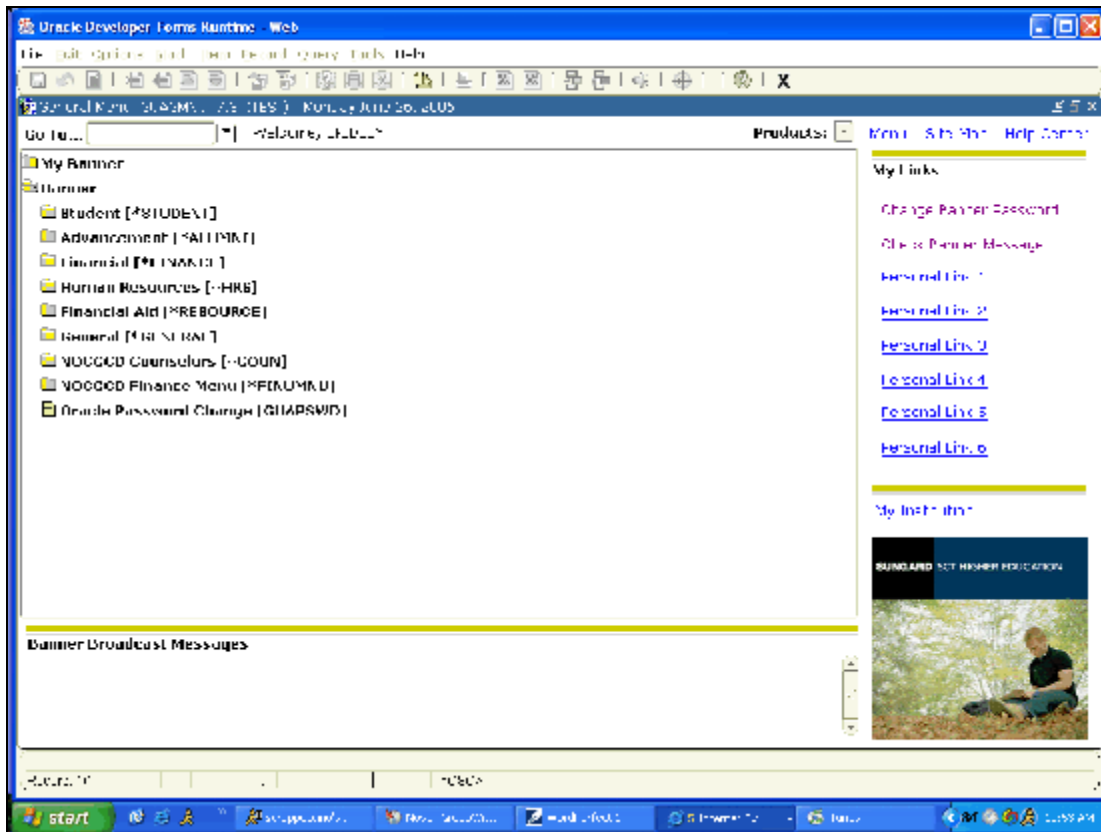


Banner 7 Overview

What's New in Banner 7?



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FERPA

What is FERPA? FERPA is the **F**amily **E**ducation **R**ights and **P**rivacy **A**ct of 1974. It's a federal law that protects the privacy of student education records. It basically tells us what we can and cannot do with student information. For more information about FERPA, you can visit their home page at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA states that institutions can give out directory information without the consent of the student. FERPA defines **directory information** as name, address, phone number, birth date, etc. However, the NOCCCD Board of Trustees have further defined what we, NOCCCD, can give out as directory information in **Board Policy 5040, section 5.0**. This policy states that the *only* information we can give out without student consent is:

- ! Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- ! Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
- ! See http://www.nocccd.edu/Policies/PDFs/5040.BP_062005.pdf

What does this all mean to me?

By having a **Banner login**, you have access to information that is covered by FERPA. It is very important that you understand the seriousness of keeping student information confidential.

Do you currently use someone else's username to access Banner?

Do you allow others to use your Banner username and password?

***NEVER loan out your username and password!** If someone else uses your username and password and violates FERPA, you can be held accountable.

***NEVER use anybody else's username or password!** This is against NOCCCD policy.

Under the law, **individual's can be held responsible for FERPA violations**, not just the institution.

If your supervisor will be out of the office for an extended period of time, and you need more access rights to Banner, call the Help Desk at 84849. With the proper approvals, changes can be made to your Banner security on a temporary basis. **DO NOT use your supervisor's username and password.**

What's All The Buzz About Banner 7?

Banner 7 is coming soon. So, what's the big deal? "We've moved to other versions before," you might say. Banner 7, although not changing much in function, has **a brand new look and feel**. Many of the changes made to Banner 7 will make it **easier for you** to move around in Banner! You can **customize** several things to your liking, such as the My Links section. We hope you will be excited about these new changes! We sure are! So, what is the "Buzz about Banner 7"? These brand new changes are listed below, and discussed in more detail in the following pages. We think you are really going to like Banner 7!

Main Menu Changes

- ! The "Go" box has been changed to "Go To". You can now use the up and down arrow keys on your keyboard to scroll through a list of recently used forms.
- ! You can press F5 to open another form without closing the one you are currently in.
- ! My Links section
- ! New Help Center link

Enhanced User Interface

- ! New screen resolution makes more data visible on one screen.
- ! Icons have a new look. Some have been moved for better grouping, and some have been removed completely.
- ! Tabbed forms make it easier to navigate from block to block.
- ! Replaced blue item labels (fields) and the search icon with a drop down arrow.
- ! The calendar icon has been added to all date fields making it easier to input dates.
- ! Right click anywhere on the form and get a list of options.

Logging into Banner 7

Prior to going "live" with Banner 7 there are several changes to your computer that will need to take place.

Banner Icon

The old Banner icon will no longer work. This will be handled by your campus Academic Computing departments.

New Level of J-Initiator Installed

You will need a new level of J-Initiator installed in order to run Banner 7. The first time you access Banner 7, you may be prompted to install a new version of Oracle J-Initiator, an Internet plug-in. This plug-in will be installed on each computer using Banner 7. If you are from Fullerton College, the Academic Computing department will be handling this.

- ! A security window will open. Select **OK**.
- ! A second security window will open asking if you want to proceed. Select **YES**.
- ! The following message bar will appear in the toolbar under the Address (URL) field at the top of the page:

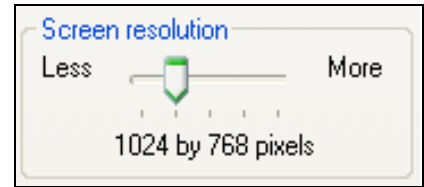
“This site might require the following ActiveX control: ‘Oracle J-Initiator’ from ‘Oracle Corporation’. Click here to install...”

- ! Click on the message bar and select **Install ActiveX Control...** from the drop down menu.
- ! A window will open asking if you want to install J-Initiator software. Click on the **Install** button.
- ! The **Oracle J-Initiator Setup** window will open.
- ! Select the **Next** button when the system asks where you want to install the J-Initiator.
- ! An **Installation Complete** window will open. Click OK and restart your computer.

Higher Screen Resolution

In Banner 7, the standard form size is larger, allowing you to see more information. In order to best view forms in Banner 7, your screen resolution will need to be changed to 1024 X 768. To change your screen resolution:

- ! Right click on a blank area of your desktop.
- ! Select **Properties** from the pop-up list.
- ! On the Properties dialog box, click the **Settings** tab.
- ! In the **Screen Resolution** area, drag the slider to the right until it says **1024 by 768** pixels.
- ! Click **OK**.



- ! A **Monitor Settings** pop-up box will appear asking you to confirm your settings. Click on **Yes** to accept. Your screen resolution has now been changed to 1024X768.

With the higher screen resolution, you may find that the font or icons seem too small.

This is easily corrected! Go to your desktop and right click. Select PROPERTIES. Once the dialog box is open, select APPEARANCE. At the bottom you can select the font size. Click on EFFECTS and you can select “Use large icons”change the font size from normal to LARGE or EXTRA LARGE.

Pop Up Blockers

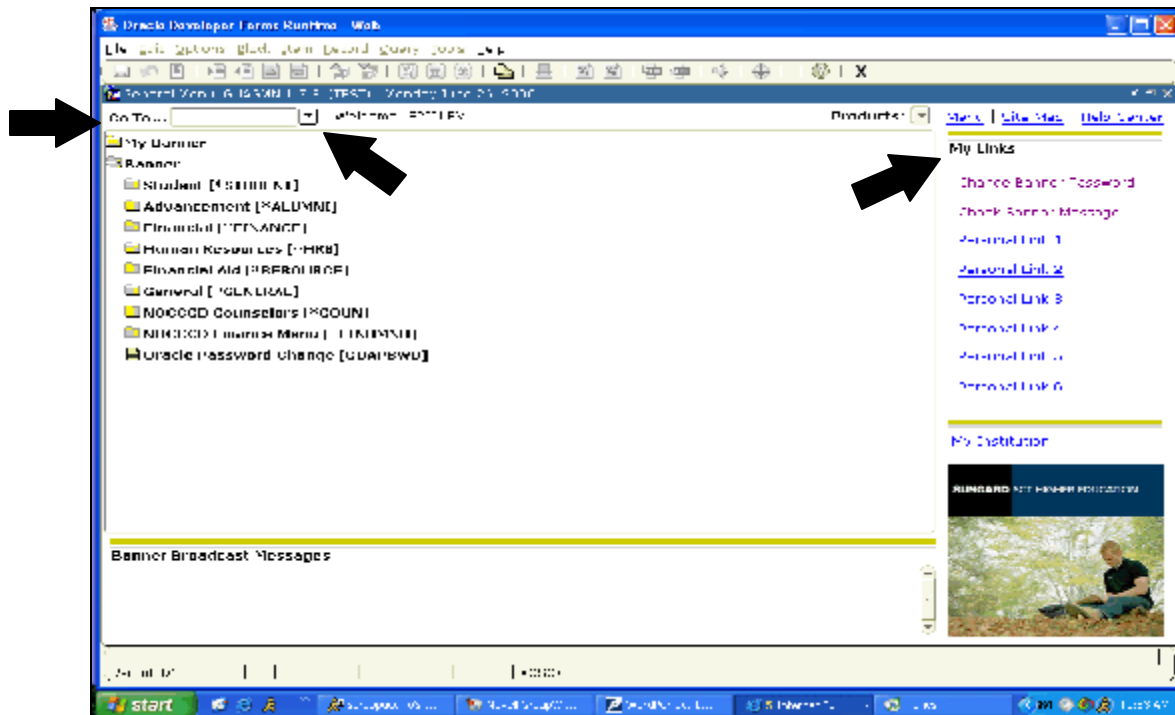
Like Banner 6, Banner 7 uses pop-up windows. You may need to tell Internet Explorer to accept pop-ups from Banner. To do this:

- ! Open Internet Explorer
- ! Click on Tools, Pop-up Blocker, Pop-up Blocker Settings (if it is grayed out, you will first need to click on “Turn On Pop-up Blocker”. Once you have turned it on, click on Tools, Pop-up Blocker and you will see that the settings option is now available.)
- ! In the window, type in: *.nocccd.cc.ca.us
- ! Click on Add
- ! Click on Close
- ! You may also want to add *.nocccd.edu

Dual Monitors

If you use dual monitors, the Banner drop down menus will not display on your secondary monitor. So, make sure that you use Banner on your primary monitor.

