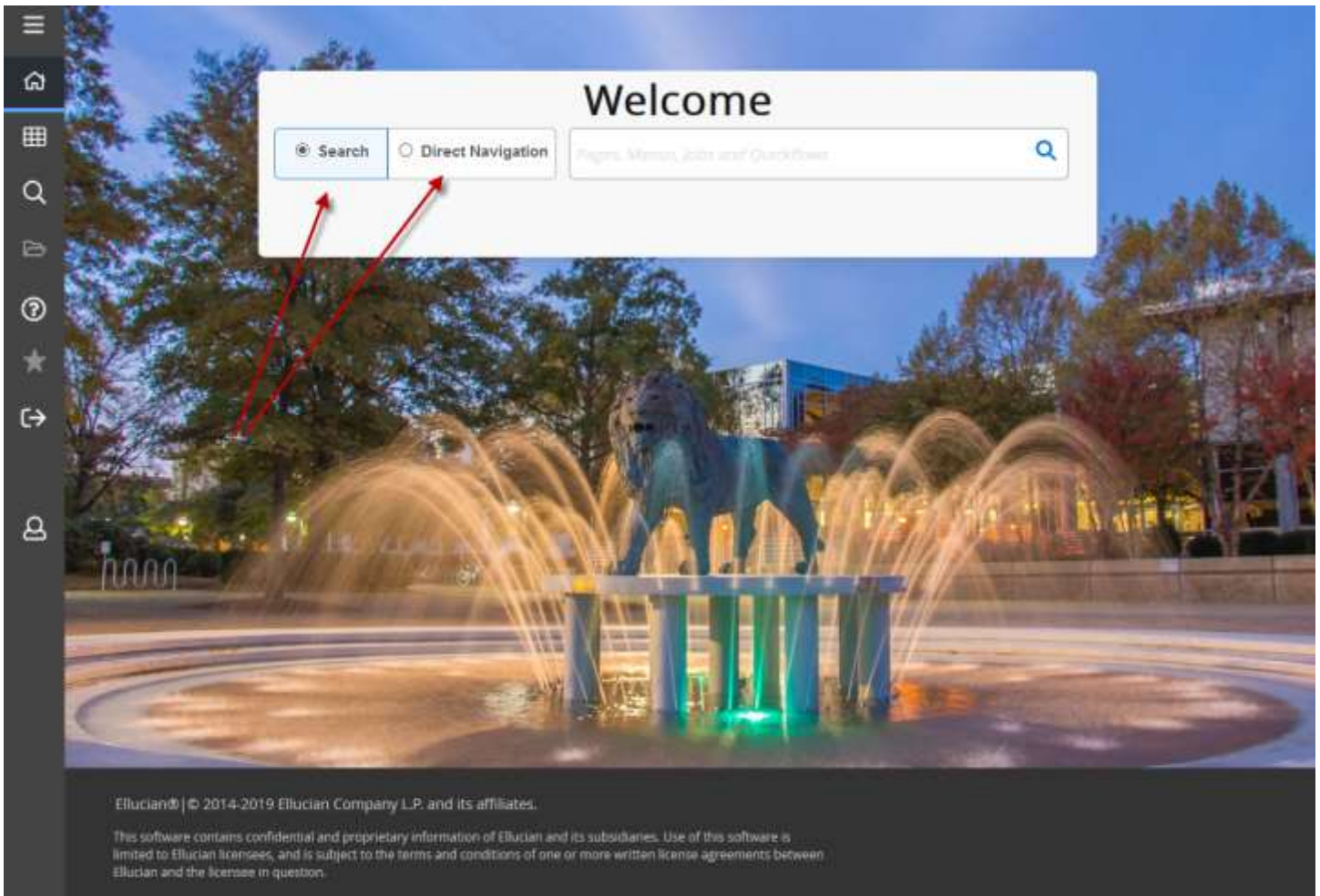


Banner Search Block – Search vs. Direct Navigation

The Banner Home Screen Search Block now has additional search features to either assist you in searching the system for forms that match your criteria or navigating directly to your desired form. You have the ability to adjust your personal settings to default to one option or the other but note that the system default is the Search option. As always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

In the Search Block on the ODU Home Screen, notice the two search options. Either will function and allow you to search for/navigate to a form in the system. The system defaults to the Search option, though you may adjust your personal settings to allow the system to navigate directly to a form instead of taking the few extra seconds to search each form in the system before yielding your results.

