Banner 9 Upgrade

Creighton University
Form review

- New functionality within forms, impacts how the data can be queried and viewed
- No changes to how the data is stored or backend processes
  - Filters
  - Better warning messages
  - Adjust columns
  - Sort data within the forms
  - More intuitive look and feel
<table>
<thead>
<tr>
<th>Was</th>
<th>Is now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll back</td>
<td>Start over</td>
</tr>
<tr>
<td>Query</td>
<td>Filter</td>
</tr>
<tr>
<td>Block</td>
<td>Sections</td>
</tr>
<tr>
<td>Options</td>
<td>Related</td>
</tr>
</tbody>
</table>
Additional features

• Warning messages
• SDE fields
• Tools
  • Extract
  • Print
• Related
**ERROR NOTIFICATION** – A red box will appear with an “!” in a circle when message is displayed.

**INFO NOTIFICATION** – A blue box will appear with an “i” in a circle when message is displayed.

**WARNING NOTIFICATION** – A box will appear in yellow with a “!” in a yield sign when message is displayed and include two buttons, Yes/No, that must be selected to continue.

**SUCCESS NOTIFICATION** – A box will appear in green with a checkmark in a circle when message is displayed.
SDE Fields
Related
### Banner 9 Short Cut Keys

<table>
<thead>
<tr>
<th>Action</th>
<th>Banner B</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Page</strong></td>
<td>Main Page Menu</td>
<td>N/A</td>
</tr>
<tr>
<td>Access Help</td>
<td>CTRL+M</td>
<td>CTRL+ End</td>
</tr>
<tr>
<td>Access Menu</td>
<td>CTRL+M</td>
<td>F9</td>
</tr>
<tr>
<td>Display Recently Open Items</td>
<td>CTRL+Y</td>
<td>CTRL+SHIFT+U</td>
</tr>
<tr>
<td>Search</td>
<td>CTRL+SHIFT+Y</td>
<td>Page Down</td>
</tr>
<tr>
<td>Sign Out</td>
<td>CTRL+SHIFT+F</td>
<td>Page Down</td>
</tr>
<tr>
<td><strong>Basic Navigation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Page, Close Current Page, Or Cancel Search/Query</td>
<td>CTRL+Q, CTRL+Q</td>
<td></td>
</tr>
<tr>
<td>Choose/Submit</td>
<td>Enter</td>
<td>Enter</td>
</tr>
<tr>
<td>Clear All In Section</td>
<td>SHIFT+F5</td>
<td>SHIFT+F5</td>
</tr>
<tr>
<td>Clear One Record</td>
<td>SHIFT+F4</td>
<td>SHIFT+F4</td>
</tr>
<tr>
<td>Clear Page or Start Over</td>
<td>SHIFT+F7</td>
<td>F5</td>
</tr>
<tr>
<td>Count Query</td>
<td>SHIFT+F2</td>
<td>SHIFT+F2</td>
</tr>
<tr>
<td>Delete Record</td>
<td>SHIFT+F6</td>
<td>SHIFT+F6</td>
</tr>
<tr>
<td>Down/Next Record</td>
<td>Down Arrow</td>
<td>Down Arrow</td>
</tr>
<tr>
<td>Duplicate Item</td>
<td>F3</td>
<td>F3</td>
</tr>
<tr>
<td>Duplicate Select Record</td>
<td>F4</td>
<td>F4</td>
</tr>
<tr>
<td>Edit</td>
<td>CTRL+E</td>
<td>CTRL+E</td>
</tr>
<tr>
<td>Execute Filter Query</td>
<td>F8</td>
<td>F8</td>
</tr>
<tr>
<td>Exit</td>
<td>CTRL+Q</td>
<td>CTRL+Q</td>
</tr>
<tr>
<td>Expand/Collapse Drop Down Field</td>
<td>Click Field</td>
<td>ALT+ Down Arrow</td>
</tr>
<tr>
<td>Export</td>
<td>Extract Data with Key</td>
<td>SHIFT+F3</td>
</tr>
<tr>
<td>First Page</td>
<td>N/A</td>
<td>CTRL+Home</td>
</tr>
<tr>
<td>Insert/Create Record</td>
<td>F6</td>
<td>F6</td>
</tr>
</tbody>
</table>

### Last Page
- N/A
- F9

### List of Values
- F9

### More Information
- ALT+H
- CTRL+SHIFT+U

### Next Field or Item
- Tab
- Tab

### Next Page Down
- Page Down
- Page Down

### Next Section
- CTRL+ Page Down
- ALT + Page Down

### Online Help
- CTRL+SHIFT+L
- F5

### Open Menu Directly
- F5
- CTRL+ M

### Open Related Menu
- N/A
- ALT+SHIFT+R

### Open Tools Menu
- N/A
- ALT+SHIFT+T

### Page Tab 1, Page Tab 2, Page Tab 3, Etc.
- N/A
- CTRL+ SHIFT+1
- CTRL+ SHIFT+2
- CTRL+ SHIFT+3

### Previous Field or Item
- SHIFT Tab
- SHIFT Tab

### Previous Page Up
- Page Up
- Page Up

### Previous Section
- CTRL + Page Up
- ALT + Page Up

### Print
- SHIFT+F8
- CTRL+P

### Refresh or Rollback
- SHIFT+F7
- F5

### Save
- F10
- F10

### Search or Open Filter Query
- F7
- F7

### Select on a Called Page
- SHIFT+F3
- ALT+S

### Toggle Multi/Single Records Views
- N/A
- CTRL+G

### Up/Previous Record
- Up Arrow
- Up Arrow
QUESTIONS