Main Menu Changes



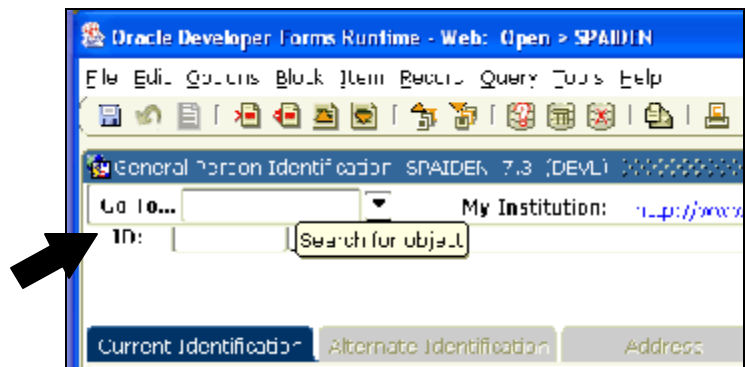
The “Go To” Box

- ! The “Go” field has been renamed to “**Go To**”.
- ! **New Shortcut:** Click inside the “Go To” field and use the up and down arrows on your keyboard to cycle through the forms that you have used during the current session of Banner. Once you log out, the list will reset.
- ! If you click on the down arrow next to the “Go To” field you are taken to GUIOBS, where you can search for a object (a.k.a. “form”) by either its name or description.

F5 Keystroke Added

(Alternate Direct Access)

- ! You can now press the F5 key to navigate to a different form without leaving the form you are in. A little pop up box will open with the “Go To” field. Type in the form you want to go to and press enter.
- ! Press F5 again and the pop up box will go away.
- ! You can access the Direct Access box via the menu bar by clicking on File, Direct Access.



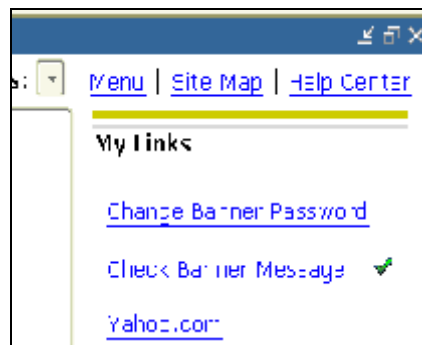
Banner Broadcast Messages

The Banner Broadcast Messages panel is located on the bottom of the main menu. Messages sent out to all Banner users will display here.

My Links

A brand new section called “My Links” is available from the main menu in Banner. You can customize many things in this section.

! The first link under the “**My Links**” section is a link so you can easily **change your Banner password** (GUAPSWD). This will be a nice link to have since we need to change our passwords every 90 days.



! The second link is “**Check Banner Message**” which takes you to GUAMESG. This is the form that is used for rejection notifications for RQ’s. **NEW FEATURE:** A green check mark appears next to the link when you initially log in and have pending messages, or when ever a new message arrives. **The pop up alert for new messages is no longer displayed!**

Customizing Personal Links

Display options, screen colors, personal links and “my institution” can be customized to your liking. To edit these preferences, either click on “Personal Link (1-6)” or go to form **GUAUPRF** (user preferences).

Display Options Tab

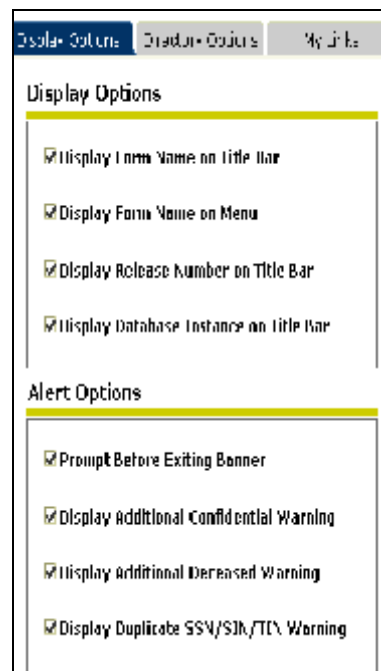
Display Options:

! Under the **Display Options** tab you have the option to customize what displays on the menu and title bars.

Alert Options:

New alert options enable you to customize how you are prompted by Banner for the following:

- ! **Prompt Before Exiting Banner** - Check this box if you want Banner to verify that you want to quit your Banner session.
- ! **Display Additional Confidential Alert** - Check this box if you want Banner to display an extra Confidential message for records that contain confidential information.

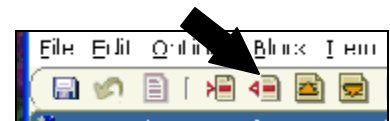
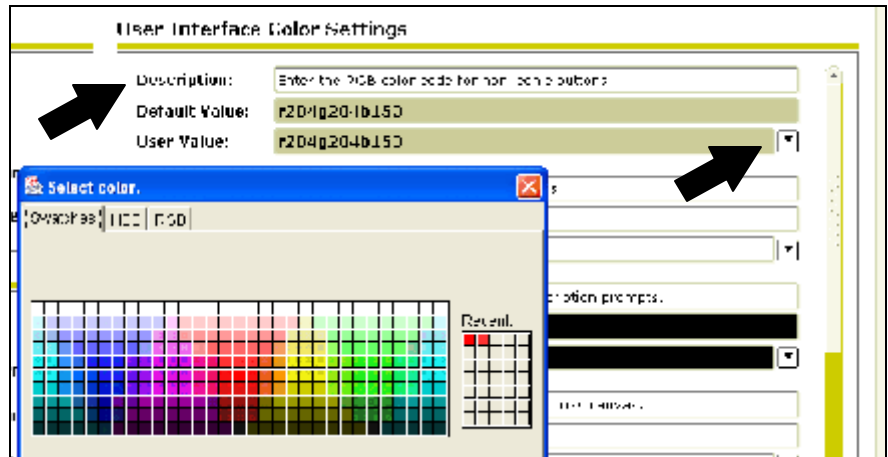


- ! **Display Additional Deceased Alert** - Check this box if you want Banner to display an extra Deceased message for records associated with a deceased person.

User Interface Color Settings:

You can customize Banner's appearance! You can change the color of buttons, canvas (background space) of all forms, record highlighting, scroll and separator bars, and the canvases (backgrounds) within the main menu. To change a color:

- ! For each item you see three things: a description, the default value and the user value.
- ! Find the item you want to change by looking at the description, such as the first item, the non iconic buttons (such as "cancel" and "ok").
- ! Click on the down arrow for user value. A "select color" box appears. Select the color that you like for that option and click on OK.
- ! Click the Save icon, or press F10. Once you have saved the change, it immediately takes affect.
- ! To remove a color, or go back to the default color, click in the User Value field and click on the Remove Record icon (the 5th icon from the left). Click on Save, or F10.



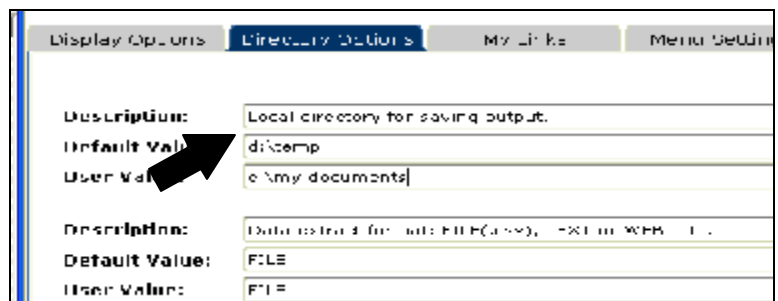
NOTE: Please be cautious about changing canvas or text colors. The text color and canvas color can NOT be the same. If they are, you will no longer be able to read the text!

We recommend that you work with the default color settings for a little while to get used to the new displays before you begin to make any changes.

Directory Options Tab

When you run reports and save the output to your hard drive, it has always defaulted to the temp directory. Now you can customize exactly where you would like output saved on your hard drive. Click on Save (or F10).

NOTE: It is suggested that you do NOT change any other directory options.



My Links Tab

You can edit the “My Institution” link as well as the personal links. The personal links can either be web pages or links to banner forms. To edit these, click on the “My Links” tab.

My Institution:

- ! The first item listed is the “**My Institution**” link. The default value for this is the SungardSCT website.
- ! Click in the User Value and put in the District or College website. In this example, I put in the District website. Make sure you remember the “http://” before the www!

The screenshot shows the 'My Links' tab with the following fields:

Link Type	Description	Default Value	User Value
My Institution	Enter the URL or Banner object for the "My Institution" link.	http://www.sungard.com	http://www.district.com
My Personal Link 1	Enter the description for the "My Personal Link 1" link.	Your first personal link description	Yahoo.com
My Personal Link 2	Enter the URL or Banner object for the "My Personal Link 2" link.	Your first personal link URL	http://www.yahoo.com
My Personal Link 3	Enter the description for the "My Personal Link 3" link.	Your second personal link description	Generic Form: SP12345
My Personal Link 4	Enter the URL or Banner object for the "My Personal Link 4" link.	Your second personal link URL	SP12345

Personal Links

There are two steps for editing the personal links. First you put in a description then you put in the link.

- ! Enter a description in the User Value under **Enter the description for the “My Personal Link 1” link.**
Example: Yahoo.com
- ! Enter in the URL or form name under **Enter the URL or Banner object for the “My Personal Link 1” link.**
Example: <http://www.yahoo.com>
- ! When done editing your links, click on Save or press F10.
- ! The actual links will work as soon as you save the changes you made. **However, the link descriptions will not appear until you have exited and re-entered Banner.**
- ! You can have up to 6 personal links.

New Help Center Link

The Online Help system contains information about forms and fields in Banner. The help system runs in a separate browser. There are three ways to access Online Help in Banner.

- ! Click on Help on the menu bar. Then click on Online Help.
- ! Click on the Online Help icon on the toolbar.
- ! Click on the Help Center link located above the “My Links” section of the main menu.

