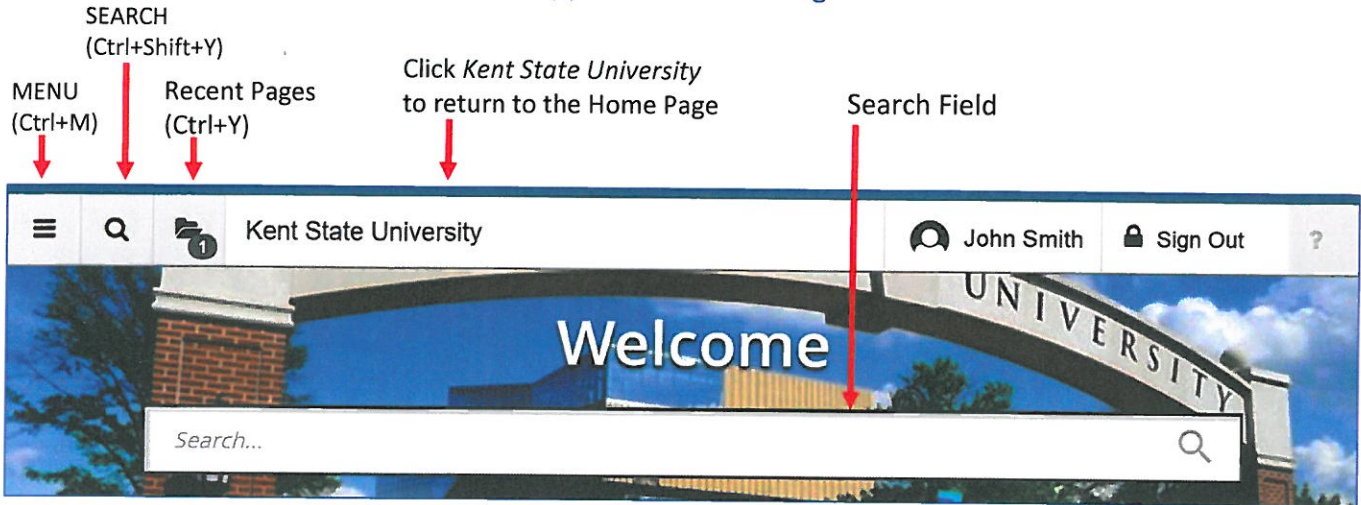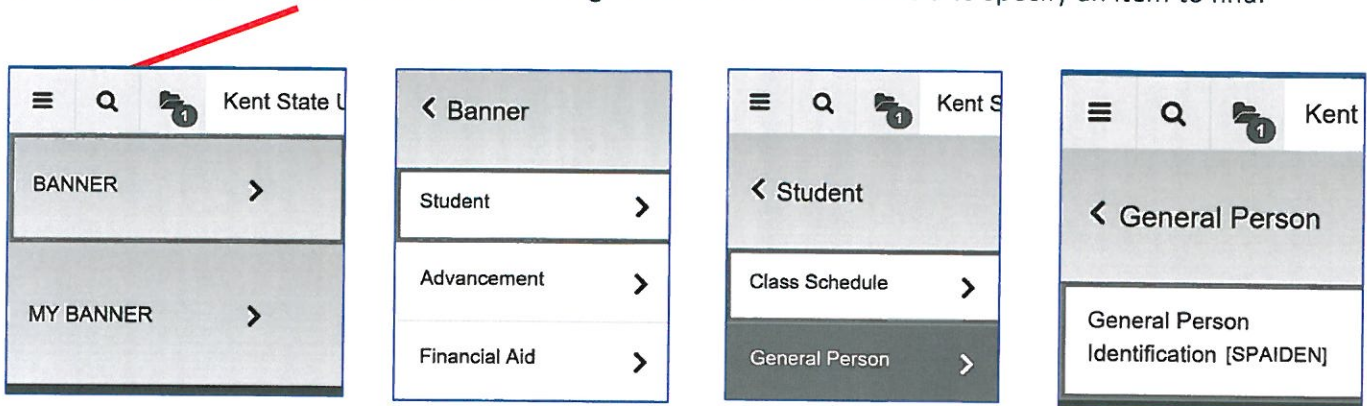# Banner Administrative Pages Quick Guide

