Banner 8 TO Banner 9 Essentials
SAMPLE SCREEN DIFFERENCES
SIGN IN

BANNER 8
Use Banner Credentials

BANNER 9 ESSENTIALS
Use your INFOTECH Credentials
Click the 3 horizontal bars to see the menus; click the > to open the menu, and the < to close it

Click on Applications to see My Banner Folders
If you start typing the Page name there, Banner will start showing possible choices; when you see the one you want you can either keep typing the Page name and hit Enter, or click on the choice in the list.
SEARCH

BANNER 8
Name/ID SearchBanner 8 Admin
Enter Wildcard “%” in the ID: search box.”

BANNER 9 ESSENTIALS
Type in HUID and then click “GO”
SEARCH (cont.)

BANNER 8

BANNER 9 ESSENTIALS
The Previous and Next Section navigators are located in the bottom left corner of the page.
RECENTLY OPENED

BANNER 8
Select File
See all “recently opened” after preferences option

BANNER 9 ESSENTIALS
Select Folder if Number is in Folder
INACTIVITY

BANNER 8

BANNER 9 ESSENTIALS
RELATED ICON

BANNER 8
To See Related Page

BANNER 9 ESSENTIALS
Click the “RELATED” icon
TOOLS ICON

BANNER 8
“Options”

BANNER 9 ESSENTIALS
Click on “TOOLS” Icon to see Options
Banner 9 Essentials SHORT CUTS

- Close (Ctrl Q)
- Related (Alt+Shift+R)
- Tools (Alt+Shift+T)
Banner 9 Essentials SHORT CUTS (cont)

Start Over (F5)

GO (Alt+Page Down)

Enter a query; press F8 to execute.
Banner 9 Essentials SHORT CUTS (cont)

Previous Section (Alt+PageUp)

Next Section (Alt+PageDown)

Save F10
Banner 9 Essentials SHORT CUTS (cont)

Insert (F6)
Delete (Shift+F6)
Copy (F4)
Filter (F7)