



Banner 9 Basic Navigation

Student Module

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Welcome to Banner 9

- Welcome to Banner 9, the Student Information System for the MSU 4-campus system. This document covers basic navigation for Banner 9 including accessing pages and using key features of the system.

- **Family Educational Rights and Privacy Act (FERPA)**

The federal Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment) affords students certain privacy rights regarding their education records. Those rights are summarized below.

FERPA protects the privacy of all education records, in any medium, maintained by Montana State University. Although the law was written in 1974, its coverage is not limited to paper copies. All student education records, including records about students contained in computer databases, are protected. Additionally, [Montana law](#) protects students' right to privacy and is considered more restrictive in its approach to the release of dependent student information to parents.

- Page Access Disclaimer – forms used in this document are not necessarily forms all users have access to but are simply used as examples.

Banner 8 and 9 URLs

- **PRODUCTION**

- Banner 9 (works best with Chrome):
- Banner 8 (use IE): <https://inf.montana.edu/ssomanager/c/INB>

- **TEST**

- Banner 9 (works best with Chrome): <https://testbanner.montana.edu/applicationNavigator/>
- Banner 8 (use IE): <https://marvin.msu.montana.edu/ssomanager/c/INB>

Bookmark Banner URL

- The Banner URL automatically redirects to a one-time use URL. Saving this URL as a bookmark requires additional steps to return the URL to the original address which can be reused.

Add to Favorites Bookmarks Bar (to show or hide the Bookmarks Bar Ctrl+Shift+B)

- Open Chrome (you should have a new, blank tab open)
- Right-click on the Bookmarks Bar* and select Add Page
- In the Name field, enter 'Banner 9 PROD' or 'Banner 9 TEST'
- In the URL field, copy/paste PROD or TEST URL provided on page 4
- Click Save

Add to Bookmark Folder

- Open Chrome
- Go to PROD or TEST URL you wish to bookmark (see page 4)
- To the right of the address bar, click Star
- In the Name field, enter 'Banner 9 PROD' or 'Banner 9 TEST'
- Choose the folder to create bookmark and click Done
- Locate the bookmark you just created, right-click on it and select Edit
- In the URL field, clear existing contents & copy/paste PROD or TEST URL provided on page 4
- Click Save

Login

- For optimal performance, Google Chrome is the suggested browser for Banner 9.
- Login with your NetID and password (*do not allow browser to save password*).

MONTANA STATE UNIVERSITY **MSU BILLINGS** **MONTANA STATE UNIVERSITY NORTHERN** **GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY**

LOGIN

NetID:

7 characters, starts with a letter (e.g. a11b222)

Password:

Don't Remember Login

[Login](#)

Reset your password:

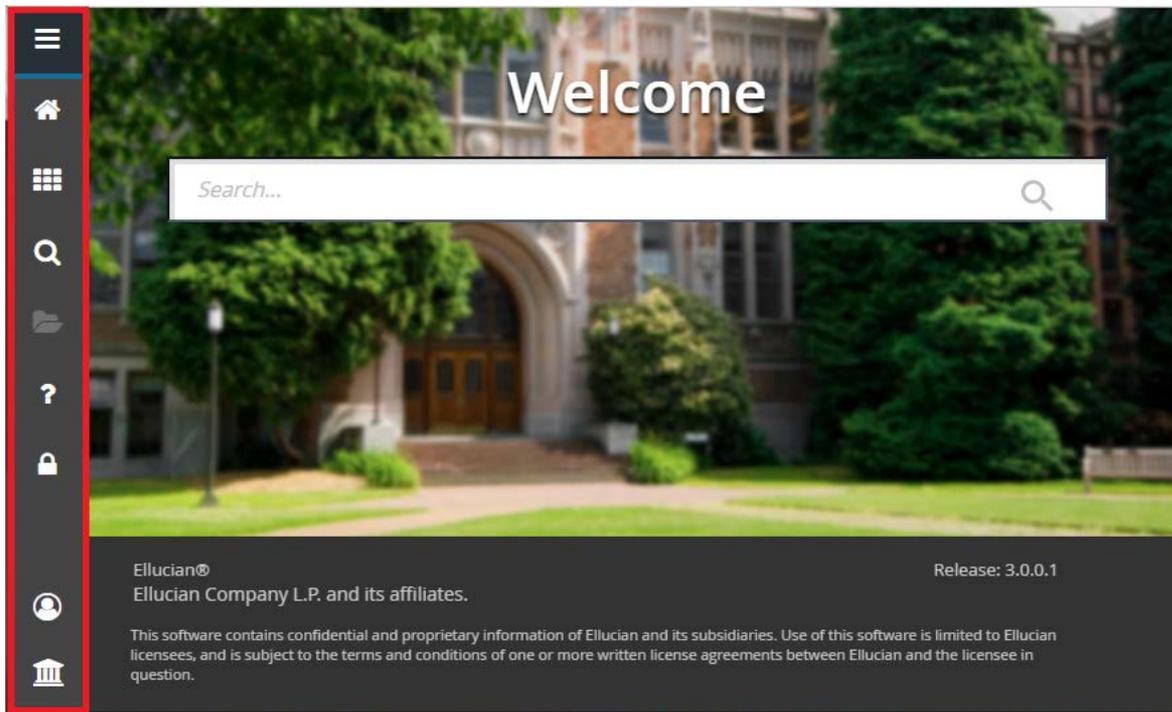
- [Bozeman](#)
- [Billings](#)
- [Great Falls](#)
- [Northern](#)

Trouble logging in?
[Contact your campus Help Desk.](#)

Security Notice:
Remember to log out and close your web browser when finished.

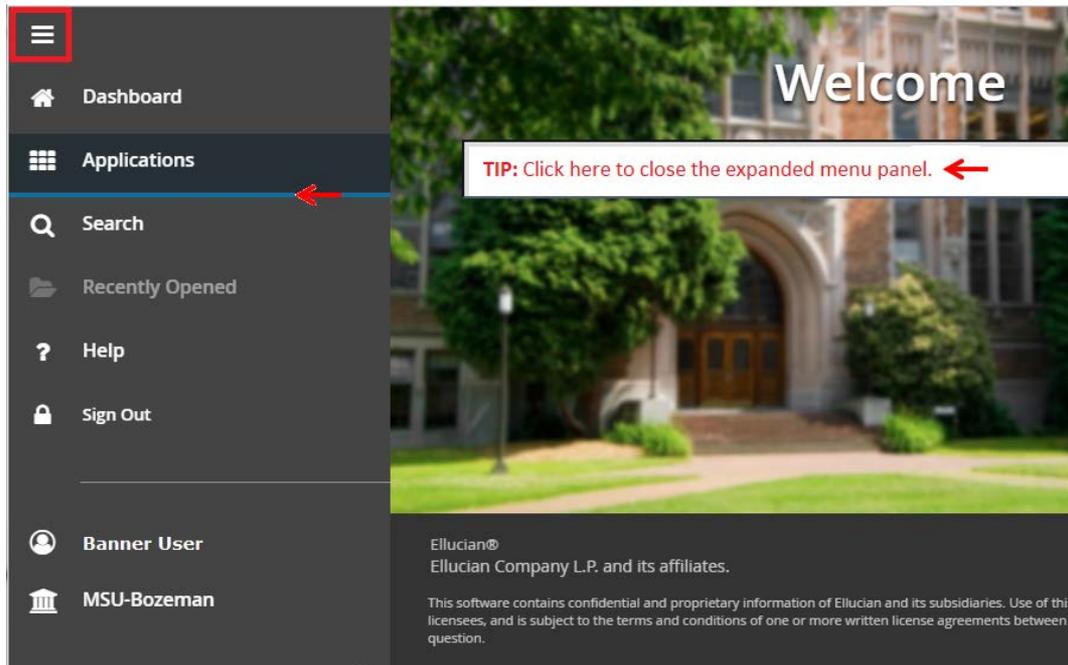
Application Navigator & Main Menu Panel

- **Application Navigator** is used to access Banner 9.x applications. The Application Navigator **Dashboard** is the main landing page for navigating the system.
- The **Main Menu Panel** is located along the left side of the dashboard, and contains all tools needed for navigating the system. The main menu panel is sticky which means it is always present and available to you regardless of where you are in the system.