Banner is now easier to use with an update to Banner Administrative Pages,
which incorporates use of both Banner INB and Banner SSB.
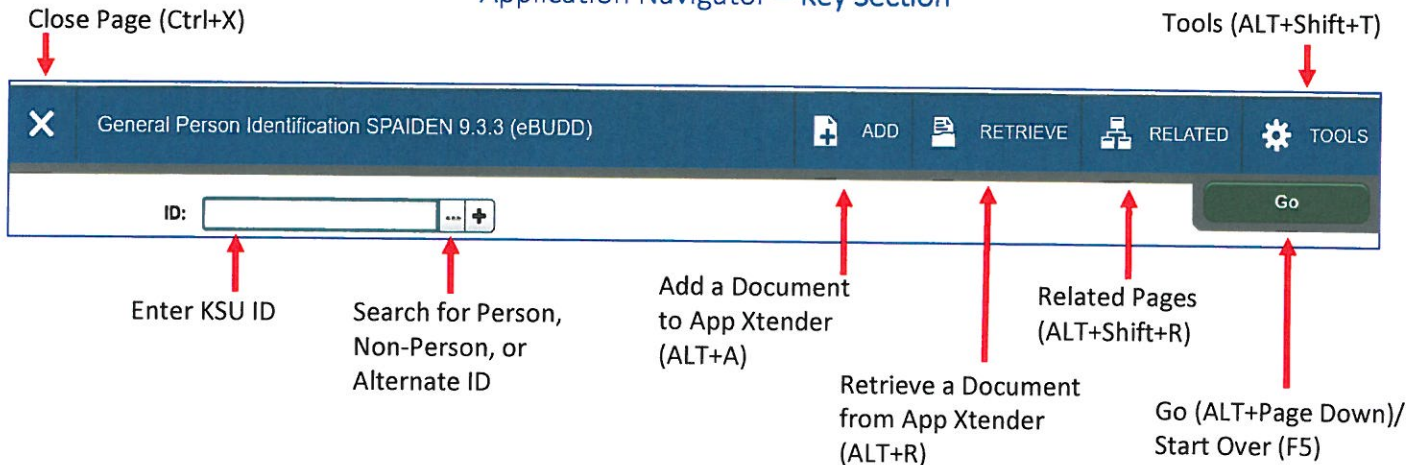
Application Home Page

SEARCH
(Ctrl+Shift+Y)

MENU
(Ctrl+M)

Recent Pages
(Ctrl+Y)

Click *Kent State University*
to return to the Home Page

Search Field

≡ Q 🗐1 Kent State University   ◯ John Smith   🔒 Sign Out   ?

Welcome

Search... Q

Find a page using the Menu to drill down through folders or the Search field to specify an item to find.

≡ Q 🗐1 Kent State U

BANNER >

MY BANNER >

< Banner

Student >

Advancement >

Financial Aid >

≡ Q 🗐1 Kent S

< Student

Class Schedule >

General Person >

≡ Q 🗐1 Kent

< General Person

General Person
Identification [SPAIDEN]

Application Navigator – Key Section

Close Page (Ctrl+X)

Tools (ALT+Shift+T)

✕ General Person Identification SPAIDEN 9.3.3 (eBUDD)   📄 ADD   🗐 RETRIEVE   🖧 RELATED   ⚙ TOOLS

ID: [   ] ... ➕   Go

Enter KSU ID

Search for Person,
Non-Person, or
Alternate ID

Add a Document
to App Xtender
(ALT+A)

Retrieve a Document
from App Xtender
(ALT+R)

Related Pages
(ALT+Shift+R)

Go (ALT+Page Down)/
Start Over (F5)

Person Search SOAIDEN 9.3.5 (eBUDD) — ADD, RETRIEVE, RELATED, TOOLS

PERSON SEARCH

Enter a query; press F8 to execute.

Last Name | Equals | Smith
Contains
Like
Starts With
Ends With
Equals
Not Equal

Add Another Field ...