Features of Online Help

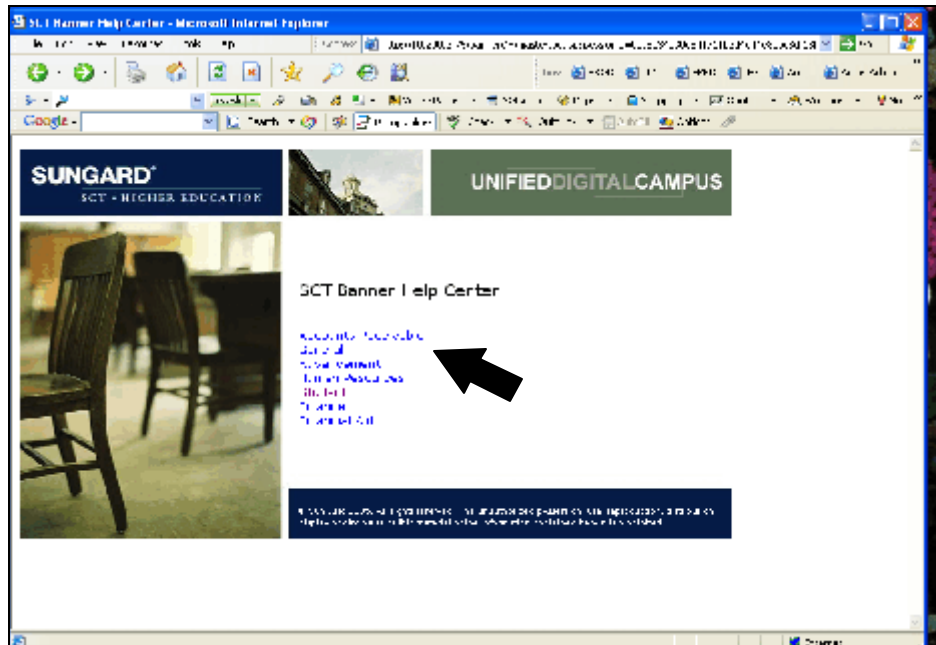
Banner 7 features a new Online Help system that contains information about forms and fields, as well as tasks you can perform with Banner. This system runs in a web browser and is available by clicking on the **Online Help toolbar icon** or by selecting the Online Help option from the **Help pull-down menu**.

Accessing Online Help from a Form

The Online Help button and Help menu option will initially display information about the form you are working in. For example, if you are working in the SPAIDEN form and you click on the Online Help, the Help Center will open with information about SPAIDEN already in the help window.

Accessing the Help Center

If you want information about forms and tasks for another Banner system, use the **Help Center link**, which is available from the main menu of Banner, or from anywhere within the Help System. A separate internet explorer window will open to the main Banner Help Center. You will see the main systems listed. Click on the Banner System that you want help with.

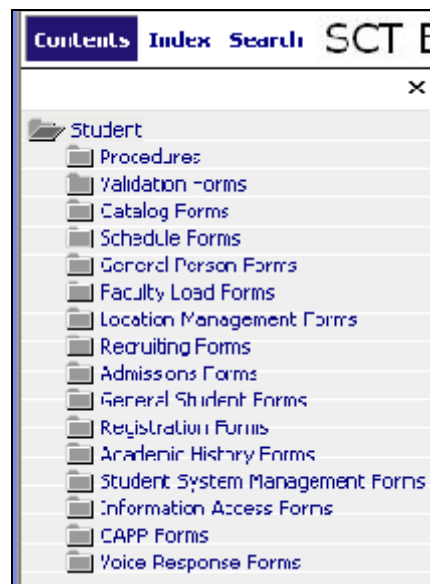


Features of Online Help

You can **browse, search** and use the **index** to located topics in online help.

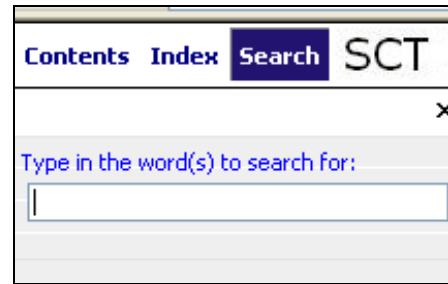
Browsing for Topics

The **Contents tab** enables you to browse for topics. Form and field information is organized by Banner module. Task information is contained under the Procedures heading.



Searching for Topics

The **Search tab** allows you to search for topics within the Help System. You can also use your browser's "search on page" feature to find specific text on a help page (from the Edit menu, select "Find on this page").

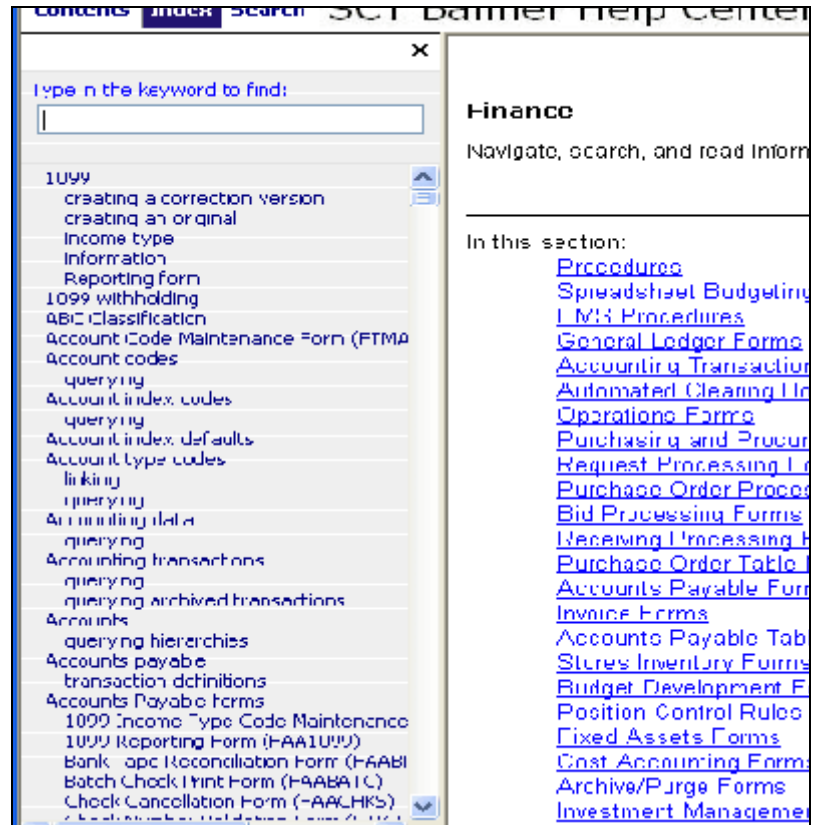


Using the Index

The **Index tab** provides an alphabetical listing of topics within the help system. When you enter the letters of what you are looking for, the index will scroll through the topics to the closest alphabetical match.

Using the Field Link

Many form descriptions are quite long, so sometimes you will find a link that goes to the field descriptions on a separate page.



Enhanced User Interface

There are many changes in Banner 7 that were made to improve the usability of Banner forms. All Banner forms and menus have been changed to be more streamlined, modern and easier to use.

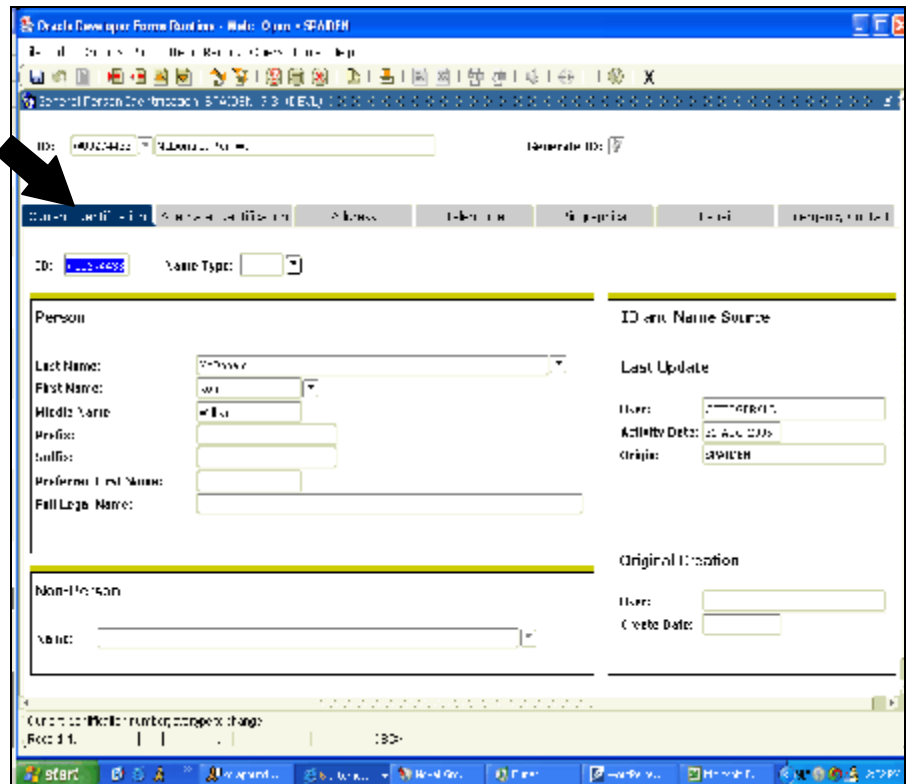
New Screen Resolution

Banner 6 ran in a screen resolution of 800x600. Banner 7 now runs in a screen resolution of 1024x768, allowing ample room to display user interface components and eliminate many scrolling or stacked blocks. If the new Banner screen does not fit inside your Windows screen, you may need to change your screen resolution (see page 3).

Tabbed Forms For Easy Navigating

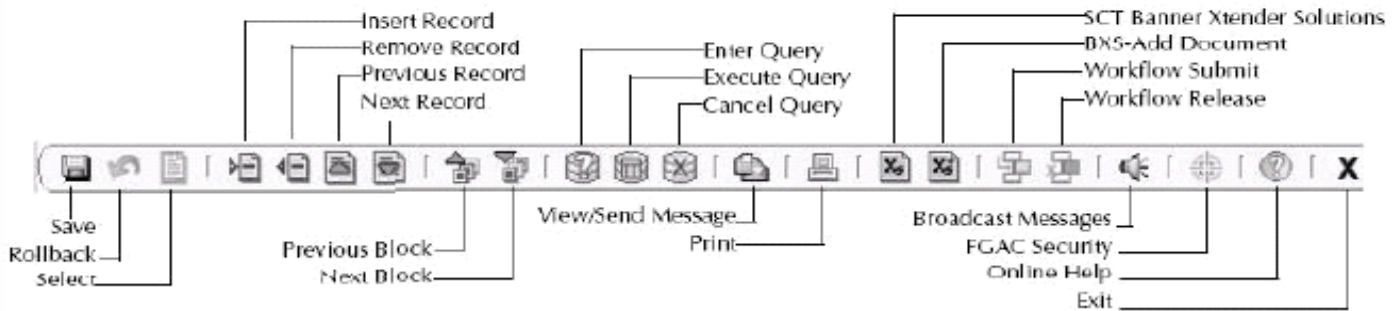
Some forms in Banner 7 have a tabbed interface rather than the traditional Banner window appearance. Tabs are used to arrange information in a meaningful way and allows you to navigate easily between the blocks of information.