Main Menu Panel

- The **Menu** icon is indicated by a group of three horizontal lines at the top left of the page. Click this icon to display or hide the names of the main menu icons. Note the thin blue line - this is a visual reminder indicating where you are in the menu. *You do not need to expand the menu in order to access the icons.*



Main Menu Panel – Home Button

- The **Dashboard** icon, indicated by a house, is your “home” button. Click this icon or CTRL+SHIFT+X to return to the dashboard from any location in the system.

Student Course Registration SFAREGS 9.3.10 (TSTA) (BZ)

Term: 201870 ID: Holds: Go

Date: 07/25/2018

View Current/Active: Print Bill:

Curricula

Print Schedule:

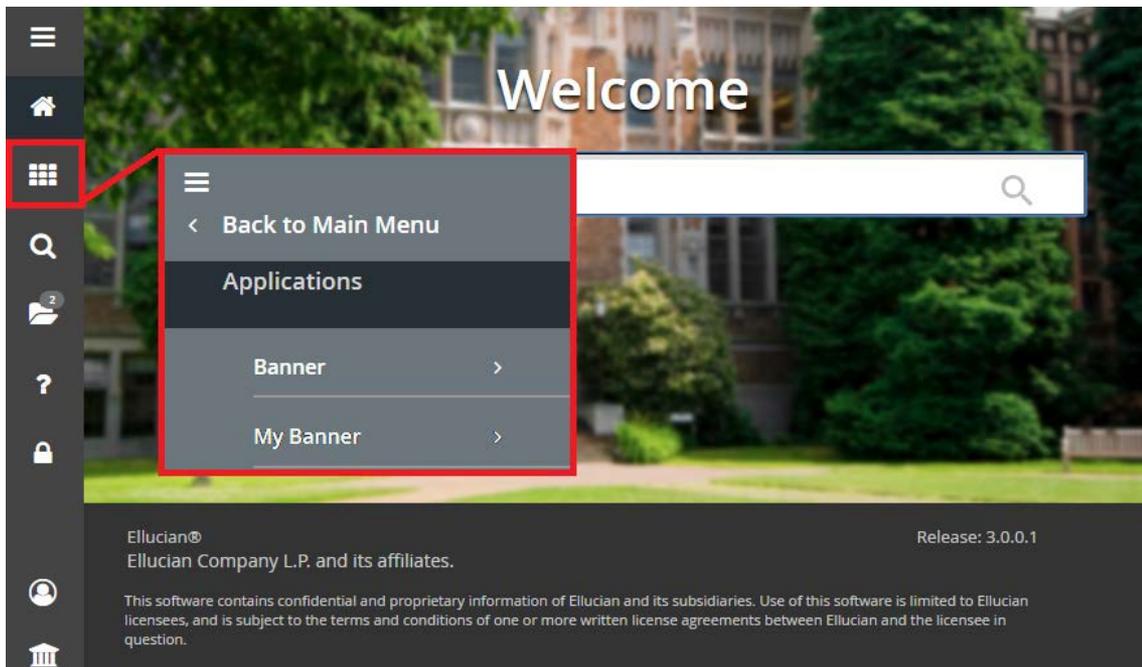
Print Bill

Time Status Information

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

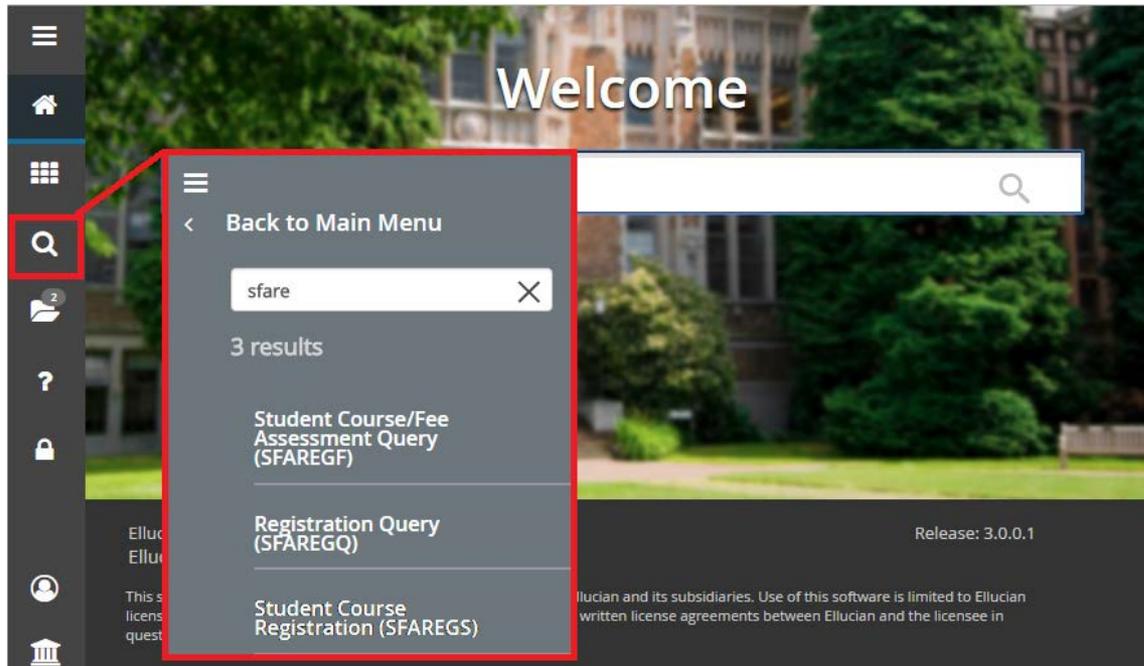
Main Menu Panel – Applications & MyBanner

- The **Applications** icon is indicated by 9 small boxes in a grid of 3 x 3. Click this icon or CTRL+M to display the Banner and My Banner menus. Click *Back to Main Menu* to return to the expanded menu panel.
 - Navigate the **Banner** menu to view all Banner pages and jobs, grouped by module and submodule.
 - The **My Banner** menu, if configured, can be used to quickly access the pages, jobs, menus and QuickFlows that are most important in your daily work.



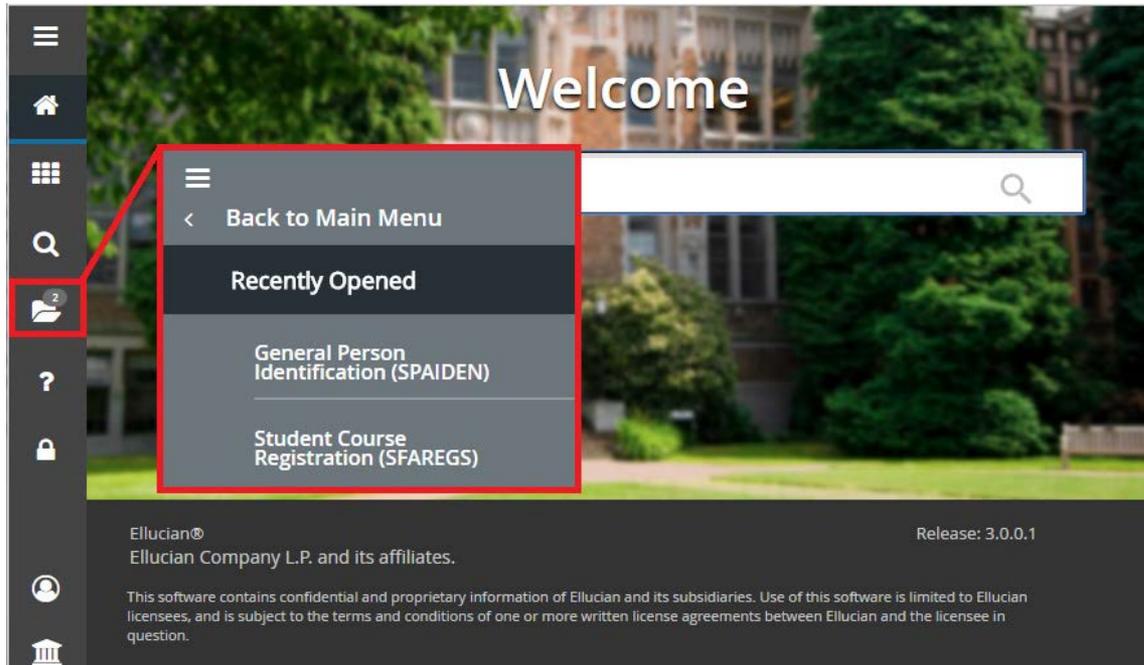
Main Menu Panel – Search Icon

- The **Search** icon, indicated by a magnifying glass, can be used to find pages, jobs, menus, and QuickFlows using key words or the seven letter object name. Click this icon or CTRL+SHIFT+Y to display the search menu. Click *Back to Main Menu* to return to the expanded menu panel.