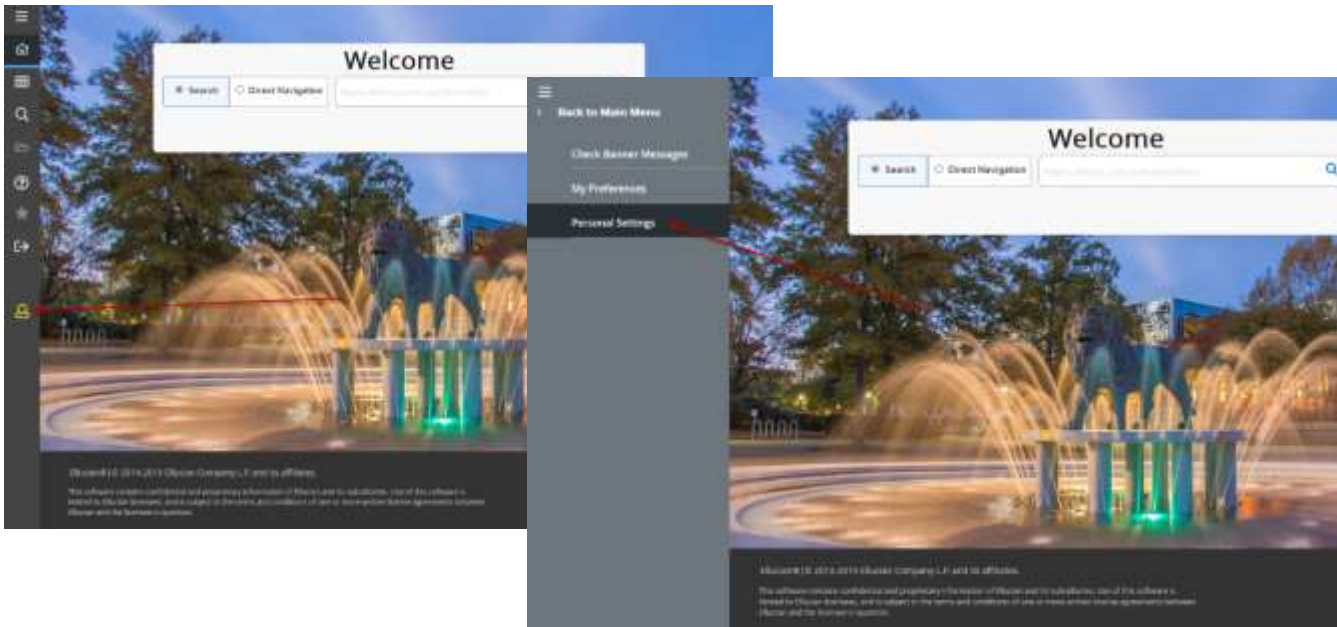


The landing page contains a **Search** field which can be used to search for pages, jobs, menus, and quick flows. If an object is selected from the list provided after typing your search in the **Search Block**, that object will open. If a menu item is selected from the landing page search results, the menu panel will open and the selected menu will be displayed. The **Search** field is what we used to have in the previous versions of Application Navigator and is what the system will default to henceforth.

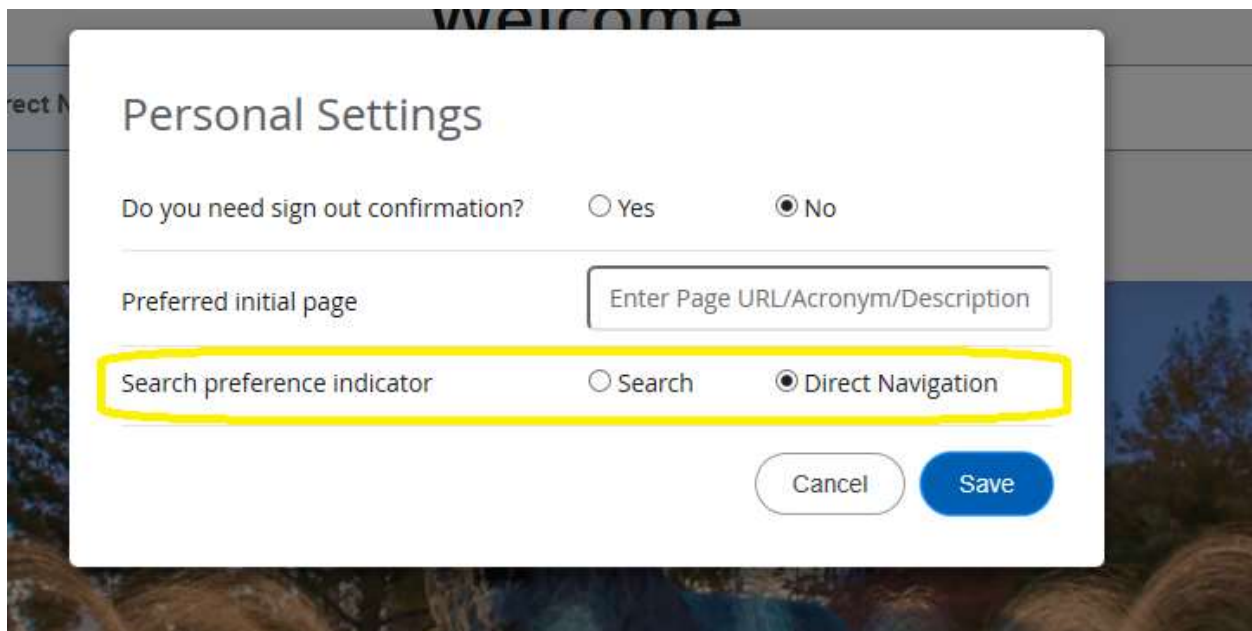
The landing page also contains a **Direct Navigation** field which can be used to directly access pages, jobs, menus, and quick flows. Begin by entering the Seven-Letter Form Name, the form keyword, or the entire descriptive title of the form. If there is more than one matching object based on your search criteria, a list of matching objects is displayed. If there are no matching records available a 'No Results Found' message is displayed. The **Direct Navigation** option was added to the system by the system providers for people who type faster than the search function brings back the results. If the person types fast enough when in search mode and presses enter before the search has finished it can

bring up the wrong page. The **Direct Navigation** simply turns off the search and takes the person directly to the page they specify when typing into the **Search Block**.

You may configure your search preference using the **Personal Settings** option found on the **ODU Home Screen Gray Navigation Bar**. Click the **Profile Icon** and select **Personal Settings**.



Once you select **Personal Settings**, you will notice a pop-up window containing 2 radio buttons following the **Search Preference Indicator** line. Simply make your selection: **Search** or **Direct Navigation**, then select **Save**. Your **Search Block** feature will now default to whichever selection you decide on in this step, and will be in effect after logging back into the system.



HELPFUL TIPS & TRICKS:

- 👉 Remember – either option will allow you to navigate to pages. The Direct Navigation option simply allows users to navigate more quickly and with less “system-think time.”
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