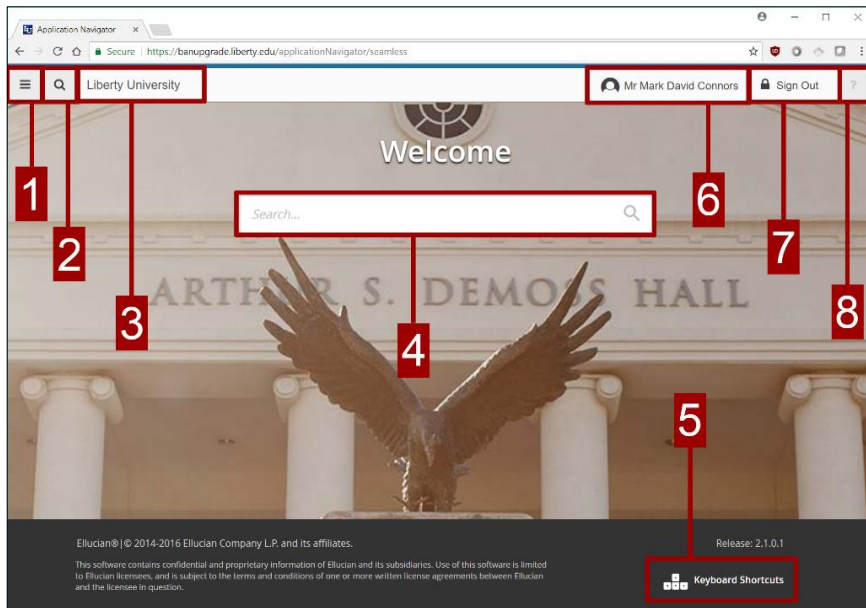




## HOW TO NAVIGATE BANNER

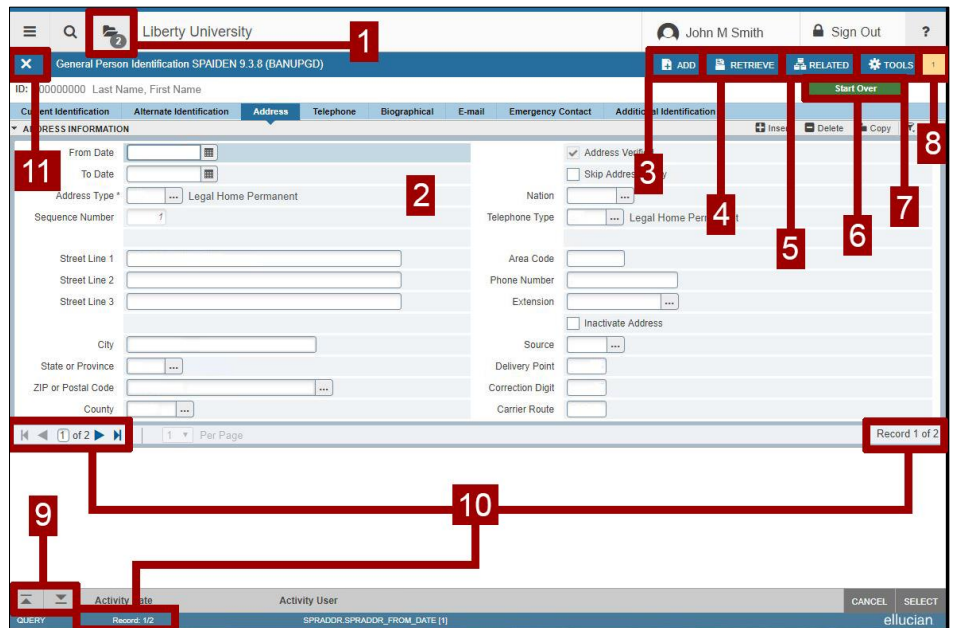
### Banner Welcome Page



1. Form Menu
2. Form Search
3. Liberty University Banner Landing Page
4. Search Bar
5. Keyboard Shortcuts
6. User Logged In
7. Sign Out
8. Help

### Banner Form Layout

1. Recently Opened Forms
2. Form Information Fields
3. Add Menu
4. Retrieve Menu
5. Related Forms Menu
6. Start Over
7. Tools Menu
8. Error Message Notification
9. Next/Previous Record
10. Record Number Indicator
11. Close Form



## Banner Form Details

The screenshot shows the Banner Form Details page for a 'General Person Identification SPAIDEN 9.3.8 (BANUPGD)'. The page is divided into several sections, with red boxes and numbers highlighting specific features:

- 1. Form Actions:** A red box highlights the 'Start Over' button in the top right corner.
- 2. Form Identifier:** A red box highlights the 'ID: L00000000' and 'Last Name, First Name' fields at the top.
- 3. User Identifier:** A red box highlights the 'PERSON' section, which includes fields for 'Last Name', 'First Name', and 'Middle Name'.
- 4. Form Tabs:** A red box highlights the 'IDENTIFICATION' tab, which is currently selected. Other tabs include 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'.
- 5. Form Sections:** A red box highlights the 'ID AND NAME SOURCE' section, which includes fields for 'Origin' (BannerMgr) and 'Original Creation' (User: CONVERTER).

1. Form Actions
2. Form Identifier
3. User Identifier
4. Form Tabs
5. Form Sections

## Helpful Tips and Tricks

- The “tools menu” (as seen on the right) features actions that are not typically located under each form section (as noted under “Banner Form Details”) and may change depending on the form you are viewing.
- Under “Banner Form Layout”, you may notice three places indicating the “record number”, which may not be true for every form. The blue status bar at the bottom of the page is a better indicator since it will be visible for every form.
- Under “Banner Welcome Page”, you may notice a spot for “Keyboard Shortcuts”. This is not the full list. For the full list keyboard shortcuts, refer to the document “Banner Keyboard Shortcuts” on [www.liberty.edu/banner](http://www.liberty.edu/banner).
- For technical assistance involving Banner ADMIN, contact the IT Helpdesk at (434) 592-7800 or chat with one of their agents at [www.liberty.edu/hdchat](http://www.liberty.edu/hdchat).

The Tools Menu is located in the top right corner of the Banner interface. It contains the following items:

- TOOLS** (gear icon)
- Search** (magnifying glass icon)
- ACTIONS**
  - Refresh (F5)
  - Export (Shift+F1)
  - Print (Ctrl+P)
  - Clear Record (Shift+F4)
  - Clear Data (Shift+F5)
- Item Properties**
  - Display ID Image
  - Exit Quickflow
- About Banner**
- OPTIONS**
  - View Status Indicators
- BANNER DOCUMENT MANAGEMENT**
  - Retrieve Documents (Alt+R)
  - Count Matched Documents
  - Add Documents (arrow icon)

**Tools Menu**