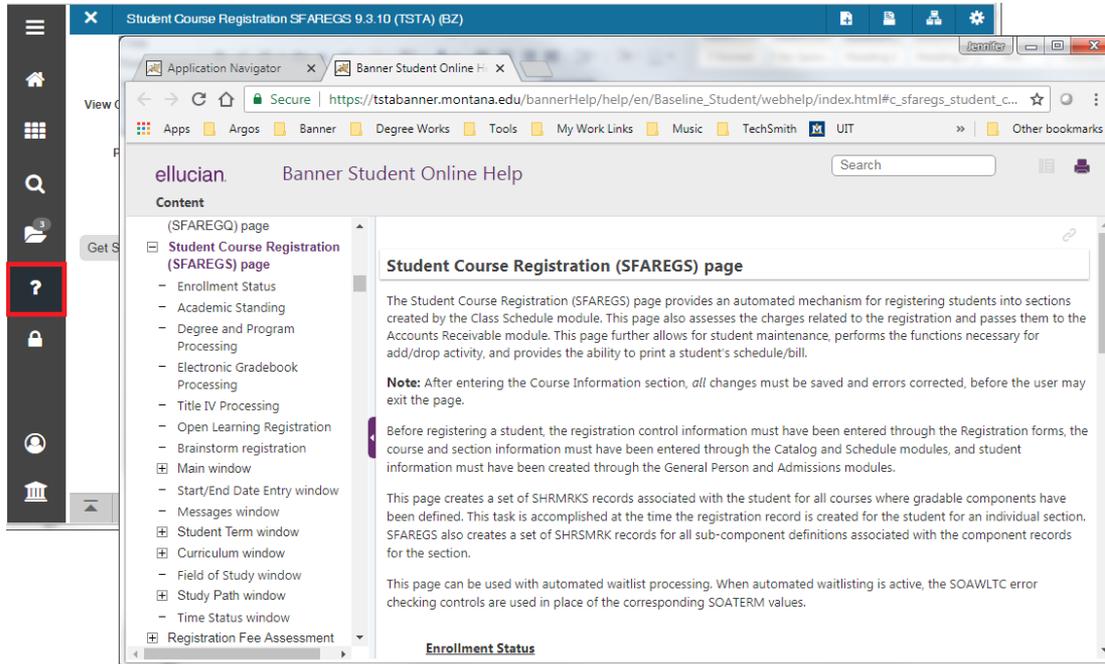
Main Menu Panel – Recently Opened

- The **Recently Opened** icon, indicated by an open file folder, displays a list of all pages accessed during your Banner session and will become active once you begin opening pages. Click this icon or CTRL+Y to open the list and select a page. Click *Back to Main Menu* to return to the expanded menu panel.



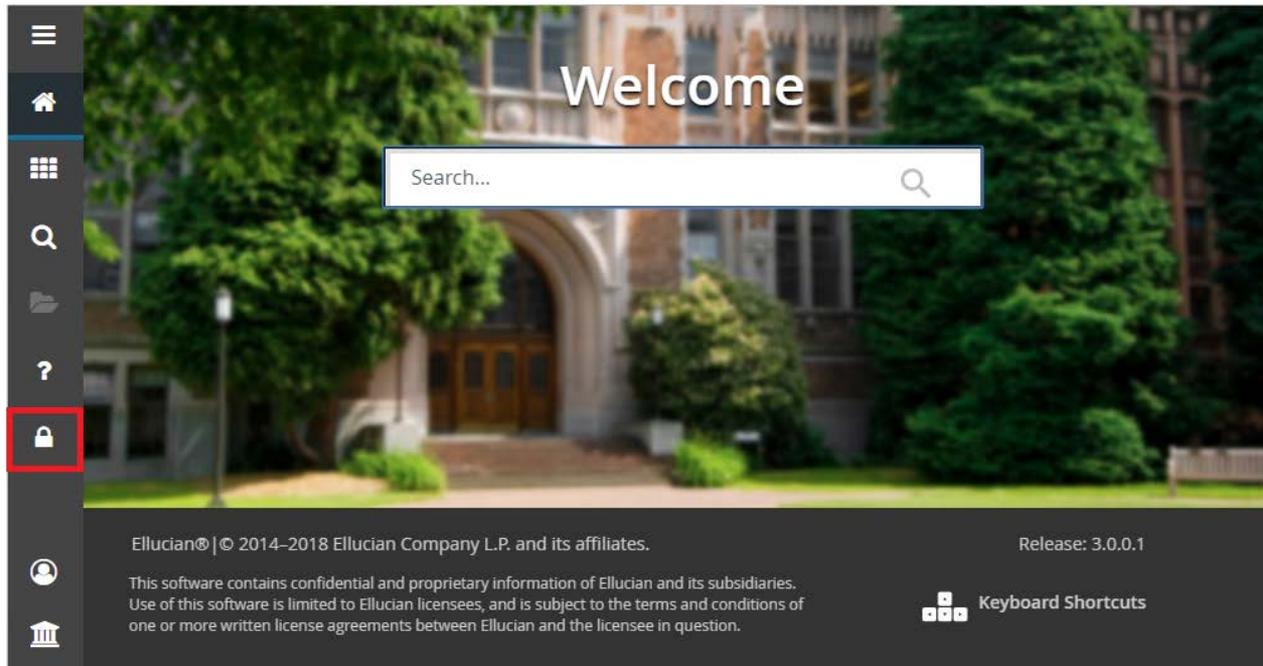
Main Menu Panel – Help

- The **Help** icon, indicated by a question mark, displays online help specific to the page you are on. On any given page, click this icon or CTRL+SHIFT+L to display detailed online help.