Clear All | Go

Add fields to filter results

Select a filter operator (this may change by page)

Enter the search criteria

Press the F8 key or click the "Go" button to execute the query

Filter Again to search again or reduce the number of results

Person Search SOAIDEN 9.3.5 (eBUDD) — ADD, RETRIEVE, RELATED, TOOLS

PERSON SEARCH — Insert, Delete, Copy, Filter

Filter Again

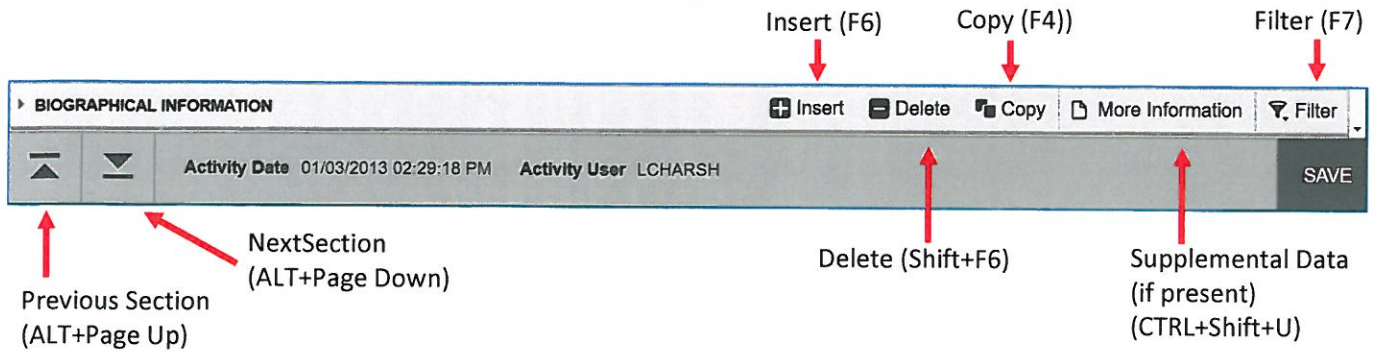| ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	N
810999999	SMITH	ADAM		12/03/75	Name Change			
810999998	SMITH	BECKY		12/03/75	ID Change			
810999997	SMITH	CHARLIE		09/17/89	Name Change			P
810999996	SMITH	DORIS		09/17/89	ID Change			
810999995	SMITH	EDWIN		11/09/92	Name Change			P

CANCEL | SELECT

READ | Record: 1/22239 | SPRIDEN.SPRIDEN_ID [1]

Highlight the appropriate search result

Use the "Select" button to retrieve the record (Alt+S)

Insert (F6) Copy (F4)) Filter (F7)

▸ BIOGRAPHICAL INFORMATION ➕ Insert ➖ Delete 📋 Copy 📄 More Information ▼ Filter

⏶ ⏷ Activity Date 01/03/2013 02:29:18 PM Activity User LCHARSH SAVE

NextSection
(ALT+Page Down) Delete (Shift+F6) Supplemental Data
(if present)
(CTRL+Shift+U)

Previous Section
(ALT+Page Up)

Sections

- **Pages** are divided into **Sections** that contain details for the key information. A **Section** can represent one record or multiple records.
- **Sections** are accessed by scrolling up and down the page, and can be expanded or collapsed by clicking the arrow on the far left side of the Section header. Some Sections are accessed using **Tabs.**

Buttons

Button	Description
Add and Retrieve	The Add and Retrieve buttons are used to interact with Banner Document Management. Additional document management functions can be found by opening **Tools.**
Go	The Go button is used to advance the body of the page after populating the Key Section
Release and Submit	The Release Button and the Submit button are used to interact with the Banner workflow. These buttons only appear when the workflow application has been accessed and a workflow has been selected.
Save	The Save button, located at the bottom, right of the page, is used to save changes made in the form.
Section Navigation	The Next Section button and the Previous Section button, located at the bottom, left of each page, allow for navigation to the next or previous section of data.
Select	The Select button is used to retrieve data from a called page to the current page.
Cancel	The Cancel button is used to return to the called page without retrieving any data.
Start Over	The Start Over button will clear the data and return to the Key Section of the page.

Required Fields

An asterisk (✳) displayed next to a field name indicates that the field requires a value before the next page may be accessed.

Lookup

The Lookup button [...] next to a field indicates the field has a lookup feature. Clicking the Lookup button allows for entry of a filter value to limit results. Selecting a value and clicking the OK button returns the value to the calling page.

Filtering Data

Data in a Section can be filtered if there is an active filter icon ▼ Filter in the Section Header.