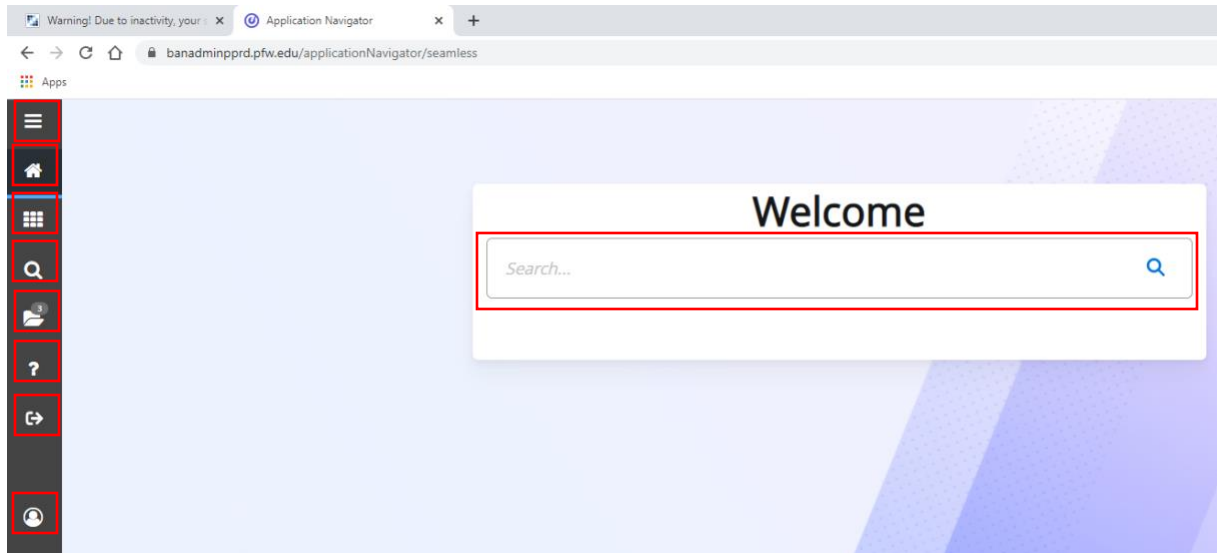
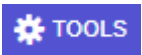
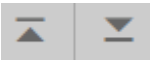


Banner 9 Icon Glossary

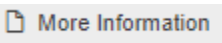
Landing Page Icon Overview			
	Name	Icon	Description
1	Toggle Menu Icon		The Toggle Menu icon is located in the upper left corner. Click on this icon to expand and collapse your left-hand navigation menu.
2	Dashboard/Home Icon		Returns user to Welcome screen.
3	Applications Icon		Opens Banner menus
4	Search Icon		This icon allows you to search from the left-hand navigation window. You can enter the descriptive name of the form or the Banner acronym for the form.
5	Recently Opened Icon		Recently Opened icon displays a current count of forms opened during your logged in session. Click the icon for the list and select a form to re-access it.
6	Help Icon		The Help Icon will give you the option to access Page Help or Application Navigator Keyboard Shortcuts. If you select Page Help while on a form, it will give you detailed information about the form you are on. Keyboard Shortcuts gives you the shortcuts for the Welcome screen.
7	Favorites		Set-up your Banner Favorites by clicking on the star from the search bar.
8	Sign Out Icon		ALWAYS USE the Sign Out Icon when closing Banner. <u>Do not just close your browser window</u> , that does not sign you out of Banner.
9	Banner User Information Icon		Displays the Banner username of the person logged into this session.
10	Search		Users can begin typing a form name, partial form name, or the descriptive form name and a list will appear of available forms.
See screenshot on next page for location of all icons on the Welcome Screen.			

