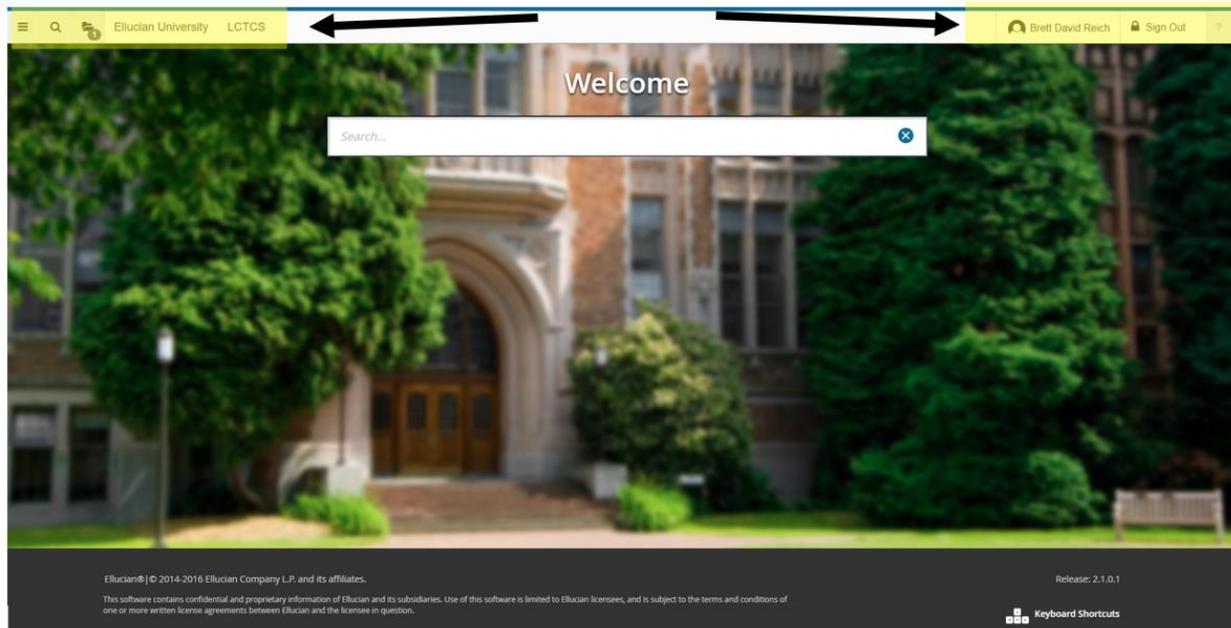


A Guide to the New Banner 9 Navigator Changes

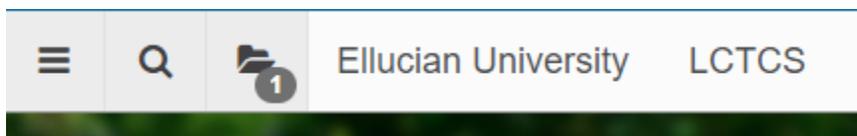
On Saturday, June 22, Banner 9 will undergo an upgrade that focuses on visual improvements. These changes involve shifting the navigator layout to improve the usage of screen real estate. These changes are described below - first from an overview perspective, followed by a more in-depth detail.

Current Banner 9 Welcome Screen

To recall, this is the Banner 9 layout as you've become accustomed to.

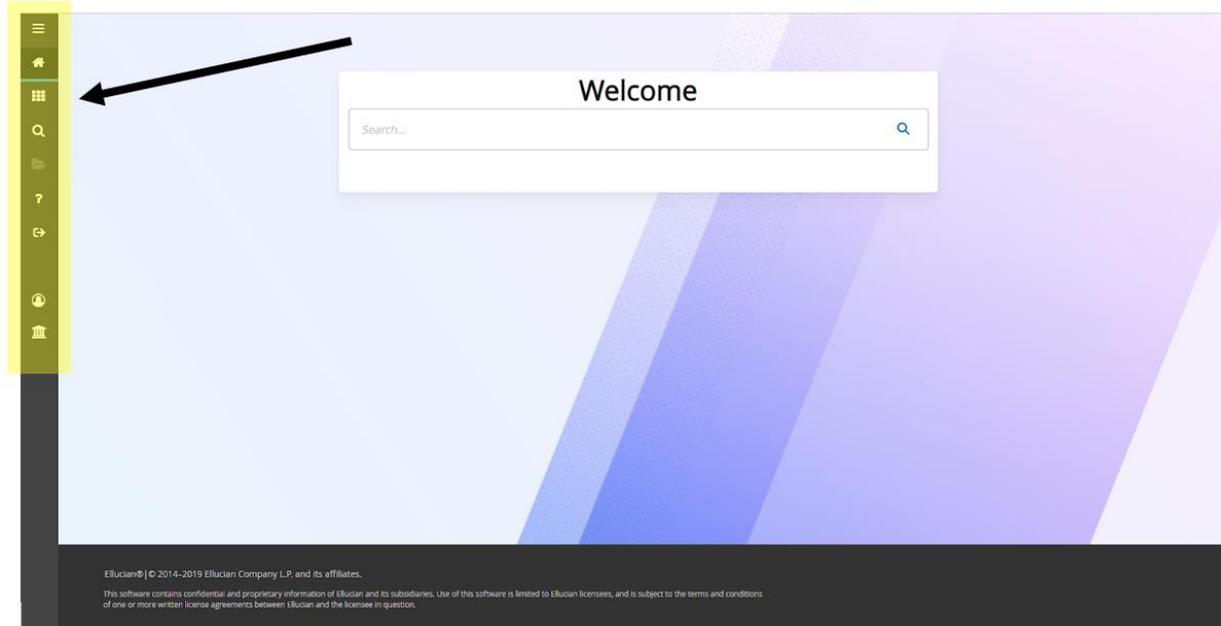


You currently see the navigation bar above the “Welcome” message, including the *Menu*, *Search*, & *Recently Opened* icons. On the right side of that toolbar, you’ll also see your username as well as the *Sign Out* icon. Below is a close-up of the left side of the menu bar.