- ! **Click on the tab** of the block of information that you want to see.
- ! You can still use the **Next Block** icon (control + page down) or **Previous Block** icon (control + page up) to go from block to block.
- ! If you press the **F2** key Banner will display a list of the other tabbed windows on the form. Use the mouse or up/down arrows to select a different tab, and press the enter key.
- ! You will still need to click on the Next Block icon (or use the short cut keys) to go from block to block in forms that do not have tabs across the top.



New Icons for Banner 7 Toolbar

Banner 7 icons have a whole new look. Some of them have been moved for better placement on the toolbar. Some have been removed from the toolbar completely!

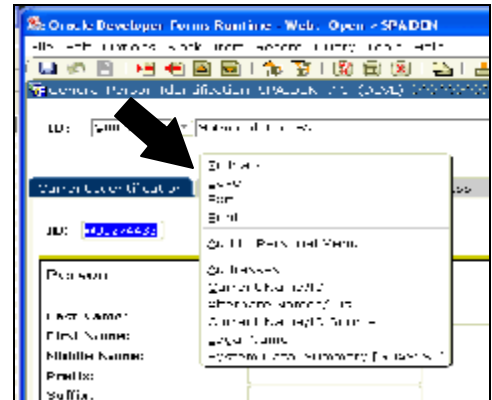


- ! Most icons have an updated look.
- ! Previous/Next Record and Previous/Next Block have all been moved so they sit next to Insert/Remove Record icons.
- ! The “Show Keys” (which displays a list of short cut keys) has been removed from the toolbar and is now located in the Help menu.

Right Click for Options

The options menu is now accessible via a right click!

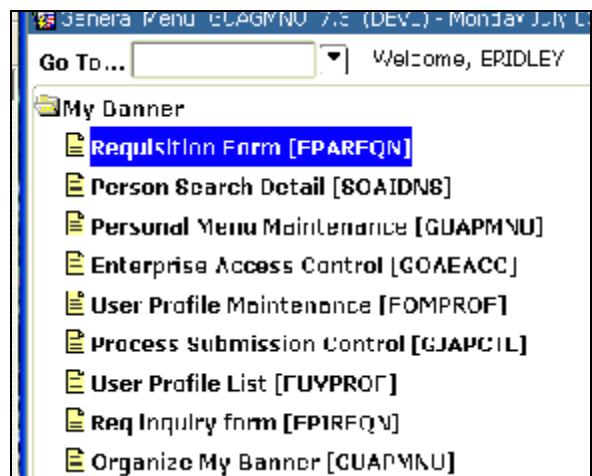
- ! Right click any where on the form to bring up the options menu.
- ! In addition to form options, the menu provides quick access to functions such as **Rollback, Save, Exit, Print** and **Add to Personal Menu**.



Creating a Personal Menu (My Banner)

Creating a Personal Menu has never been easier! In the previous level of Banner you had to go to GUAPMNU to edit your forms. Now it's just a click away!

- ! When you're in a form that you want to add to your “My Banner” folder (located on Banner's main menu) all you have to do is right click and select “**Add to Personal Menu**”.

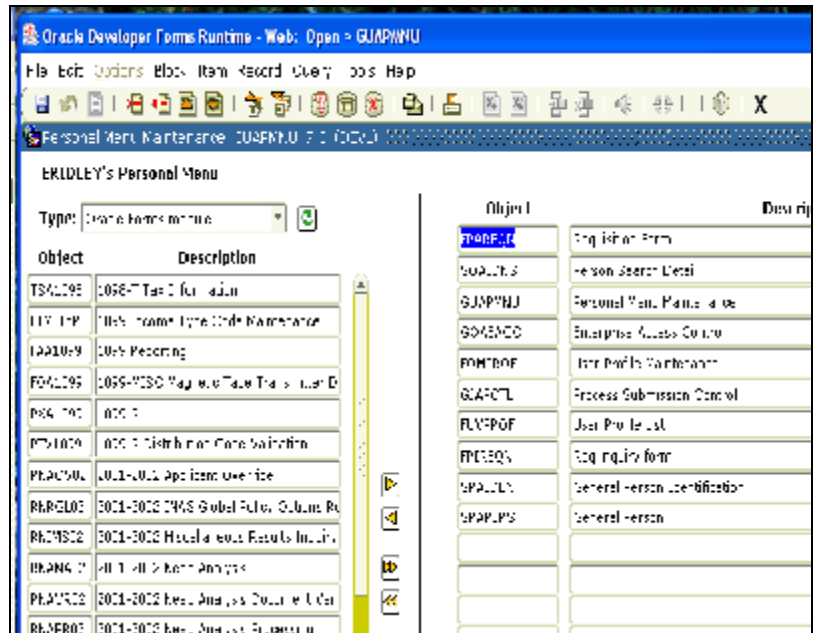


! To see newly added menu items you must **refresh the menu by clicking on the Menu link on the Banner Main Menu.** (Located right above the “My Links” section.

! To see the forms that are in the “My Banner” folder, just double click on the My Banner.

! To remove a form in “My Banner”, go to **GUAPMNU**. Double click on the form listed on the right side and click on the arrow pointing left to put it back in the main list.

! You can of course use this form for adding forms to you’re “My Banner” list. Notice that the list of forms is in alphabetical order by description, not form name! Find the form you want to add, double click on it, then click on the arrow pointing to the right. Click on Save, or F10.

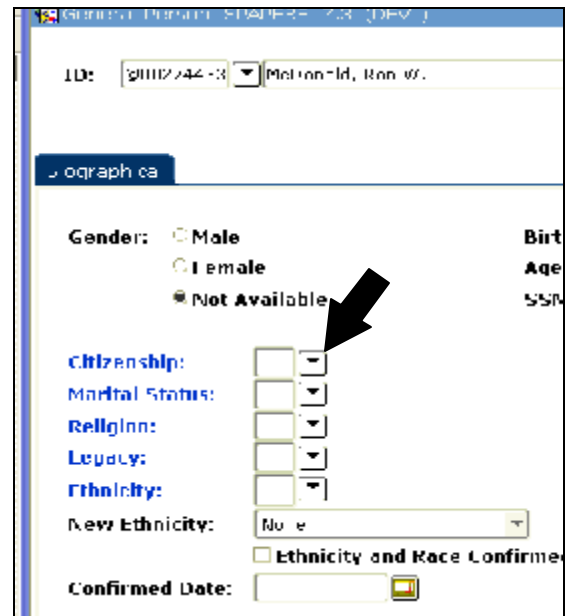


Blue Item Labels and Search Icons Replaced

In Banner 6, **Blue field names** indicated there was a list of specific values that could go in those fields. Now, instead of seeing the blue label you will see the **new search icon (a down arrow at the end of the field).**

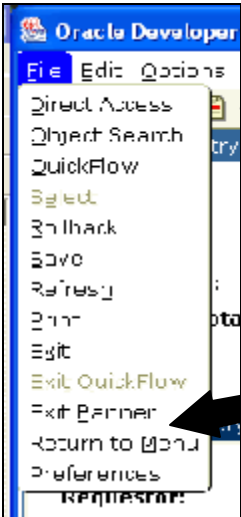
If you like the blue labeled fields, you can change the color to blue (or to any other color you like) by changing the color of the “Code/Description Prompt fields” in the User Interface Color Settings section of the Display tab. See the section “**User Interface Color Settings**” on page 6.

Any field that is searchable will also have a **new search icon** (down arrow) at the end of that field instead of the old magnifying glass icon.



Calendar Icon for Date Fields

A new calendar icon has been added to all date fields making it much easier for you to enter dates! Formerly, you could double click inside a date field, which you can still do, but now it is more obvious that you can select a date from the calendar and have it drop down into the date field.



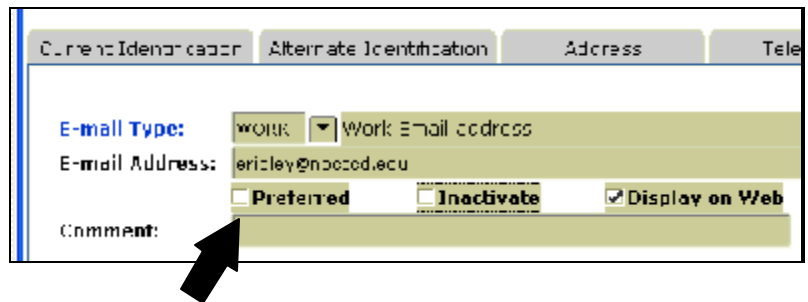
File Menu Enhanced

The File menu has been enhanced to include:

- ! Exit - used to Exit the current form.
- ! Exit QuickFlow - used to exit a QuickFlow
- ! Exit Banner - used to exit Banner from any form without the need to close all of the forms first

Radio Buttons and Checkboxes

When a radio button or check box is present, you can click on the label to select that option rather than having to click directly in the box.