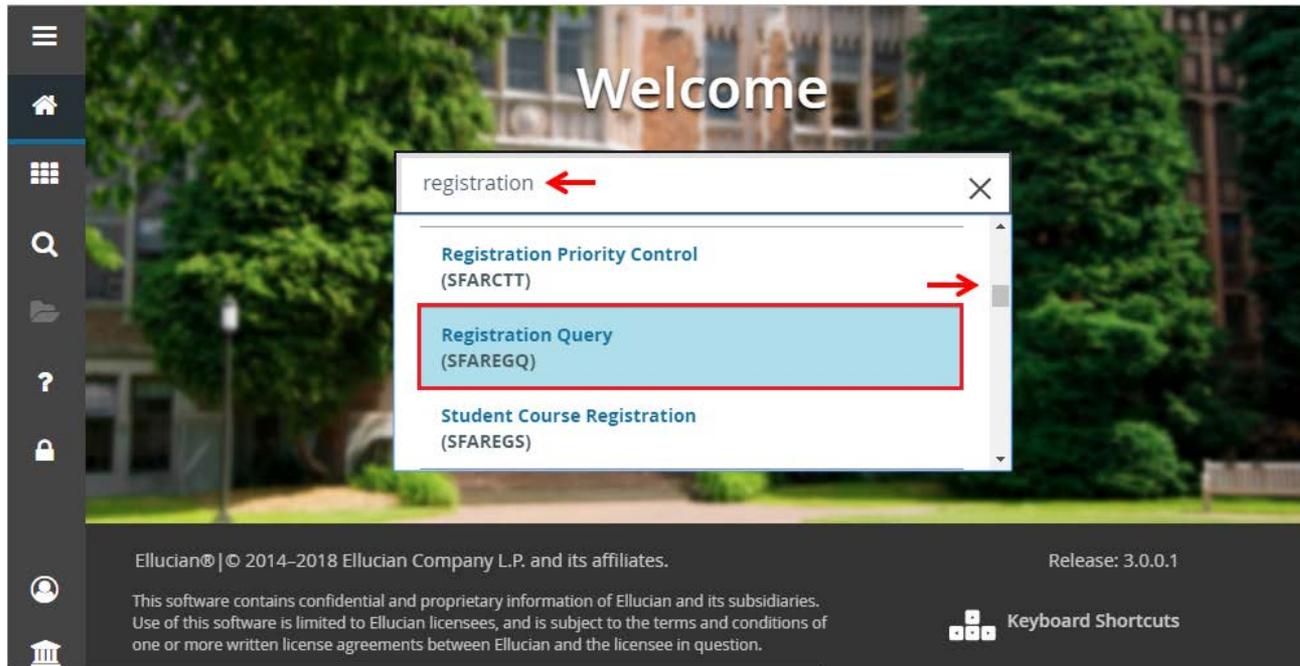
Main Menu Panel – Sign Out

- The **Sign Out** icon, indicated by a lock, is used to log out of the system. Click this icon or CTRL+SHIFT+F to ensure you have securely logged out of your Banner session. It is important to use this icon instead of simply closing your browser.



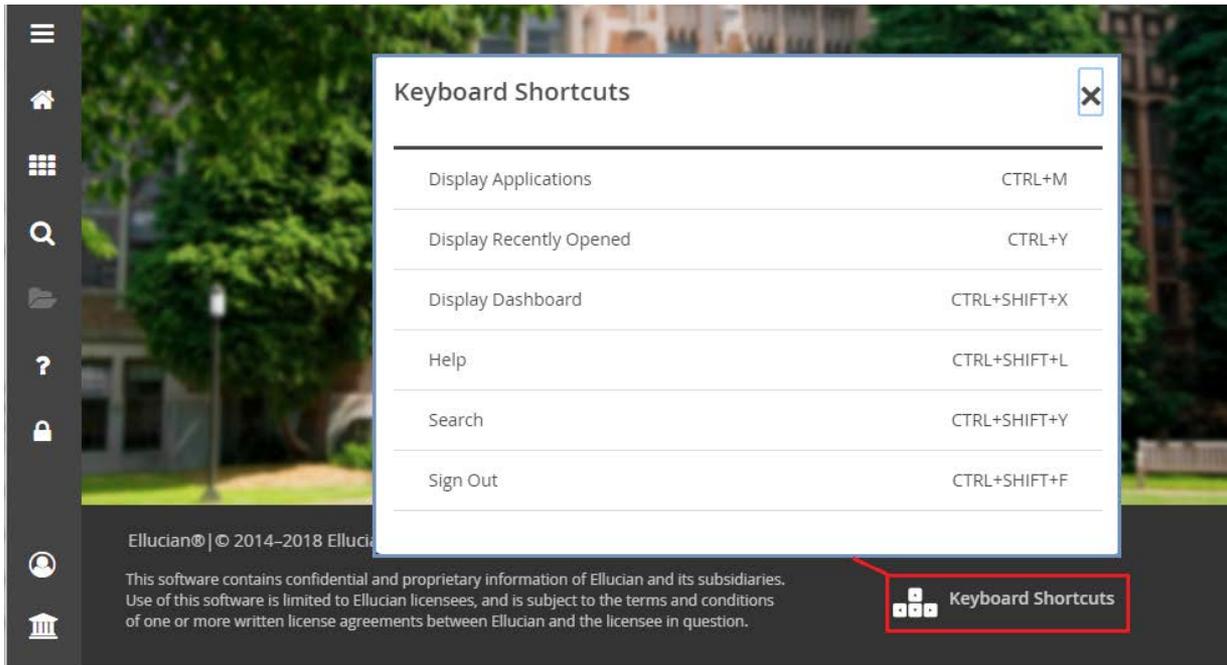
Dashboard Navigation – Main Search

- The dashboard **Search** field can be used to search for pages, jobs, menus, and QuickFlows using key words or the seven letter object name. Use the scroll bar as needed to view the entire list of results. Click on the object name to open it.



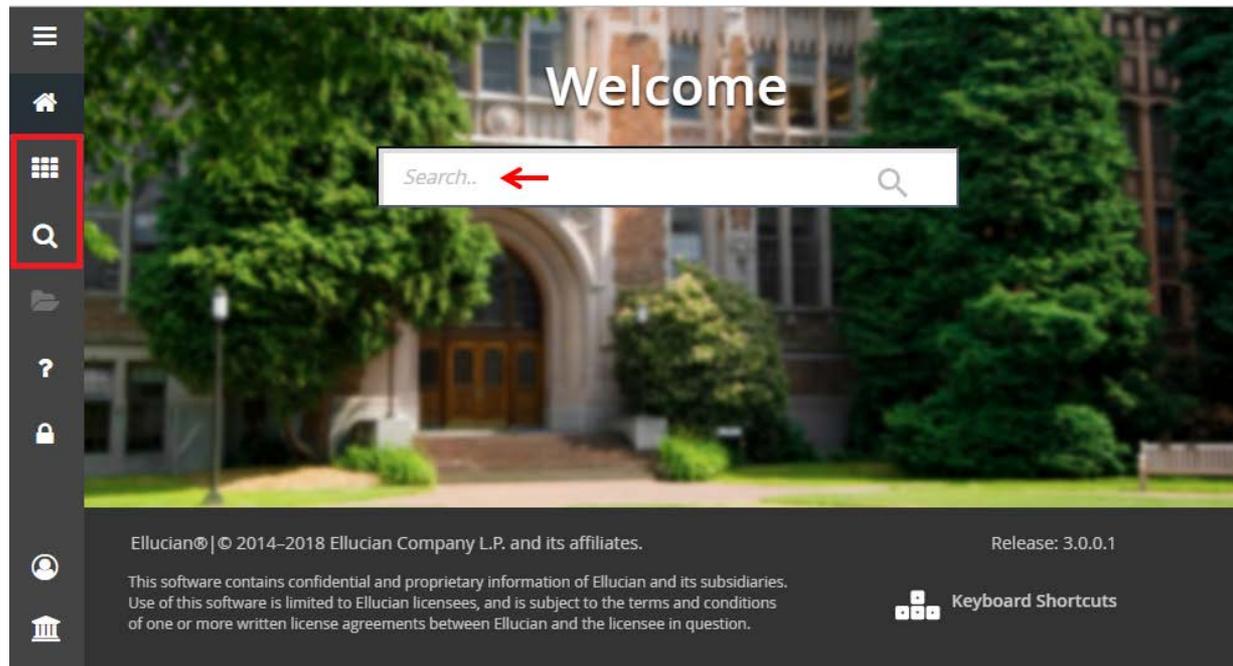
Dashboard Navigation

- The **Keyboard Shortcuts** icon, located on the bottom right of the dashboard, displays the shortcuts which can be used to navigate Application Navigator. Keyboard shortcuts for navigating Banner pages are located at the end of this guide and are also available as a one page document.



Accessing Banner Pages

- As outlined in previous pages, you can access Banner pages, jobs, menus and QuickFlows in one of three ways:
 1. Applications Icon
 2. Search Icon
 3. Search field



Basic Navigation – Page Header

- The **Page Header** contains information about the page such as the page name, version, database (TEST or PROD) and campus.



- Banner Document Management (BDM) Add & Retrieve icons are also located in the page header for quick access.



