Banner 8 INB vs Banner 9 Administrative Pages

This is a short guide comparing the Banner 8 interface to the Banner 9 interface.

Introduction

The Banner 9 Upgrade is a campus wide initiative to complete the upgrade of our current Banner environment from Banner 8 INB to Banner 9. According to Ellucian, “Banner 9 by Ellucian is no ordinary upgrade. It delivers a fresh user experience, all-new tools, and significantly improved capabilities across Banner, driving new efficiencies so you can focus on student success”.

Administrative Banner 8 is based on Oracle forms. In Administrative Banner 9, Oracle Forms are replaced by JAVA pages, which means that the look, feel, and navigation of these pages will change. Once the upgrade is complete, all Banner 8 INB forms will have been replaced with Banner 9 Administrative pages. During the upgrade, Banner 8 forms and Banner 9 pages will co-exist within the same production Banner system.

Application Navigator, which is new with Banner 9, is the tool that allows access to both Banner 8 forms and Banner 9 pages. This option will be available until Banner 8 is decommissioned on December 1, 2018.

What stays the same?

The seven-character form names remain unchanged. Your security access will also remain the same as it was in INB. Lastly, all of the data behind the forms is the same. The Banner 9 Administrative Application update ONLY updates the interface to the data, not the underlying tables, processes, or data.

Login Screen

Logging into Banner 8 and 9 will require the Single Sign On page and utilizes the same NetID and password as your email. Banner 8 INB will have a different link from Banner 9 Application Navigator.
Home Page/Landing Page

Banner 8 INB

Banner 9 Administrative Pages

Please note: Photo background is subject to change.
Forms/Pages Menus

Banner 8 INB

Banner 9 Administrative Pages
Click the 3 horizontal bars to see the menus. Click the “>” to open the menu, and the “<” to close it.
Search Box

Banner 9 Administrative Pages
The Search box is how you will search for your pages in Banner 9 Admin. If you start typing in the page name, Banner will start showing possible choices. You can either click on the page in the dropdown list, or type the entire page name and hit Enter. Alternatively, you can also search using the title or part of a title of a page.
Key Block
The key block determines what data is entered or displayed on the rest of the page

Banner 8 INB
To access the body of the form, populate the key block data and then click Next Block.

Banner 9 Administrative Pages
To access the body of the page, populate the key block data and then click Go.

You can return to the key block if you are in the body of the page by clicking Start Over.
Name/ID Search

Banner 8 INB
Enter the KSU Number in the *ID search box*

Banner 9 Administrative Pages
Searching by KSU #: Enter the UID into the ID: text box.
Searching by Name: Click into the ID: text box and hit tab. A second text box will appear to the right where you can enter the name of the client you want to search for (last name, first name, or by using the % Wildcard).

Previous/Next Section (block)

Banner 8 INB
The Previous and Next Block navigators are located in the toolbar at the top of the form

Banner 9 Administrative Pages
The Previous and Next Section navigators are located in the bottom left corner of the page.
Save/Cancel/Select
Banner 8 INB

Banner 9 Administrative Pages
Save/Cancel/Select options are located in the bottom right corner of the page, if applicable.

Insert/Delete/Copy/Filter (query)
Banner 8 INB

Banner 9 Administrative Pages
Insert/Delete/Copy/Filter actions are available at the top right of each individual sections of a page.

Record Navigation
Banner 8 INB

Banner 9 Administrative Pages
Record navigation is available at the bottom of individual page sections that display multiple records. First Page/Previous Page/Record Number/Next Page/Last Page/Records Per Page/Record Count.
Accessing Recently Used Pages

**Banner 8 INB**

Clicking *File* in Banner 8 INB will list your recently accessed forms at the bottom of the drop-down menu under *Preferences*.

**Banner 9 Administrative Pages**

Clicking the folder in the toolbar at the top of the Banner 9 Administrative Page will give you the list of your recently opened pages.

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**Options/Related**

Related pages and options specific for that form.
Banner 8 INB

Accessing “Help”
Click on the Help Center link in the top right corner of the home screen.

Banner 9 Administrative Pages
When working in the page you need help on, click on the question mark (Ctrl+Shift+L) on the right hand side of the toolbar at the top of the page.

Close Form/Page

Banner 8 INB
To close a form, click on the X in the top right corner of the toolbar.

Banner 9 Administrative Pages
To close a page, click on the X in the top left corner of the toolbar.

Logging Off

Banner 8 INB
Under File, click Exit.
Banner 9 Administrative Pages

Click Sign Out in the top right corner the page.