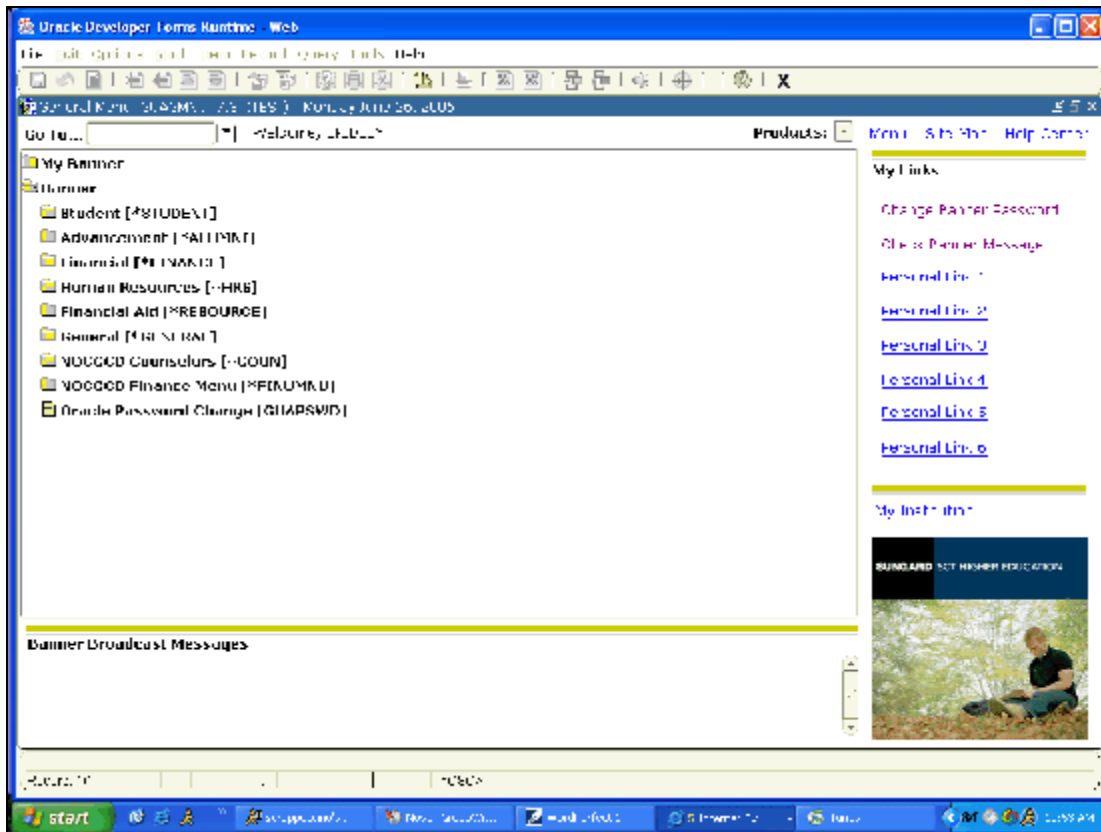
Banner 7 Tabbed Forms

Below is an alphabetical list of forms that now have the new tabbed interface.

FOAIDEN	FWAPURR	NBAJOBS	PEAHSIN	RNASLxx	SAAEAPS	SPAIDEN
FPAPURR	GOAINTL	NBAPBUD	PHAADJT	ROAINST	SAAQUIK	SRAQUIK
FPAREQN	GOAMTCH	NOAAPSM	PPAGENL	ROASTAT	SAAWADF	SRARECR
FRAGRNT	GOASEVR	NOAEPAF	PPAIDEN	RPAAPMT	SFAREGS	TFADETF
FRAPROP	GOASEVS	PAAAPOS	PPATELE	RPAAWRD	SGASTDN	TFADETL
FTMAGCY	GORCMRL	PAAAPPL	RBAABUD	RRAAREQ	SHADEGR	TSADETF
FTMCUST	GUASRVY	PDADEDN	RFRMGMT	SAAADMS	SOACURR	TSADETL
FTFMGR	GUAUPRF	PEAEMPL	RNANAxx	SAADCBT	SOAHSCH	
FTMVEND	GUISRVS	PEAGREV	RNAPRxx	SAADCRV	SOAPCOL	

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<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA states that institutions can give out directory information without the consent of the student. FERPA defines **directory information** as name, address, phone number, birth date, etc. However, the NOCCCD Board of Trustees have further defined what we, NOCCCD, can give out as directory information in **Board Policy 5040, section 5.0**. This policy states that the *only* information we can give out without student consent is:

- ! Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- ! Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
- ! See http://www.nocccd.edu/Policies/PDFs/5040.BP_062005.pdf

What does this all mean to me?

By having a **Banner login**, you have access to information that is covered by FERPA. It is very important that you understand the seriousness of keeping student information confidential.

Do you currently use someone else's username to access Banner?

Do you allow others to use your Banner username and password?

***NEVER loan out your username and password!** If someone else uses your username and password and violates FERPA, you can be held accountable.

***NEVER use anybody else's username or password!** This is against NOCCCD policy.

Under the law, **individual's can be held responsible for FERPA violations**, not just the institution.

If your supervisor will be out of the office for an extended period of time, and you need more access rights to Banner, call the Help Desk at 84849. With the proper approvals, changes can be made to your Banner security on a temporary basis. **DO NOT use your supervisor's username and password.**

What's All The Buzz About Banner 7?

Banner 7 is coming soon. So, what's the big deal? "We've moved to other versions before," you might say. Banner 7, although not changing much in function, has **a brand new look and feel**. Many of the changes made to Banner 7 will make it **easier for you** to move around in Banner! You can **customize** several things to your liking, such as the My Links section. We hope you will be excited about these new changes! We sure are! So, what is the "Buzz about Banner 7"? These brand new changes are listed below, and discussed in more detail in the following pages. We think you are really going to like Banner 7!

Main Menu Changes

- ! The "Go" box has been changed to "Go To". You can now use the up and down arrow keys on your keyboard to scroll through a list of recently used forms.
- ! You can press F5 to open another form without closing the one you are currently in.
- ! My Links section
- ! New Help Center link

Enhanced User Interface

- ! New screen resolution makes more data visible on one screen.
- ! Icons have a new look. Some have been moved for better grouping, and some have been removed completely.
- ! Tabbed forms make it easier to navigate from block to block.
- ! Replaced blue item labels (fields) and the search icon with a drop down arrow.
- ! The calendar icon has been added to all date fields making it easier to input dates.
- ! Right click anywhere on the form and get a list of options.

Logging into Banner 7

Prior to going "live" with Banner 7 there are several changes to your computer that will need to take place.

Banner Icon

The old Banner icon will no longer work. This will be handled by your campus Academic Computing departments.

New Level of J-Initiator Installed

You will need a new level of J-Initiator installed in order to run Banner 7. The first time you access Banner 7, you may be prompted to install a new version of Oracle J-Initiator, an Internet plug-in. This plug-in will be installed on each computer using Banner 7. If you are from Fullerton College, the Academic Computing department will be handling this.

- ! A security window will open. Select **OK**.
- ! A second security window will open asking if you want to proceed. Select **YES**.
- ! The following message bar will appear in the toolbar under the Address (URL) field at the top of the page:

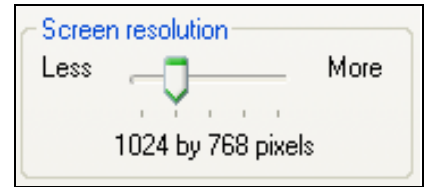
“This site might require the following ActiveX control: ‘Oracle J-Initiator’ from ‘Oracle Corporation’. Click here to install...”

- ! Click on the message bar and select **Install ActiveX Control...** from the drop down menu.
- ! A window will open asking if you want to install J-Initiator software. Click on the **Install** button.
- ! The **Oracle J-Initiator Setup** window will open.
- ! Select the **Next** button when the system asks where you want to install the J-Initiator.
- ! An **Installation Complete** window will open. Click OK and restart your computer.

Higher Screen Resolution

In Banner 7, the standard form size is larger, allowing you to see more information. In order to best view forms in Banner 7, your screen resolution will need to be changed to 1024 X 768. To change your screen resolution:

- ! Right click on a blank area of your desktop.
- ! Select **Properties** from the pop-up list.
- ! On the Properties dialog box, click the **Settings** tab.
- ! In the **Screen Resolution** area, drag the slider to the right until it says **1024 by 768** pixels.
- ! Click **OK**.



- ! A **Monitor Settings** pop-up box will appear asking you to confirm your settings. Click on **Yes** to accept. Your screen resolution has now been changed to 1024X768.

With the higher screen resolution, you may find that the font or icons seem too small.

This is easily corrected! Go to your desktop and right click. Select PROPERTIES. Once the dialog box is open, select APPEARANCE. At the bottom you can select the font size. Click on EFFECTS and you can select “Use large icons”change the font size from normal to LARGE or EXTRA LARGE.

Pop Up Blockers

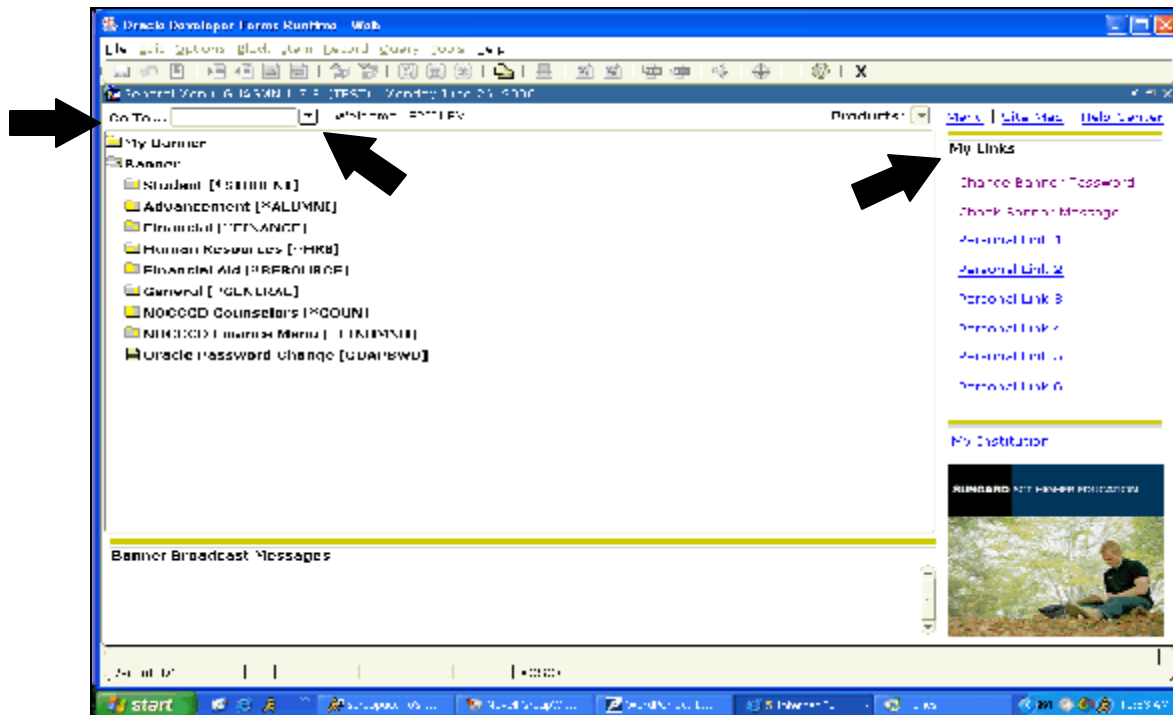
Like Banner 6, Banner 7 uses pop-up windows. You may need to tell Internet Explorer to accept pop-ups from Banner. To do this:

- ! Open Internet Explorer
- ! Click on Tools, Pop-up Blocker, Pop-up Blocker Settings (if it is grayed out, you will first need to click on “Turn On Pop-up Blocker”. Once you have turned it on, click on Tools, Pop-up Blocker and you will see that the settings option is now available.)
- ! In the window, type in: *.nocccd.cc.ca.us
- ! Click on Add
- ! Click on Close
- ! You may also want to add *.nocccd.edu

Dual Monitors

If you use dual monitors, the Banner drop down menus will not display on your secondary monitor. So, make sure that you use Banner on your primary monitor.