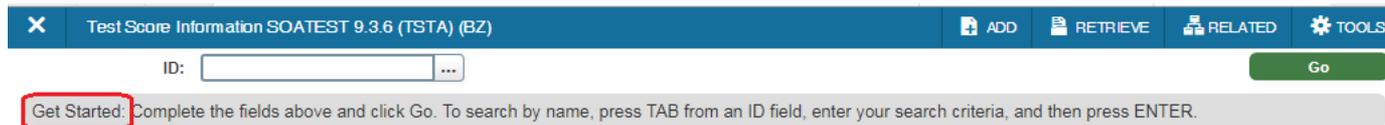
- Use the Close icon (Ctrl+Q) to close the page.



Basic Navigation – Page Key Block

- **Key Block**

- When in the Key Block, the fields are displayed in columns and are enterable. When out of the Key Block, the fields are rearranged into a linear format and are not enterable. To access the body of the page, populate the key block data and click **Go** 
- Return to the key block from the body of a page by clicking **Start Over** 
- The **Get Started** menu bar gives a hint as to what steps to take next



The screenshot shows a blue header bar with a close button (X) on the left and four menu items: ADD, RETRIEVE, RELATED, and TOOLS. Below the header is an ID input field with a search icon and a green 'Go' button. A red box highlights the 'Get Started' text, which is followed by a grey instruction box: 'Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

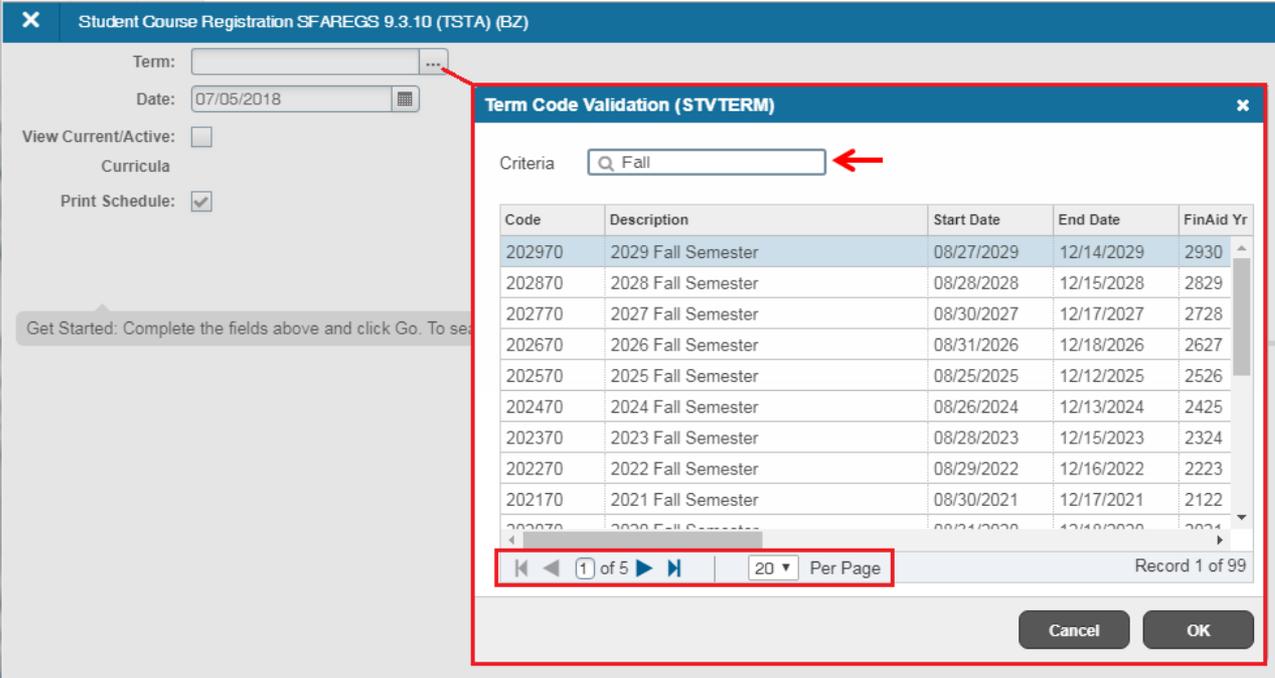
- If a student’s record is marked confidential in the system, a warning will display in the Notification Center and a “Confidential” label will display in the key block.



The screenshot shows a blue header bar with a close button (X) on the left and four menu items: ADD, RETRIEVE, RELATED, and TOOLS. Below the header is an ID input field containing the text 'Montana, Joe F.' followed by a red box containing the word 'Confidential'. A green 'Start Over' button is located at the bottom right of the key block.

Basic Navigation – Lookup Values

- The **Lookup** feature allows you to quickly look up available values for a field. Click the **Lookup** icon  (F9) or double-click in the field to display available values
- In the **Criteria** field, enter data to further filter results.
- Select a value and click OK, or double-click a value to return the value to the page.



Student Course Registration SFAREGS 9.3.10 (TSTA) (BZ)

Term: ...

Date: 07/05/2018

View Current/Active:

Curricula

Print Schedule:

Get Started: Complete the fields above and click Go. To see

Term Code Validation (STVTERM)

Criteria

Code	Description	Start Date	End Date	FinAid Yr
202970	2029 Fall Semester	08/27/2029	12/14/2029	2930
202870	2028 Fall Semester	08/28/2028	12/15/2028	2829
202770	2027 Fall Semester	08/30/2027	12/17/2027	2728
202670	2026 Fall Semester	08/31/2026	12/18/2026	2627
202570	2025 Fall Semester	08/25/2025	12/12/2025	2526
202470	2024 Fall Semester	08/26/2024	12/13/2024	2425
202370	2023 Fall Semester	08/28/2023	12/15/2023	2324
202270	2022 Fall Semester	08/29/2022	12/16/2022	2223
202170	2021 Fall Semester	08/30/2021	12/17/2021	2122
202070	2020 Fall Semester	08/31/2020	12/18/2020	2021

1 of 5 | 20 Per Page | Record 1 of 99

Cancel OK

Basic Navigation – Multiple Records

- Page through the records using the pagination controls (first, last, next, previous, or enter specific page number), decide how many records you want to review in the grid, and sort the data in ascending or descending order by clicking on column headers (this feature is not available on all columns).

Degree Code Validation STVDEGC 9.3.3 (TSTA) (BZ)				
DEGREE CODE VALIDATION				
Code *	Description *	Count in Financial Aid	Level	Award Category
000000	Undeclared Degree Seeking	<input checked="" type="checkbox"/>		
5TH YR	FifthYear	<input checked="" type="checkbox"/>		
AA	Associate of Arts	<input checked="" type="checkbox"/>	A	23
AAS	Associate of Applied Science	<input checked="" type="checkbox"/>	A	23
ADN	Associate Degree in Nursing	<input type="checkbox"/>	A	23
APRN	Adv Practice Registered Nurse	<input type="checkbox"/>	B	24
AS	Associate of Science	<input checked="" type="checkbox"/>	A	23
ASN	Associate of Sci in Nursing	<input checked="" type="checkbox"/>	A	23
ATA	Associate of Technical Arts	<input checked="" type="checkbox"/>	A	23
ATT	Attended	<input type="checkbox"/>		

1 of 11 Per Page 10

Basic Navigation – Name Quick Search

- To quickly search by name, press TAB from an ID field, enter your search criteria, and press ENTER. If one record is found, the ID field will populate.

ID: ...

- If more than one record is found, the Extended Search Window appears. Here you can view all results and further filter by address, birth date, gender, etc.

ID: ...

ID and Name Extended Search

Search Detail

Person/Non-Person Count 4

Reduce Search By

Group Type Person Non-Person Both

Name Type ...

City Birth Date

State or Province ... Gender

ZIP or Postal Code ... SSN/SIN/TIN

Press Enter Query or select button to clear search.

Enter search criteria then press Execute Query or select button to reduce search.

Basic Navigation – Parts of a Page

- Many pages have **tabs** which help organize data – unless greyed out, tabs are active.
- Pages are divided into **sections** as denoted by the grey bars and contain additional details for the key block information.
- Move between sections or tabs by clicking the **Next Section** (Alt+PgDn) & **Previous Section** (Alt+PgUp) icons located on the bottom left corner of the page. You can move between tabs by clicking on them as well.
- Save changes on the page by using the **Save** (F10) icon located on the bottom right corner of the page.

