ne s en 1 ed 1 More*  
**Information** con d s p 1 y s

**3) Page Footer**

The page footer provides access to additional navigation tools and information.

**Next Section / Previous Section** icons. Known as **Previous Block** or **Next Block** in Banner ., use these icons to move between sections or tabs on a page.

**Save** icon. A major difference between Banner . and Banner ., the **Save** button is located at the bottom of the page.

**Record Count**. Indicates the number of records displayed.

**Table/Field Name**. Displays at the very bottom of the page for quick reference.

### Performing a Lookup

The **Lookup** icon allows you to quickly search for a value for a field. Note that not all fields have **Lookup** icons.

1. Click the **Lookup** icon in the selected field.



### Filtering Data, continued

**Advanced Filter.** Use the **Advanced Filter** to specify filter data using SQ type operators.

- For each field on which you want to search, click the **Operator** drop-down arrow and select the appropriate operator. *The operators depend on the type of field selected.*
- Enter a value for the field you selected (in the blank field to the right of the **Operator** field).
- Repeat steps 1 until all filter criteria are entered.
- Click **Go** to display the results.
- Click the **Filter Again** button (on the **Search Results** window) to refine your search results.



### Notes

Remove search fields by clicking the **Minus Sign** icon associated with the field or click the **Clear All** button.

Add search fields by selecting from the **Add Another Field** drop-down list.

If you enter operators here and click the **Basic Filter** link, the operators are retained. This works in reverse as well.

### Searching for an Person

Provided you know the name of the person, there is another person search option.

- Click in the **ID** field and press **Tab** on your keyboard.
- In the blank field that displays, enter the person's last name. Press **Tab** again.
- The **ID and Name Extended Search** window displays. *You can narrow your search results by adding on for a more refined*
- Click the **Press to See Results** button.
- Select the correct record, then click **OK**.

## About QuickFlows

QuickFlows are groups of forms or pages that launch in **tilt**



## Naming a QuickFlow

1. Access the QuickFlow Code Validation page (GTVQUIK).
2. Click **Insert** to create a blank record.
3. Enter a **Code** name for your QuickFlow.
4. Enter a **Description**.
5. Click **Save**.