Main Menu Changes



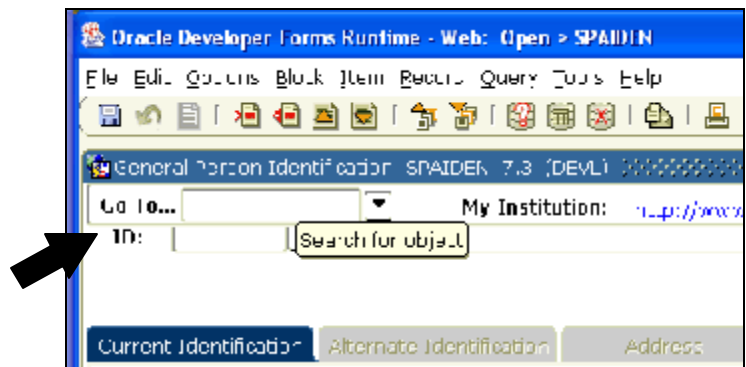
The “Go To” Box

- ! The “Go” field has been renamed to “**Go To**”.
- ! **New Shortcut:** Click inside the “Go To” field and use the up and down arrows on your keyboard to cycle through the forms that you have used during the current session of Banner. Once you log out, the list will reset.
- ! If you click on the down arrow next to the “Go To” field you are taken to GUIOBS, where you can search for a object (a.k.a. “form”) by either its name or description.

F5 Keystroke Added

(Alternate Direct Access)

- ! You can now press the F5 key to navigate to a different form without leaving the form you are in. A little pop up box will open with the “Go To” field. Type in the form you want to go to and press enter.
- ! Press F5 again and the pop up box will go away.
- ! You can access the Direct Access box via the menu bar by clicking on File, Direct Access.



Banner Broadcast Messages

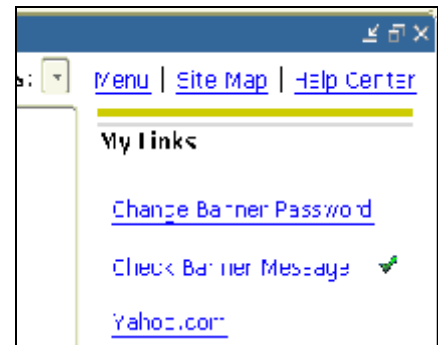
The Banner Broadcast Messages panel is located on the bottom of the main menu. Messages sent out to all Banner users will display here.

My Links

A brand new section called “My Links” is available from the main menu in Banner. You can customize many things in this section.

! The first link under the “**My Links**” section is a link so you can easily **change your Banner password** (GUAPSWD). This will be a nice link to have since we need to change our passwords every 90 days.

! The second link is “**Check Banner Message**” which takes you to GUAMESG. This is the form that is used for rejection notifications for RQ’s. **NEW FEATURE:** A green check mark appears next to the link when you initially log in and have pending messages, or when ever a new message arrives. **The pop up alert for new messages is no longer displayed!**



Customizing Personal Links

Display options, screen colors, personal links and “my institution” can be customized to your liking. To edit these preferences, either click on “Personal Link (1-6)” or go to form **GUAUPRF** (user preferences).

Display Options Tab

Display Options:

! Under the **Display Options** tab you have the option to customize what displays on the menu and title bars.

Alert Options:

New alert options enable you to customize how you are prompted by Banner for the following:

- ! **Prompt Before Exiting Banner** - Check this box if you want Banner to verify that you want to quit your Banner session.
- ! **Display Additional Confidential Alert** - Check this box if you want Banner to display an extra Confidential message for records that contain confidential information.

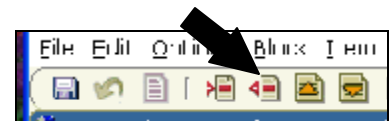
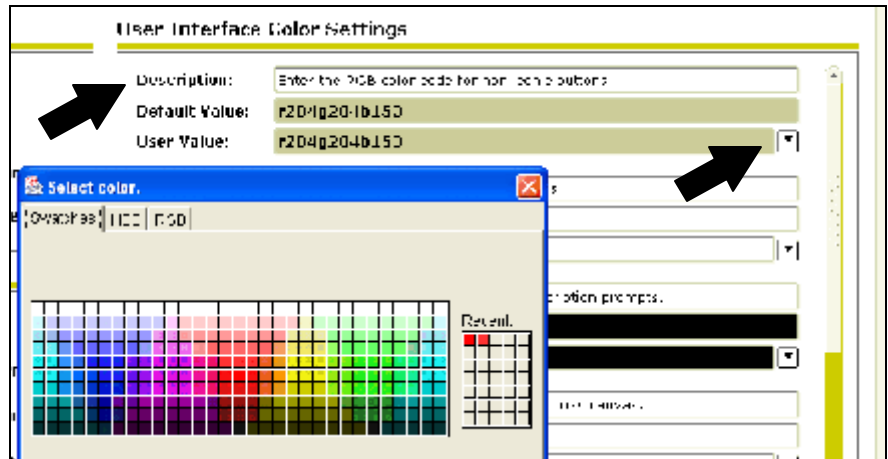


- ! **Display Additional Deceased Alert** - Check this box if you want Banner to display an extra Deceased message for records associated with a deceased person.

User Interface Color Settings:

You can customize Banner's appearance! You can change the color of buttons, canvas (background space) of all forms, record highlighting, scroll and separator bars, and the canvases (backgrounds) within the main menu. To change a color:

- ! For each item you see three things: a description, the default value and the user value.
- ! Find the item you want to change by looking at the description, such as the first item, the non iconic buttons (such as "cancel" and "ok").
- ! Click on the down arrow for user value. A "select color" box appears. Select the color that you like for that option and click on OK.
- ! Click the Save icon, or press F10. Once you have saved the change, it immediately takes affect.
- ! To remove a color, or go back to the default color, click in the User Value field and click on the Remove Record icon (the 5th icon from the left). Click on Save, or F10.



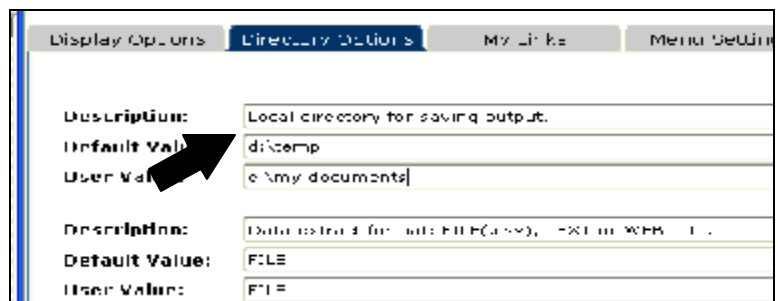
NOTE: Please be cautious about changing canvas or text colors. The text color and canvas color can NOT be the same. If they are, you will no longer be able to read the text!

We recommend that you work with the default color settings for a little while to get used to the new displays before you begin to make any changes.

Directory Options Tab

When you run reports and save the output to your hard drive, it has always defaulted to the temp directory. Now you can customize exactly where you would like output saved on your hard drive. Click on Save (or F10).

NOTE: It is suggested that you do NOT change any other directory options.



My Links Tab

You can edit the “My Institution” link as well as the personal links. The personal links can either be web pages or links to banner forms. To edit these, click on the “My Links” tab.

My Institution:

- ! The first item listed is the “**My Institution**” link. The default value for this is the SungardSCT website.
- ! Click in the User Value and put in the District or College website. In this example, I put in the District website. Make sure you remember the “http://” before the www!

The screenshot shows the 'My Links' tab with the following fields:

Link Type	Description	Default Value	User Value
My Institution	Enter the URL or Banner object for the "My Institution" link.	http://www.sungard.com	http://www.district.com
My Personal Link 1	Enter the description for the "My Personal Link 1" link.	Your first personal link description	Yahoo.com
My Personal Link 2	Enter the URL or Banner object for the "My Personal Link 2" link.	Your first personal link URL	http://www.yahoo.com
My Personal Link 3	Enter the description for the "My Personal Link 3" link.	Your second personal link description	Generic Form: SP1234
My Personal Link 4	Enter the URL or Banner object for the "My Personal Link 4" link.	Your second personal link URL	SP1234

Personal Links

There are two steps for editing the personal links. First you put in a description then you put in the link.

- ! Enter a description in the User Value under **Enter the description for the “My Personal Link 1” link.**
Example: Yahoo.com
- ! Enter in the URL or form name under **Enter the URL or Banner object for the “My Personal Link 1” link.**
Example: <http://www.yahoo.com>
- ! When done editing your links, click on Save or press F10.
- ! The actual links will work as soon as you save the changes you made. **However, the link descriptions will not appear until you have exited and re-entered Banner.**
- ! You can have up to 6 personal links.

New Help Center Link

The Online Help system contains information about forms and fields in Banner. The help system runs in a separate browser. There are three ways to access Online Help in Banner.

- ! Click on Help on the menu bar. Then click on Online Help.
- ! Click on the Online Help icon on the toolbar.
- ! Click on the Help Center link located above the “My Links” section of the main menu.

Features of Online Help

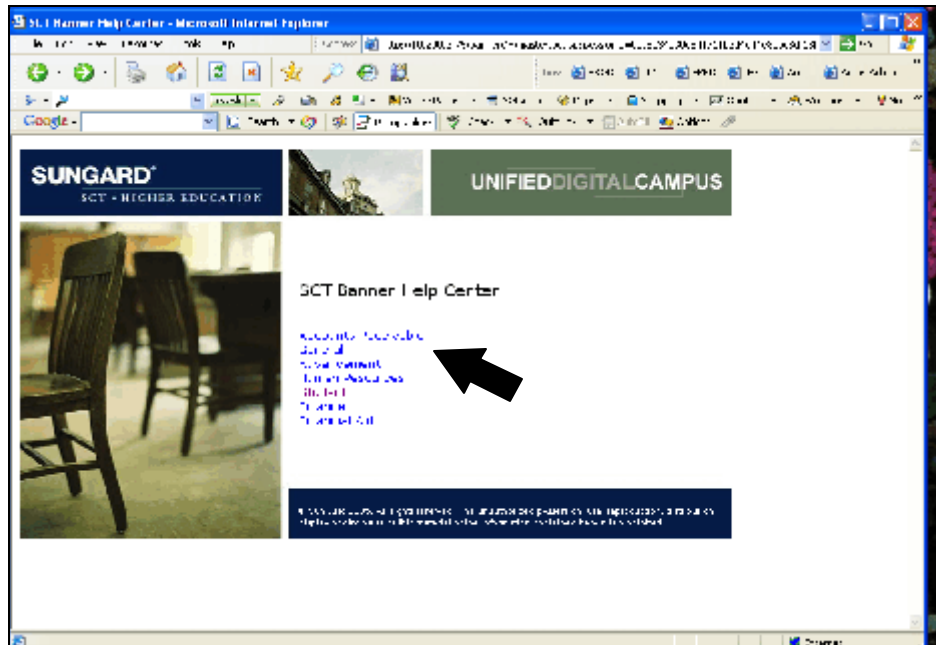
Banner 7 features a new Online Help system that contains information about forms and fields, as well as tasks you can perform with Banner. This system runs in a web browser and is available by clicking on the **Online Help toolbar icon** or by selecting the Online Help option from the **Help pull-down menu**.