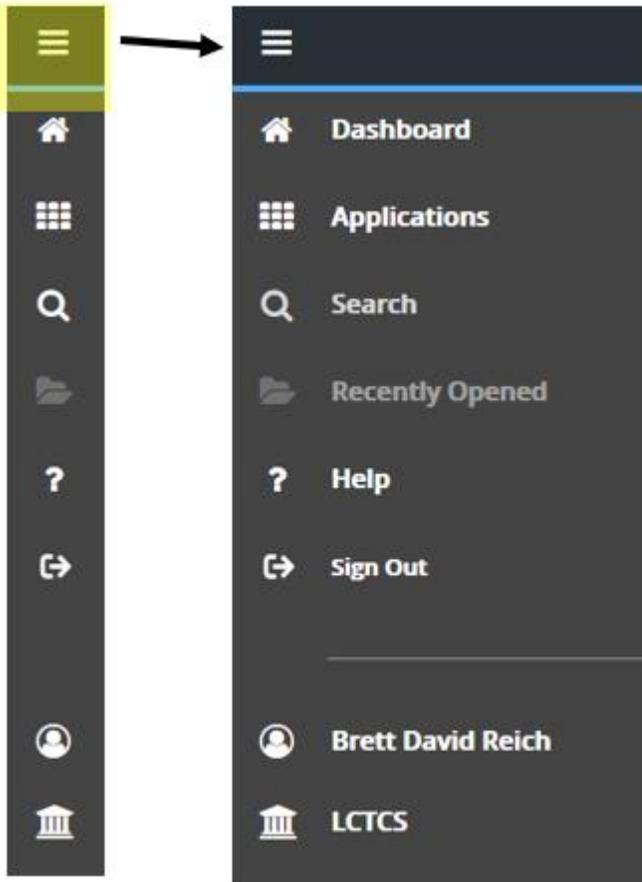


New Banner 9 Welcome Screen

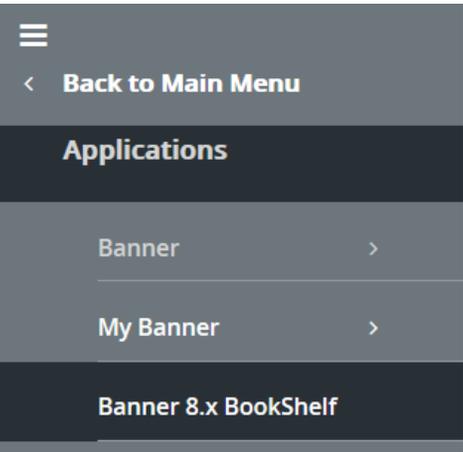
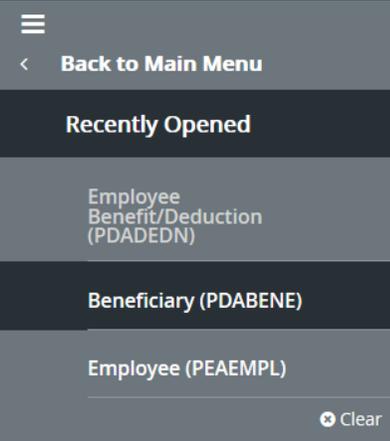
In the new Banner 9 layout, those icons shift to the left side of the screen. This will open up more vertical space to navigate Banner forms. The next page begins to detail how each icon functions.



The menu icon is highlighted in yellow. When this icon is clicked, the entire left-side menu expands to reveal the description of each preceding icon. This menu expansion will remain until you click anywhere else in the body of the navigator.



Following are the other icons described on the left-side panel:

 Dashboard	<p>The Dashboard button will automatically bring you back to the Welcome screen, regardless of which form(s) you're in.</p>
 Applications	<p>Applications will open the link to the Banner tree as well as access to the Banner 8 bookshelf. It is important to know that this link is most often used while exploring forms that Banner has to offer. However, it's important to note that another icon below will provide more accurate help for this function, which is listed further below.</p> 
 Search	<p>Search will provide a quick direct link to navigate to another Banner form without the need to return to the Welcome screen</p>
 Recently Opened	<p>The Recently Opened folder displays the forms you previously visited during <i>this</i> session. This will reset every time you sign out and back into Banner. You also have the option to clear out all the forms at any time.</p> 
 Help	<p>The Page Help button will open a new tab in your internet browser. It's important to know that the button will not provide any function if you are clicking it while in the Welcome screen. It'll only provide</p>

	<p>function if you have a Banner form open.</p> <p>If this is the first time you have used this link, you <i>may</i> receive a popup notification asking if you'd like to enable popups. Select "always allow popups for this site."</p> <p>The new tab displays a complete walk-through of each field in the form that is currently open on your navigator screen. This is very useful to learn the complete functionality of each form you navigate through.</p>
	<p>This button completely signs you out of Banner</p>
	<p>This button will contain your name and a link to the personalization menu. If you have further questions regarding personalizing the Banner layout, feel free to contact your functional specialist as they can assist you in navigating through these options.</p>

This concludes the new navigation layout for Banner 9. Please feel free to contact your functional specialist by completing a service request at <https://helpdesk.lctcs.edu/>.