

Banner 9 Basics


Website: bannerlinks.winthrop.edu

Click On Production under Banner 9. (The other 3 links are testing environments. If you want to play around, feel free to use one of those links.)

Login with regular username/password.

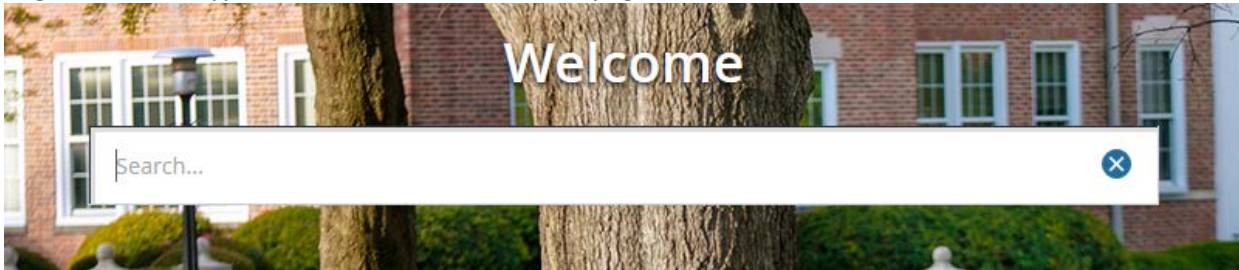
Search feature will pull up anything related to what you type in.

30 minutes of inactivity will cause an automatic logout.

File folder  at top of page keeps track of all the pages you have been working on. Warning: when you logout, the pages disappear.

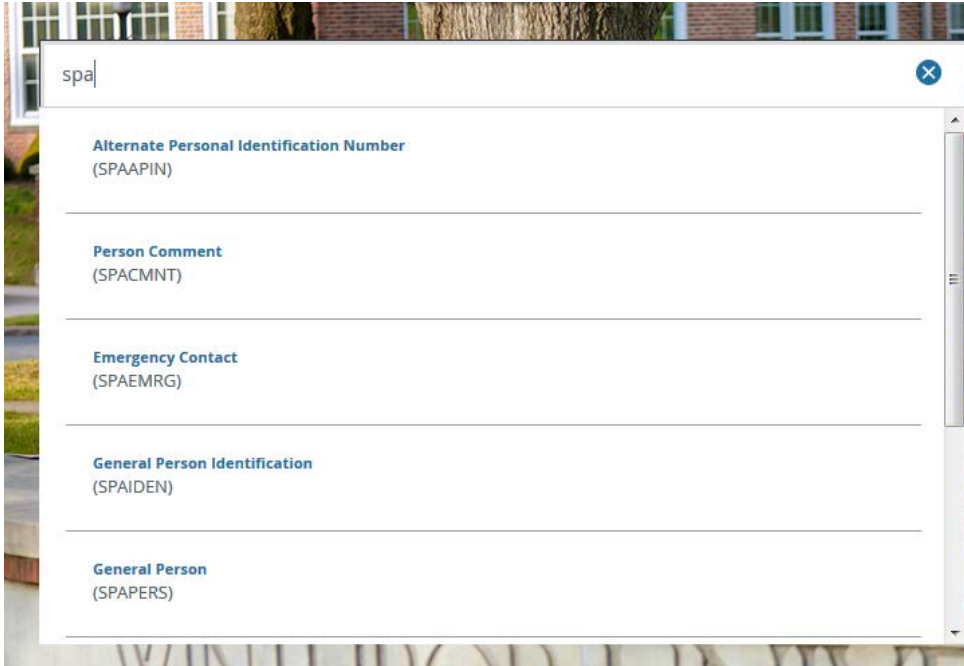
Ctrl + or **-** will make font bigger or smaller.

Page names are typed in the middle of the home page:



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Once you type in three characters, every possible page name will appear.



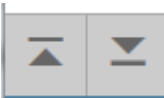
All pages have a “Landing page” before the whole page appears: ID#, term, etc...



gets you to the full page. (Keyboard shortcut: **Alt Page Down**)



means just what it says. To look up a different person, subject, etc, click the button to go back to the beginning. (Keyboard shortcut: **F5**)



“Next block” icons are at the bottom of the page and can still get you from block to block. (Keyboard shortcut: **Alt Page Down**)

“Next Record” is now navigated with “next page” arrows



. (Keyboard shortcut: **Page Down**)

Tabs take you from field to field.

The **Down Arrow**



will get you through multiple records—usually anything that has page numbers . Can also use the **Page Down** key.

Messages:

Green is Good.

Yellow is warning.

Blue is informational.

Red is Bad—have to correct something or start over.