The screenshot displays a web application interface for managing student records. At the top, a blue header bar contains the title 'Prior College SOAPCOL 9.3 (TSTA) (BZ)' and navigation buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, the user's ID is shown as 'Montana, Joe F. Confidential' with a 'Start Over' button. The main content area is divided into sections by grey bars. The first section, 'PRIOR COLLEGE', is highlighted with a red box and a red arrow pointing to the left arrow icon. This section contains fields for 'Prior College' (3516 UNIV WISC MADISON*), 'Transcript Received Date' (06/21/2018), 'Transcript Reviewed Date' (06/26/2018), 'Admissions Request' (CLT1 College Transcript), and 'Enrollment Planning Service Code'. The second section, 'DEGREE DETAILS', is also highlighted with a red box and a red arrow pointing to the left arrow icon. It contains fields for 'Degree' (AS Associate of Science), 'Degree Date' (06/01/2015), 'College', and 'Transfer Hours'. At the bottom left, there are two arrows (up and down) for navigation, and at the bottom right, there is a red 'SAVE' button.

Basic Navigation – Parts of a Page

- Use the horizontal and vertical **scroll bars** to move side to side or up and down on a page.
- You can perform specific functions such as **Insert, Delete, Copy** and **Filter** within each section header. Your cursor must be in the section to activate these functions, otherwise they will be greyed out.
- **Collapse** or **expand** sections using the direction arrows within the section headers. This can come in handy when printing a page to hide data you do not need to show.

Prior College SOAPCOL 9.3 (TSTA) (BZ)

ADD RETRIEVE RELATED TOOLS

ID: Montana, Joe F. Confidential Start Over

Prior College and Degree Majors, Minors, Concentrations Prior College Address

PRIOR COLLEGE Insert Delete Copy Filter

Prior College 4298 ... MONTANA STATE UNIV BILLINGS Transcript Reviewed Date 06/20/2018

Transcript Received Date 06/20/2018 Admissions Request CLT1 ... College Transcript

Official Transcript Enrollment Planning Service Code

Record 1 of 1

1 Per Page

DEGREE DETAILS Insert Delete Copy Filter

Degree AS ... Associate of Science College

Degree Date 05/01/2016 Transfer Hours

Primary Degree Indicator GPA

Attended From 09/01/2014 Honors

Attended To 05/01/2016 Goal

Year

Basic Navigation – Related Menu

- The **Related** menu displays a list of related pages that can be accessed from the current page. In the Search field, enter data to further filter choices. Click the Related icon to display or hide the Related menu.

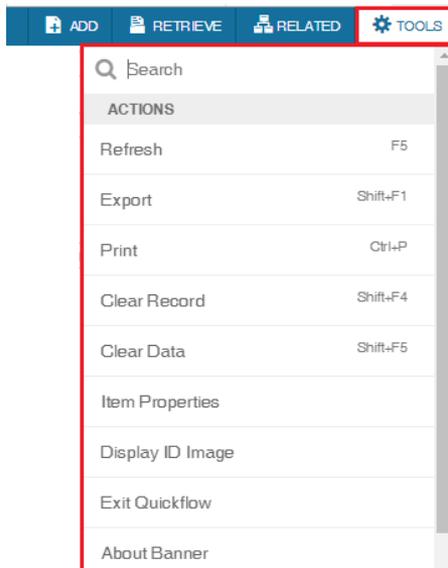
The screenshot displays the 'Student Course Registration SFAREGS 9.3.10 (TSTA) (BZ)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' icons. The 'RELATED' icon is highlighted with a red box. Below the navigation bar, the main content area is divided into sections: 'ENROLLMENT INFORMATION', 'COURSE INFORMATION', and 'ENROLLMENT TOTALS'. The 'ENROLLMENT INFORMATION' section shows fields for Status (EL), Reason, and Process Block. The 'COURSE INFORMATION' section includes a table with columns for CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, and Attempted Hours. The 'ENROLLMENT TOTALS' section is partially visible at the bottom. A red-bordered 'Related' menu is overlaid on the right side of the screen, containing a search field and several menu items with blue arrows pointing left: 'Detailed Student Information [SGASTDN]', 'Student Withdrawal Information [SFIWDRL]', 'Student Attributes and Cohorts [SGASADD]', 'View Student's Schedule of Classes [SFAREGQ]', 'Test Score Information [SOATEST]', 'Charge Optional Registration Fees [SFAEFEE]', 'Review Account Detail [TSAAREV]', and 'Review Student's Classes and Charges'.

Basic Navigation – Tools Menu

- The **Tools** menu gives you access to standard Actions, Options specific to the current page, Banner Document Management (BDM) and Page Layout options. Click the Tools icon to display or hide the Tools menu.

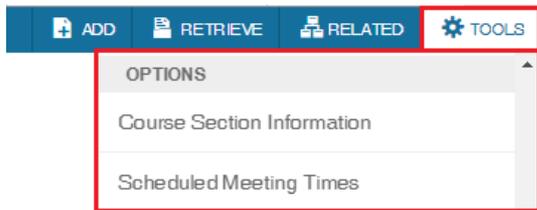


- The **Actions** section of the Tools menu allows for access to standard tools such as refresh, export, print, clear record, clear data, item properties, display ID image, Exit QuickFlow and About Banner.

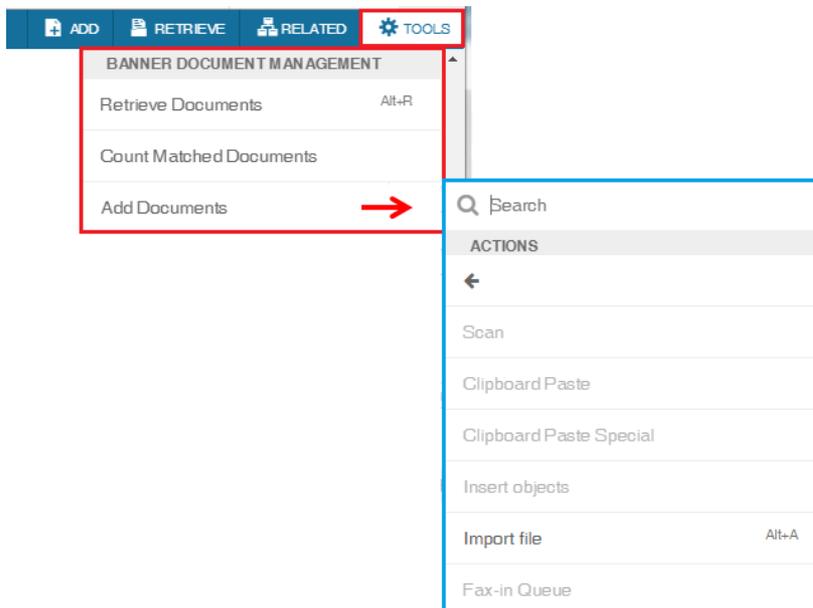


Basic Navigation – Tools Menu

- The **Options** section of the Tools menu allows for access to specific functions based on the current page.

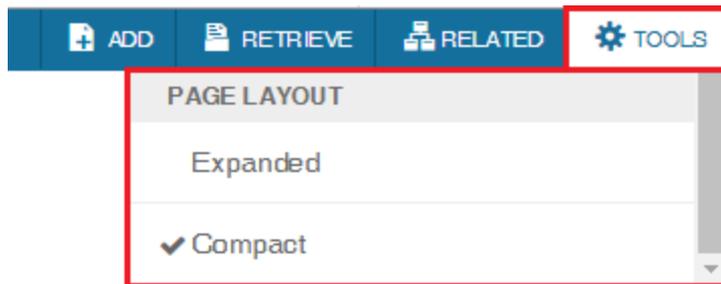


- The **Banner Document Management** section of the Tools menu allows for access to BDM functions such as Retrieve Documents (Alt+R), Count Matched Documents and Add Documents.