Accessing Online Help from a Form

The Online Help button and Help menu option will initially display information about the form you are working in. For example, if you are working in the SPAIDEN form and you click on the Online Help, the Help Center will open with information about SPAIDEN already in the help window.

Accessing the Help Center

If you want information about forms and tasks for another Banner system, use the **Help Center link**, which is available from the main menu of Banner, or from anywhere within the Help System. A separate internet explorer window will open to the main Banner Help Center. You will see the main systems listed. Click on the Banner System that you want help with.

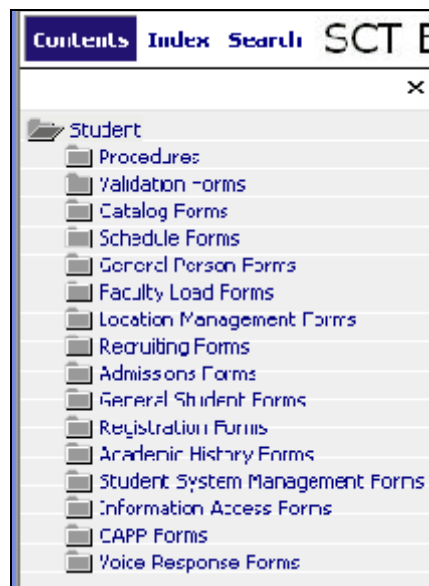


Features of Online Help

You can **browse, search** and use the **index** to located topics in online help.

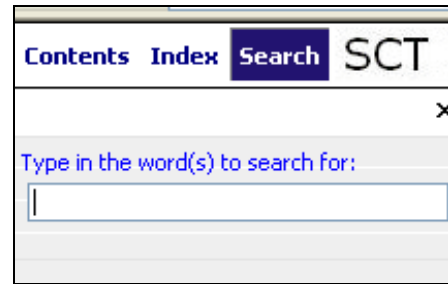
Browsing for Topics

The **Contents tab** enables you to browse for topics. Form and field information is organized by Banner module. Task information is contained under the Procedures heading.



Searching for Topics

The **Search tab** allows you to search for topics within the Help System. You can also use your browser's "search on page" feature to find specific text on a help page (from the Edit menu, select "Find on this page").

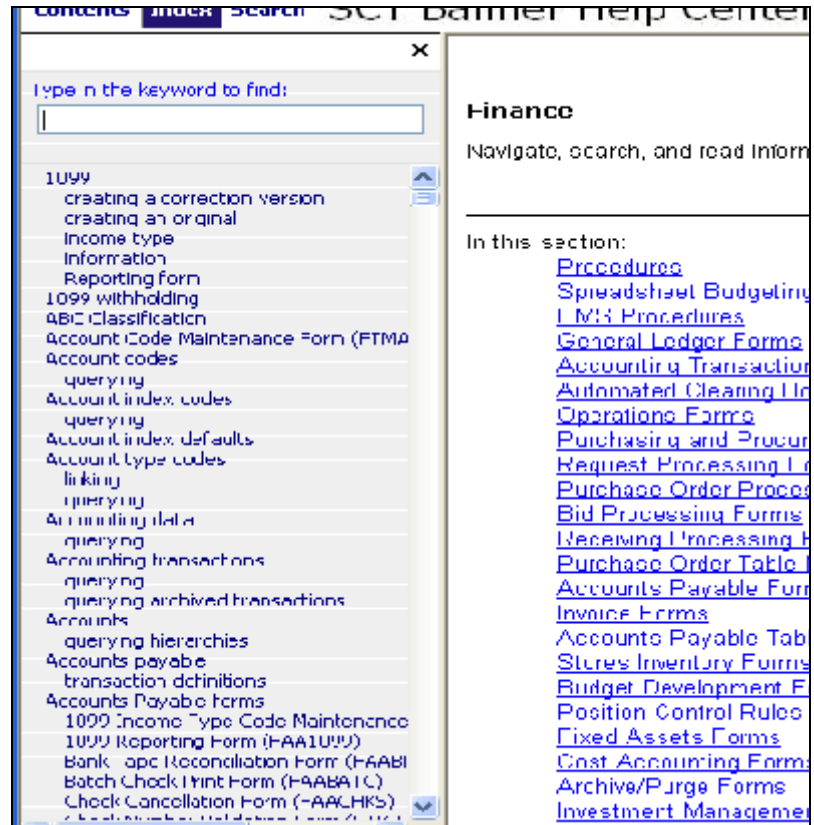


Using the Index

The **Index tab** provides an alphabetical listing of topics within the help system. When you enter the letters of what you are looking for, the index will scroll through the topics to the closest alphabetical match.

Using the Field Link

Many form descriptions are quite long, so sometimes you will find a link that goes to the field descriptions on a separate page.



Enhanced User Interface

There are many changes in Banner 7 that were made to improve the usability of Banner forms. All Banner forms and menus have been changed to be more streamlined, modern and easier to use.

New Screen Resolution

Banner 6 ran in a screen resolution of 800x600. Banner 7 now runs in a screen resolution of 1024x768, allowing ample room to display user interface components and eliminate many scrolling or stacked blocks. If the new Banner screen does not fit inside your Windows screen, you may need to change your screen resolution (see page 3).

Tabbed Forms For Easy Navigating

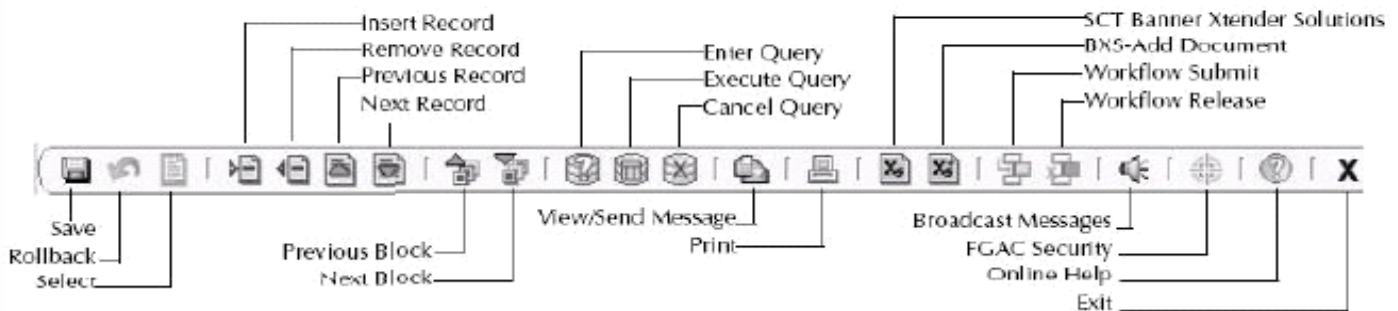
Some forms in Banner 7 have a tabbed interface rather than the traditional Banner window appearance. Tabs are used to arrange information in a meaningful way and allows you to navigate easily between the blocks of information.

- ! **Click on the tab** of the block of information that you want to see.
- ! You can still use the **Next Block** icon (control + page down) or **Previous Block** icon (control + page up) to go from block to block.
- ! If you press the **F2** key Banner will display a list of the other tabbed windows on the form. Use the mouse or up/down arrows to select a different tab, and press the enter key.
- ! You will still need to click on the Next Block icon (or use the short cut keys) to go from block to block in forms that do not have tabs across the top.

The screenshot shows a web browser window displaying a Banner 7 form. The form has a title bar that reads 'Create New or Update Existing - Main: Open - SPADEN'. Below the title bar is a menu bar with 'File', 'Edit', 'Tools', 'Help', 'Reset', 'Close', 'Print', and 'Help'. The main content area has a search bar with 'ID: 00000000' and a 'Generate ID' button. Below this is a tabbed interface with two tabs: 'Person' and 'Non-Human'. The 'Person' tab is selected and shows fields for 'Last Name', 'First Name', 'Middle Name', 'Prefix', 'Suffix', 'Preferred Last Name', and 'Full Legal Name'. The 'Non-Human' tab shows a 'Name' field. To the right of the tabs, there are fields for 'ID and Name Source', 'Last Update', 'User', 'Activity Date', 'Origin', and 'Original Location'. A black arrow points to the 'Person' tab. At the bottom of the browser window, there is a status bar that reads 'Current ID: 00000000, current change: Rec'd 11/11/11 1:00:00 PM'.

New Icons for Banner 7 Toolbar

Banner 7 icons have a whole new look. Some of them have been moved for better placement on the toolbar. Some have been removed from the toolbar completely!

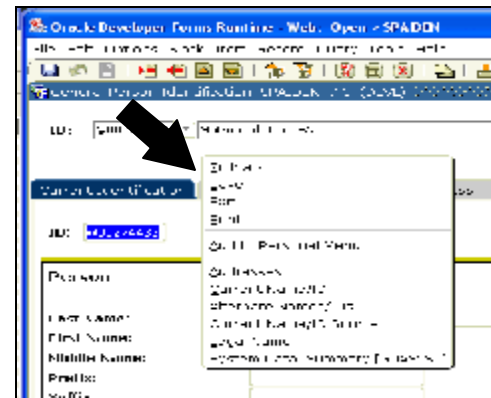


- ! Most icons have an updated look.
- ! Previous/Next Record and Previous/Next Block have all been moved so they sit next to Insert/Remove Record icons.
- ! The “Show Keys” (which displays a list of short cut keys) has been removed from the toolbar and is now located in the Help menu.

Right Click for Options

The options menu is now accessible via a right click!

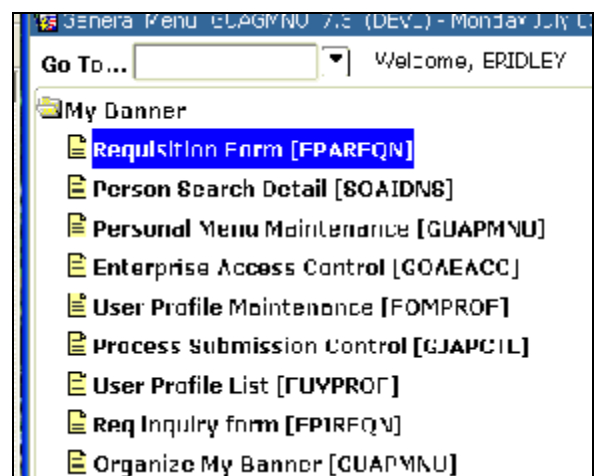
- ! Right click any where on the form to bring up the options menu.
- ! In addition to form options, the menu provides quick access to functions such as **Rollback, Save, Exit, Print** and **Add to Personal Menu**.



