Application Navigator
Application Navigator provides a single interface to navigate the Banner 9 JAVA pages. It is a tool that allows you to go back and forth between the current Banner forms and the new Banner JAVA pages without needing to remember if a form has been converted.

Sign in using the URL to access the page and use the credentials provided by your institution to access Application Navigator. You can then use any of the following to navigate within Application Navigator:

- **Menu icon.** The Menu icon is located in the upper left corner of the application. Click on this icon to open the Banner Menu. Find the page you are interested in opening. Select the desired entry and click Enter.
• **Search icon.** The Search icon is located in the upper left, just to the right of the Menu icon. Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.

```
search...
```

• **Recently Opened icon.** The Recently Opened icon is located in the upper left, just to the right of the Search icon. It is displayed with a count of pages after you have opened the first page in an application. Open the list and select a page to access it.

• **Search box in the center of the page.** In this box, you enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.

If a Banner page has not yet been transformed, the page will automatically open in Oracle forms. This enables you to continue to do your job, regardless of the page or form you need to access, without signing into different applications.

You can return to the Application Navigator landing page by clicking on the **University of New Mexico** home link. Application Navigator has a set of keyboard shortcuts, which you can review by clicking on **Keyboard Shortcuts** in the bottom right corner of the page.

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Keyboard Shortcuts
```

It is important to remember to use the **Sign Out** link in the upper right corner when closing the application instead of just closing your browser to make sure you are logged out of the application.
Basic Navigation
The basic navigation of each page includes the page header, notification center, key block, sections, and buttons.

Page Header
The page header is part of the basic navigation and contains the following items:

- Page close icon
- Page title, which is formatted according to the preferences established on the User Preference (GUAUPRF) page.
- Add and Retrieve icons, which are used with Banner Document Management.
- Related Menu, which displays a list of pages that can be accessed from this page (Options Menu in Banner 8).
- Tools Menu, which includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.
**Notification Center.**
The Notification Center is located to the right of the Tools menu and displays the following types of information as needed:

- Successful save of data
- Warning messages
- Error messages
- Informational messages
- Number of messages to be corrected to continue in the page

You can click in the box with the number in the page header to open or close the Notification Center.

**Key Block**

The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, the fields that can be entered in the key block are enabled. When you leave the key block, the fields in the key block are disabled.

When the cursor is in the key block, the information is displayed in a column format. When you leave the key block by clicking the **Go** button, the data is rearranged into a linear format.

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 a page by clicking **Start Over**.
Sections
Pages are divided into sections that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on. Each section contains related information.

Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed by clicking on the arrow on the far left side of the section header. Some sections are accessed by using tabs that group information in a meaningful way.

If available, the sections can have a header that includes icons for the following actions:

- **Insert.** Use this to insert records in the section.
- **Delete.** Use this to delete records in the section.
- **Copy.** Use this to copy records in the section.
- **Filter.** Use this to filter records in the section.

Required fields
An asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page. The system uses the definition of the field as it is used in the application to determine if it is required. For fields that have conditional logic that determines whether they are required, the asterisk (*) is not displayed. If you leave a section or a page without entering information in a required field, the page notifies the individual in the Notification Center, requiring the user to perform some additional action.

Sort Order
In a grid layout, values for a field can be sorted, and if you have chosen to sort the data, an up or down arrow next to the field name indicates the current sort order for the field. You can click the field label to reverse the sort order.

Dates
You can either enter the date directly or use the calendar icon for date selection. The date format is mmddyyyy. To enter the current date, type any letter and [TAB].
**Lookup**

The Lookup feature allows you to quickly look up a value for a field. The **Lookup** button next to a field indicates that the field has the Lookup feature.

Click the **Lookup** button, enter a filter value, and press **Enter** to display results that match the filter criteria. Select a value and click **OK**, or double-click a value to return the value to the calling page.

### Citizen Type Validation (STVCITZ)

<table>
<thead>
<tr>
<th>Code</th>
<th>Desc</th>
<th>Citizen</th>
<th>EDI Equiv</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL</td>
<td>Eligible Citizen</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Non-Citizen</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Nonresident Alien</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Resident Alien</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>WW</td>
<td>Worldwide</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Citizen</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Criteria: 

*Record 1 of 6*
**Buttons**
Banner transformation includes several buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add and Retrieve</td>
<td>Use the Add and Retrieve buttons to interact with Banner Document Management (xTender) to properly store and review documents.</td>
</tr>
<tr>
<td>Go</td>
<td>Use the Go button to advance to the body of the page after populating the key block.</td>
</tr>
<tr>
<td>Save</td>
<td>Use the Save button (F10) to save changes on the page. The Save button is located on the bottom right side of the page.</td>
</tr>
<tr>
<td>Section Navigation</td>
<td>Use the Next Section button to navigate to the next section of data. Use the Previous Section button to navigate to the previous section of data. The Next Section and Previous Section buttons are located at the bottom left of each page.</td>
</tr>
<tr>
<td>Select and Cancel</td>
<td>Use the Select button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. When you need to go to a secondary or called page to retrieve data, the Select and Cancel are presented at the bottom of the page.</td>
</tr>
<tr>
<td>Start Over</td>
<td>Use the Start Over button to return to the key block of the page.</td>
</tr>
</tbody>
</table>
Filtering Data
You can filter data in a section if there is an active Filter icon in the section header. Use the following steps to filter data in a section.

Procedure
1. Click the active Filter (F7) icon for the section.

2. Choose the field you want to filter from the Add Another Field drop-down list.

3. Choose an operator from the Contains drop-down list. The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).

   The Contains operator is available for alphanumeric and other fields only. The Between operator includes the values entered. For example, for codes “between” 1 and 5, the values 1, 2, 3, 4, and 5 are considered. Required fields do not use the Is Null and Is Not Null operators.

4. Enter a value for the field you selected.
5. **Optional:** If you want to add another field to the filter criteria, choose a field from the **Add Another Field** field, select an operator, and enter a value for the field that you selected. Repeat this step until all filter criteria are entered.

6. When all filter criteria are entered, click **Go (F8)** to display the filter results. The number of records retrieved is displayed at the bottom of the section. The results for a field can be sorted in ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

7. **Optional:** If you want to perform another filter, click **Filter Again**.

8. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase **x** in the upper right corner of the filter window to close the filter.

**Multiple Records**

Data can exist in multiple records of the same type in the database, for example addresses, are displayed in multiple ways. Records can be viewed two different ways:

- **One record at a time.** In this instance, the details of the data are not displayed in a table grid, but rather in a more easily readable manner. You can move from record to record using pagination controls.
• **In a grid.** In this instance the data is presented in column and row format. You may need to scroll to view all the data. You can page through the records using the pagination controls (first, last, next, previous, or specific page number), decide how many records you want to review in the grid, and sort the data in ascending or descending order.
Data Export
You can export data from a transformed Banner page to an Excel spreadsheet (.xls) by clicking **Tools > Export**.

Item Properties
Item Properties lists all properties for the field where the cursor is currently located. Item properties include the field’s internal database name, whether it is required, type of data (character or numeric), maximum length, and other characteristics of the field. The specific properties that are displayed depend on the type of field. To display Item Properties for a field, place the cursor in the field and select **Tools > Item Properties**.