Basic Navigation – Tools Menu

- The **Page Layout** section of the Tools menu provides you with options for switching between Compact Page Layout and Expanded Page Layout.
 - **Compact** layout reduces the amount of excessive white space on pages and increases the amount of information visible on a page, limiting the need to scroll vertically. Compact layout is the default.
 - **Expanded** layout displays pages with increased white space and reduces the amount of information visible on a page. This may result in the need to scroll to see all of the info.

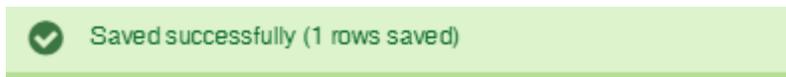


Basic Navigation – Notification Center

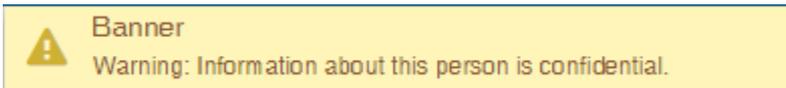
- The **Notification Center** displays when there are one or more alerts as indicated by the number. Click in the box with the number to open or close the notification. The Enter key will also close a notification.



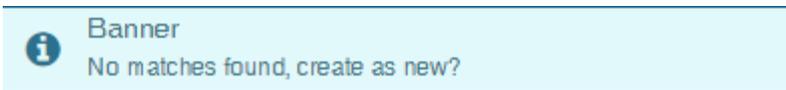
- There are four types of notification messages:
 - Green: Successful save – click the “number” to close message



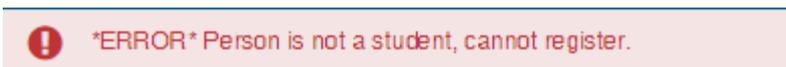
- Yellow: Warning message – click OK to proceed



- Blue: Informational Messages – click OK to proceed



- Red: Error Messages – requires an action to proceed



Basic Navigation – Data

- **Required Fields**

- An asterisk (*) displayed next to a field name indicates that the field is required.

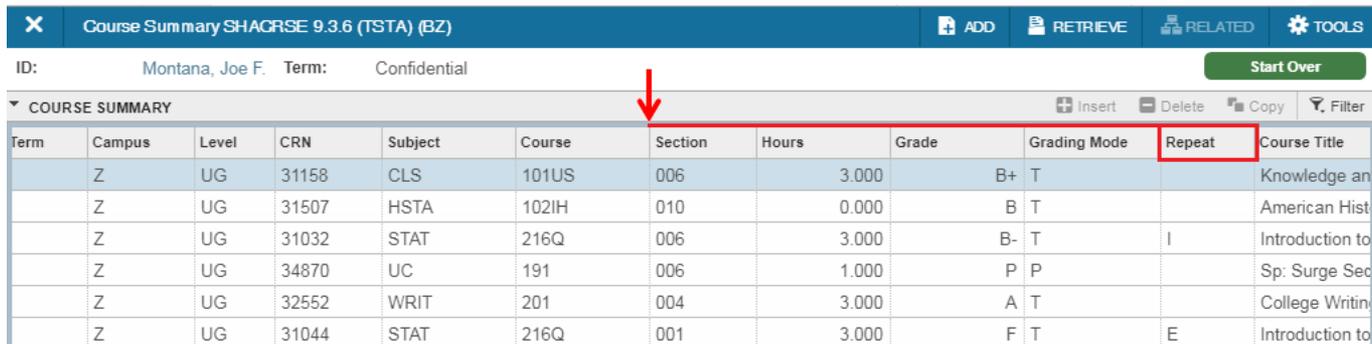
- **Sort Columns**

- Many columns can be sorted by clicking on the column header.

Term	Part of Term	Campus	Level	CRN	Subject	Course
201670	1	Z	UG	20293	ACT	151
201730	1	ZO	UG	30025	AGED	105

- **Reorder Columns**

- Columns can be reordered by dragging them to a new location. This is useful when printing the page so important data displays.

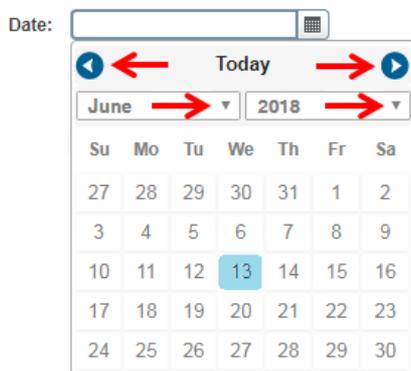


The screenshot shows a software interface for a course summary. At the top, there is a blue header bar with a close button (X), the title "Course Summary SHACRSE 9.3.6 (TSTA) (BZ)", and several action buttons: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, there is a section for "ID: Montana, Joe F. Term: Confidential" and a green "Start Over" button. The main content area is titled "COURSE SUMMARY" and contains a table with columns: Term, Campus, Level, CRN, Subject, Course, Section, Hours, Grade, Grading Mode, Repeat, and Course Title. The "Repeat" column header is highlighted with a red box, and a red arrow points down to it from above. The table contains several rows of course data.

Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	Z	UG	31158	CLS	101US	006	3.000	B+	T		Knowledge an
	Z	UG	31507	HSTA	102IH	010	0.000	B	T		American Hist
	Z	UG	31032	STAT	216Q	006	3.000	B-	T	I	Introduction to
	Z	UG	34870	UC	191	006	1.000	P	P		Sp: Surge Sec
	Z	UG	32552	WRIT	201	004	3.000	A	T		College Writin
	Z	UG	31044	STAT	216Q	001	3.000	F	T	E	Introduction to

Basic Navigation – Dates

- Dates are now displayed as dd/mm/yyyy or 05/01/2018 (in Banner 8, dates displayed as dd-mon-yyyy or 01-May-2018). Dates can be entered directly or by using the calendar icon for date selection.
 - Click the date icon to the right of a date field and select desired date. Adjust the month and/or year by clicking the Month and Year dropdown menus. Click the back and forward arrows to navigate from month to month.



- Populate today's date by entering a "t" in the date field and moving out of the field (*move out of the field by using the tab key or by clicking in a different field*).

Date: →

- Enter a specific date as ddmmyy and move out of the field to populate the date.

Date: →

Basic Navigation – Multi/Single View

- Some pages give you the option to view records in a grid or one record at a time. Click the Multiple Records and Single Record icons (Ctrl+G) to switch between views. Use the left/right arrows to navigation through single records.

Registration Query SFAREGQ 9.3 (TSTA) (BZ) ADD RETRIEVE RELATED TOOLS

Term: 201870 Registration From Date: Registration To Date: ID: -01082022 Montana, Joe F. Confidential Start Over

REGISTRATION QUERY Insert Delete Copy Filter

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun
201870	21980	SPNS	101	001	RE	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
201870	23960	M	105Q	001	RE	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Registration Query SFAREGQ 9.3 (TSTA) (BZ) ADD RETRIEVE RELATED TOOLS

Term: 201870 Registration From Date: Registration To Date: ID: -01082022 Montana, Joe F. Confidential Start Over