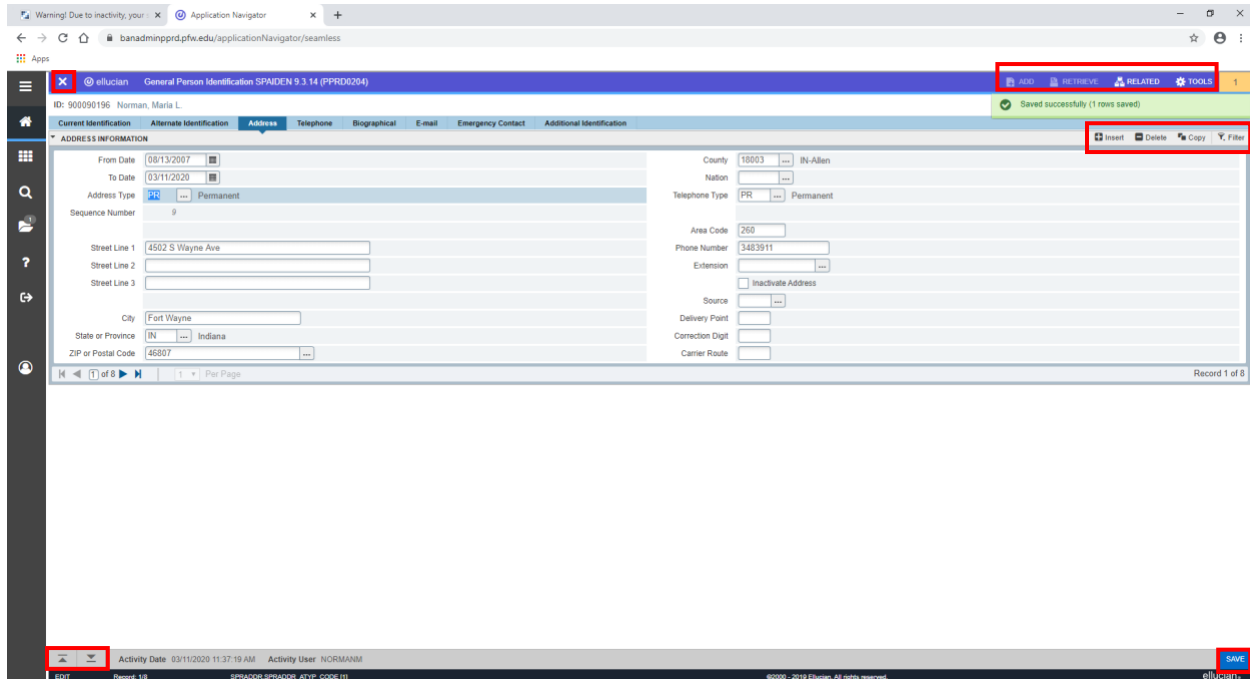


Banner 9 Icon Glossary

Form Navigation Icon Overview		
Task	Icon	Description
Form Close Icon		Closes your current form & returns you to the landing page.
Add Icon		Used for adding Extender documentation (not used at PFW)
Retrieve Icon		Used for adding Extender documentation (not used at PFW)
Related Menu		Used to display a list of forms that are related to the current form and may be accessed from this form
Tools Menu		Tools Menu includes Options and Actions including Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display Id Image, Exit, Quickflows, and other options controlled by the page.
Go		Use the Go button to advance (roll in to) the body of the Banner form
Save		Use the Save button to save changes on the form. The Save button is located on the bottom right side of the form.
Next Block/Previous Block		Use the Next Block (arrow down) button to navigate to the next block of data. Use the Previous Section button (arrow up) to navigate to the previous section. Buttons are located at the bottom left of each form.
Start Over		Use the Start Over button to return to the beginning of the form you are currently on.

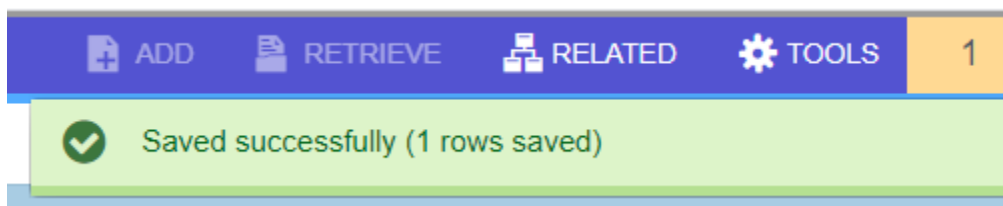
Selection Icon Overview		
Insert		Insert records within the block
Delete		Delete records within the block
Copy		Copy records in the block

More information		Opens up the Supplemental Data form
Filter		Filter records in this block
See screenshot on the next page to see locations of all these icons.		



Banner Notifications

The notification center displays only when there are one of more alerts, as indicated by the number. You can click in the box to close the alert message. There are four alert levels that display the following types of information:



There are four alert levels that display the following types of information:

-  **Green:** Successful save of data
-  **Yellow:** Warning messages
-  **Red:** Error messages
-  **Blue:** Informational messages