Creating a Personal Menu (My Banner)

Creating a Personal Menu has never been easier! In the previous level of Banner you had to go to GUAPMNU to edit your forms. Now it's just a click away!

- ! When you're in a form that you want to add to your “My Banner” folder (located on Banner's main menu) all you have to do is right click and select “**Add to Personal Menu**”.

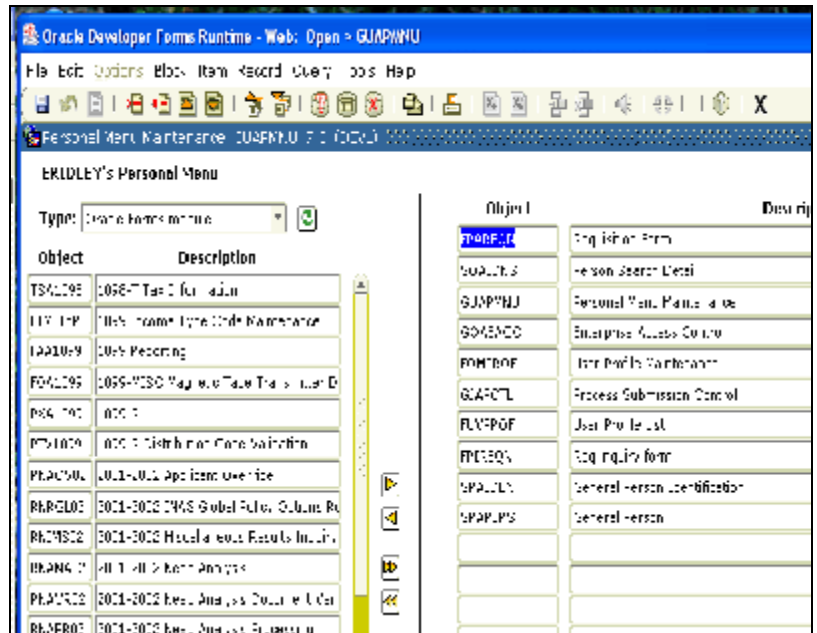


! To see newly added menu items you must **refresh the menu by clicking on the Menu link on the Banner Main Menu.** (Located right above the “My Links” section.

! To see the forms that are in the “My Banner” folder, just double click on the My Banner.

! To remove a form in “My Banner”, go to **GUAPMNU**. Double click on the form listed on the right side and click on the arrow pointing left to put it back in the main list.

! You can of course use this form for adding forms to you’re “My Banner” list. Notice that the list of forms is in alphabetical order by description, not form name! Find the form you want to add, double click on it, then click on the arrow pointing to the right. Click on Save, or F10.

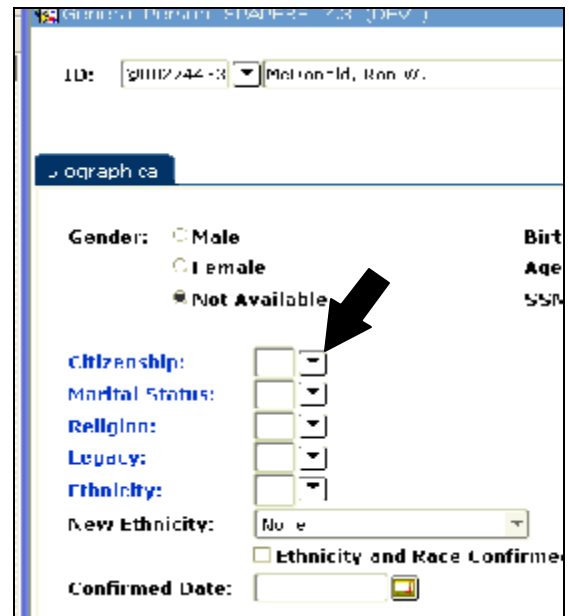


Blue Item Labels and Search Icons Replaced

In Banner 6, **Blue field names** indicated there was a list of specific values that could go in those fields. Now, instead of seeing the blue label you will see the **new search icon (a down arrow at the end of the field).**

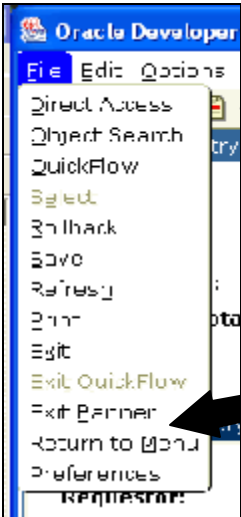
If you like the blue labeled fields, you can change the color to blue (or to any other color you like) by changing the color of the “Code/Description Prompt fields” in the User Interface Color Settings section of the Display tab. See the section “**User Interface Color Settings**” on page 6.

Any field that is searchable will also have a **new search icon** (down arrow) at the end of that field instead of the old magnifying glass icon.



Calendar Icon for Date Fields

A new calendar icon has been added to all date fields making it much easier for you to enter dates! Formerly, you could double click inside a date field, which you can still do, but now it is more obvious that you can select a date from the calendar and have it drop down into the date field.



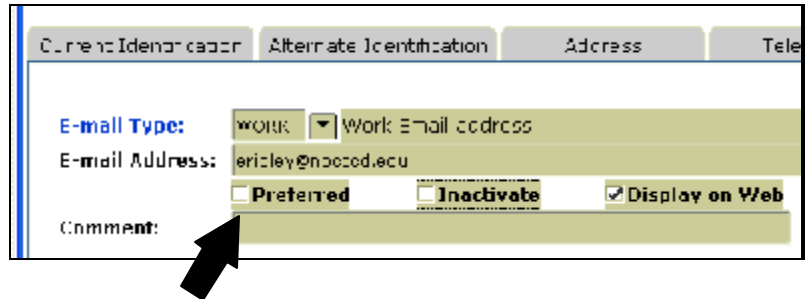
File Menu Enhanced

The File menu has been enhanced to include:

- ! Exit - used to Exit the current form.
- ! Exit QuickFlow - used to exit a QuickFlow
- ! Exit Banner - used to exit Banner from any form without the need to close all of the forms first

Radio Buttons and Checkboxes

When a radio button or check box is present, you can click on the label to select that option rather than having to click directly in the box.

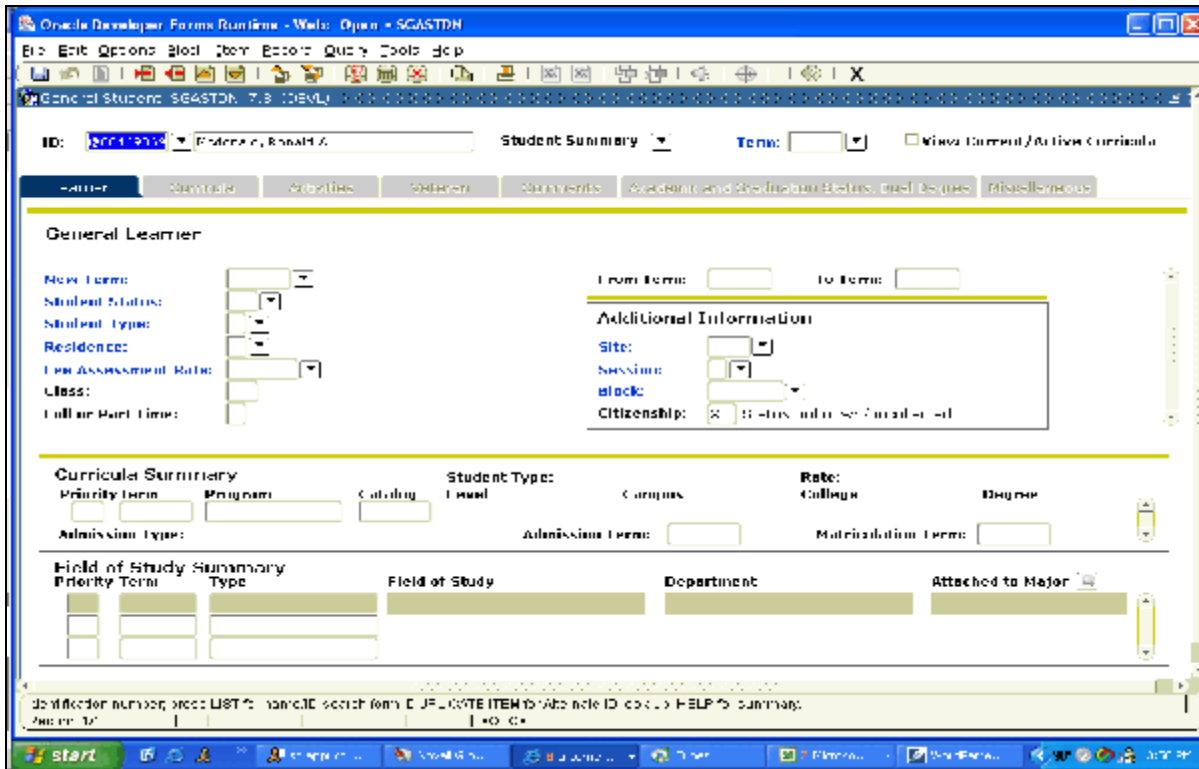


Banner 7 Tabbed Forms

Below is an alphabetical list of forms that now have the new tabbed interface.

FOAIDEN	FWAPURR	NBAJOBS	PEAHSIN	RNASLxx	SAAEAPS	SPAIDEN
FPAPURR	GOAINTL	NBAPBUD	PHAADJT	ROAINST	SAAQUIK	SRAQUIK
FPAREQN	GOAMTCH	NOAAPSM	PPAGENL	ROASTAT	SAAWADF	SRARECR
FRAGRNT	GOASEVR	NOAEPAF	PPAIDEN	RPAAPMT	SFAREGS	TFADETF
FRAPROP	GOASEVS	PAAAPOS	PPATELE	RPAAWRD	SGASTDN	TFADETL
FTMAGCY	GORCMRL	PAAAPPL	RBAABUD	RRAAREQ	SHADEGR	TSADETF
FTMCUST	GUASRVY	PDADEDN	RFRMGMT	SAAADMS	SOACURR	TSADETL
FTFMGR	GUAUPRF	PEAEMPL	RNANAxx	SAADCBT	SOAHSCH	
FTMVEND	GUISRVS	PEAGREV	RNAPRxx	SAADCRV	SOAPCOL	

SGASTDN



FPAREQN