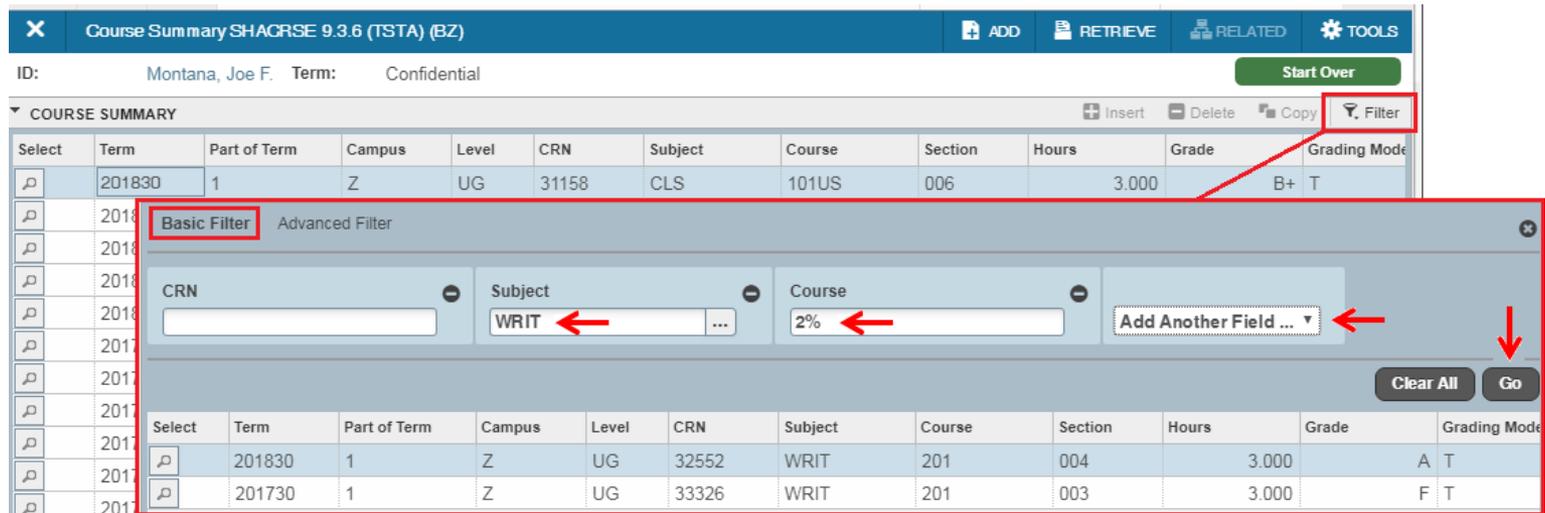
REGISTRATION QUERY Insert Delete Copy Filter

Term	201870	Begin Time	0900
CRN	21980	End Time	0950
Subject	SPNS	Part of Term	1
Course	101	Campus	Z
Section	001	Start Date	08/27/2018
Registration Status	RE	Instructional Method	FACE
CEU	N	Grading Mode	T
Cross List		Building	ROBH
<input checked="" type="checkbox"/> Mon		End Date	12/14/2018
<input type="checkbox"/> Tue		Credit Hours	3.000
<input checked="" type="checkbox"/> Wed		Room	412
<input type="checkbox"/> Thu		Instructor	Walsh, Thomas D.
<input checked="" type="checkbox"/> Fri		<input checked="" type="checkbox"/> Primary	
<input type="checkbox"/> Sat			
<input type="checkbox"/> Sun			

1 of 1 Per Page Record 1 of 3

Basic Navigation – Filter Data (Query)

- Filtering can be done within sections of a page or in query forms such as SOAIDEN. Basic and Advanced filtering is available.
- Example: Use the **Basic Filter** to show a student's 200 level WRIT courses.
 - Click the **Filter** icon within the section header (F7).
 - Choose the field(s) you want to filter by from the **Add Another Field** drop-down list.
 - Enter a value for the field you would like to filter. % can be used as a wildcard for partial search.
 - Click **Go (F8)** to view results
 - Click **Filter Again (F7)** to perform additional filtering.
 - To close the filter and display all unfiltered records, click the close icon  in upper right corner.



Course Summary SHACRSE 9.3.6 (TSTA) (BZ)

ID: Montana, Joe F. Term: Confidential

Start Over

Insert Delete Copy Filter

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode
	201830	1	Z	UG	31158	CLS	101US	006	3.000	B+ T	
	2018										
	2018										
	2018										
	2018										
	2017										
	2017										
	2017										
	2017										
	2017										
	2017										
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	2017										
	2017										
	2017										
	2017										
	2017										

Basic Filter Advanced Filter

CRN Subject Course Add Another Field ...

WRIT 2%

Clear All Go

Basic Navigation – Filter Data (Query)

- Example: Use **Advanced Filter** to show a student's WRIT courses which have a repeat indicator.
 - After opening the Filter window, click **Advanced Filter** in upper left.
 - Choose the field(s) you want to filter by from the **Add Another Field** drop-down list.
 - Choose an operator from the **Contains** drop-down list. Available operators depend on type of field.
 - Enter a value for the field you would like to filter. % can be used as a wildcard for partial search
 - Click **Go (F8)** to view results

COURSE SUMMARY

Basic Filter **Advanced Filter**

Repeat IS NOT NULL

Course Like 2%

Add Another Field ...

Clear All Go

- Some forms provide a Case Insensitive/Sensitive radio buttons. Case Insensitive is the default.

Last Name First Name Middle Name Add Another Field ...

Montana joe% F%

Clear All Go

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix
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Case Insensitive Query Case Sensitive Query

Basic Navigation – Export Data

- Some pages allow for the export of the data displayed on the page into an Excel spreadsheet.
 - Filter data to extract only the data you need (optional)
 - Go to Tools > Export (Shift+F1)
 - The file should automatically download to the **downloads** folder (based on chrome settings).
 - If asked, choose where you want to save the file, and click **Save**.
 - When the download completes, the file will display at the bottom of the window. Click the file name to open it.

The screenshot displays a web application window titled "Degree Code Validation STVDEGC 9.3.3 (TSTA) (BZ)". The interface includes a table of degree codes, a "TOOLS" menu, and a "Save As" dialog box.

Code *	Description *	Count in Financial Aid	Level	Award Category	Voice Response Message
G	Certificate	<input checked="" type="checkbox"/>	C	21	
CAS	Certificate of Applied Science	<input checked="" type="checkbox"/>	C	22	
CER	Certificate	<input checked="" type="checkbox"/>	C	22	
COC	Certificate of Completion	<input type="checkbox"/>	C	22	
CPNP	Cert Pediatric Nurse Pract	<input type="checkbox"/>	M	42	
CTS	Certificate of Tech Studies	<input checked="" type="checkbox"/>	C	21	

The "TOOLS" menu is open, showing options: Refresh (F5), Export (Shift+F1), and Print (Ctrl+P). A red arrow points to the "Export" option.

The "Save As" dialog box is open, showing the file name "STVMAJR.csv" and the file type "Microsoft Excel Comma Separated Values File". A red arrow points to the "Save" button.

At the bottom of the application window, a file named "STVDEGC.csv" is listed in a download bar, with a red arrow pointing to it.



Basic Navigation – Keyboard Shortcuts

Action	Shortcut
Save	F10
Start Over	F5
Quit/Close	Ctrl+Q
Lookup Values	F9
Sign Out	Ctrl+Shift+F
Next Section; Go	Alt+PgDwn
Previous Section	Alt+PgUp
Clear Section	Shift+F5
Next Field	Tab
Previous Field	Shift+Tab
Checkbox toggle	Spacebar
Radio Group toggle	Left/Right Arrow
Search	Ctrl+Shift+Y
Recently Opened	Ctrl+Y+Up/Down
Forms w/Tabs Direct to Tab	Ctrl+Shift+1, 2, 3, 4
Filter	F7
Go on Filter	F8
Select Record	Alt + S
Cancel Query	Ctrl+Q
Count Query Hits	Shift + F2



Basic Navigation – Keyboard Shortcuts

Insert Record	F6
Delete Record	Shift+F6
Copy Record/Section	F4
Clear Record	Shift+F4
Next Record	Down Arrow
Previous Record	Up Arrow
<hr/>	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Open Related Menu	Alt+Shift+R
Open Tools Menu	Alt+Shift+T
Help	Ctrl+Shift+L
Print Page	Ctrl+P
Data Export	Shift+F1
<hr/>	
BDM: Add Document	Alt+A
BDM: Retrieve Document	Alt+R
<hr/>	
Close Notification Center	Enter
<hr/>	
Make Screen LARGER	Ctrl =
Make Screen SMALLER	Ctrl -
Reset Screen to 100%	Ctrl 0

Basic Navigation – Print & Item Properties

- **Print Page**
 - Printing is most effective when using the Compact Page layout. You can reorder columns to move the most important data to appear first and ensure that these columns are visible on the printed page.
 - To print the selected page go to Tools > Print (Ctrl + P).
- **Item Properties TOOLS**
 - To display all Item Properties for a field, place the cursor in the field and select Tools > Item Properties. The column name for a selected field also displays at the bottom of the page.

