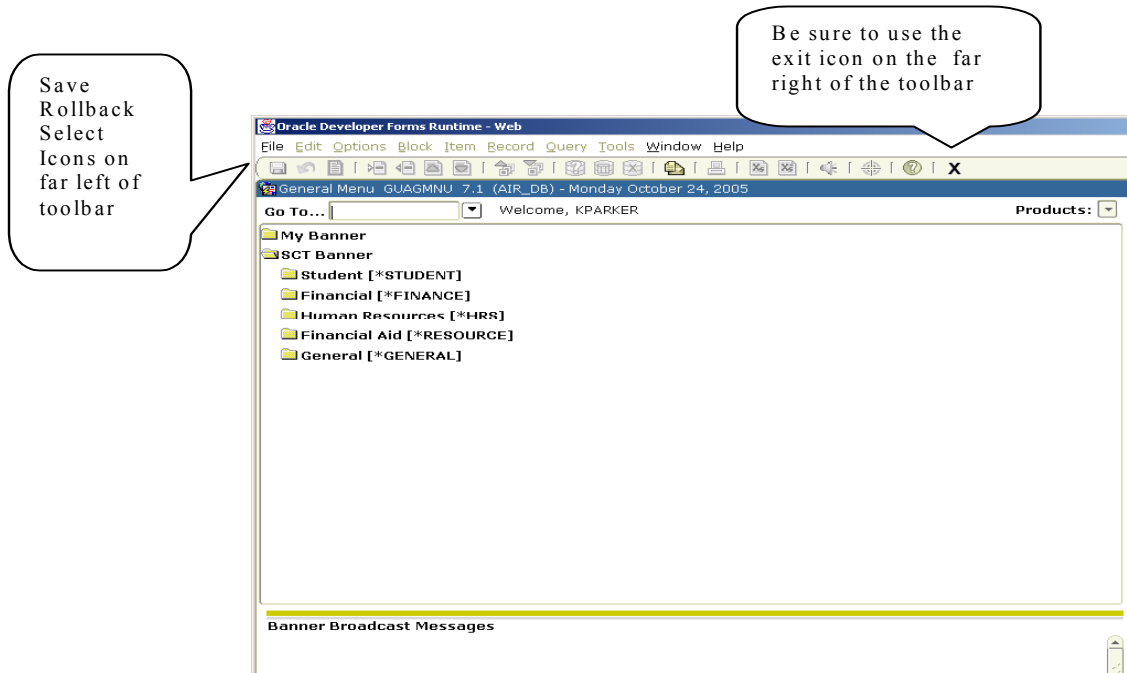


## Help! I can't find the Exit button in Banner (and other useful hints)

(revised November 4, 2005)

Banner has a new look and increased functionality.



1. The **exit icon** is still located on the far right of your toolbar – it is now a large black “X”. DO NOT use the “x” in the upper right hand corner of the program to EXIT from Banner or any of the forms in Banner.
2. Once you access a form, the toolbar layout is the same, although it *looks* different.
3. When you open Banner, it displays in a menu format, however, you cannot click on the *folders* to expand/collapse or make a selection. Highlight your selection and press the <ENTER> key **or** double click. Either of these actions will expand/collapse a menu item or load a form.
4. The Direct Access field is now called “Go to:” You can still type the form name in the “Go to” box and press <ENTER> to access forms.
5. The “magnifying glass” icon next to a field that indicated a “search” function has been replaced with a down arrow ▼, which indicates that a list of values or a search function is available for that field.
6. If you built a Personal Menu in the old version of Banner, those forms will be displayed under the menu selection called “My Banner” – click on “My Banner” and press <ENTER> to see your personal menu.
7. **Time-Out** – If you are inactive in Banner, you will be “timed out.” If you leave your workstation while still logged into Banner, it may appear that you are still active. Check your Task List to see if the message “not responding” appears. You can then end the task.

8. You can still use equivalent key strokes –

**Ctrl+Page Down = Next Block (moves from info area to info area)**

**F9 = List**

**F7 = Enter Query (Put a form into query mode)**

**F8 = Execute query (after entering criteria)**

9. When you are in the “Go to” field, the up ↑ and down ↓ arrows on your keyboard enable you to navigate to recently accessed forms (you can also use the file pull-down menu to see the last forms you’ve accessed during the current Banner session – remember, this resets each time you exit Banner).

10. **Tabbed Forms** – Selected forms now have a tabbed interface rather than the traditional Banner window appearance. Tabs are used to arrange information in a meaningful way and allow for easy navigation between groups or blocks of information. Tab titles reflect the contents of a particular window or grouping of information. Some tabbed forms:

SAAADMS (Admissions Application Form)

SGASTDN (General Student Form)

SHADEGR (Degrees and Other Formal Awards Form)

SPAIDEN (General Person Identification Form)

SPATELE (General Person Telephone Form)

SPAPERS (General Person Form)

SPAEMRG (Emergency Contact Form)

SOAHSCH (High School Information Form)

SOAPCOL (Prior College Form)

11. Changes in Terminology

**Old Terminology**

Student

Major/Minor/Concentration

Academic History

**New Terminology**

Learner

Fields of Study

Learner Outcomes

Please contact the banner hotline at [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu) if you have questions or problems.