

**Administrative Banner**

**Preview Session**

**Information Technology Services - User Services**



# Logging into Administrative Banner

onCampus.msstate.edu

- NetID and NetPassword
- Click Banner tab
- Click Administrative Banner graphic
- ❖ NetPassword Maintenance
  - Utility to change your NetPassword



# What's New in Administrative Banner

## ❖ Enhanced User Interface

- Main Menu
- 1024 x 768 screen resolution
- More space = less scrolling
- Verdana font
- Smart toolbar with improved iconic buttons
- Disabled text no longer grayed out
- Equal left and right margins
- Tabbed forms to make navigating from block to block easier

**BAN7-INB** File Edit Options Block Item Record Query Tools Window Help

General Menu GUAGMNU m7.1 (BAN7) - Wednesday October 12, 2005



Direct Access:  Welcome, KPOU **Products:** [Menu](#) | [Site Map](#) | [Help Center](#)

- My Banner
- SCT Banner
  - Student [\*STUDENT]
  - Financial [\*FINANCE]
  - Human Resources [\*HRS]
  - Financial Aid [\*RESOURCE]
  - General [\*GENERAL]

**My Links**

- [Check Banner Message](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

[Mississippi State University](#)



**Banner Broadcast Messages**

Enter the object name; Press CQUERY for messages, LIST for listing.  
Record: 1/1 ... <OSC>

**BAN7-INB**

File Edit Options Block Item Record Query Tools Window Help

Requisition Entry: Requestor/Delivery Information FPAREQN m7.1 (BAN7)

**Requisition:** R0234004  
**Order Date:** 12-OCT-2005  
**Delivery Date:**   
**Commodity Total:** .00  
**Transaction Date:** 12-OCT-2005  
**Comments:**   
**Accounting Total:** .00  
 In Suspense  
 Document Text  
 Document Level Accounting

**Requestor/Delivery Information** | Vendor Information | Commodity/Accounting | Balancing/Completion

**Requestor:** Logan Kimberley  
**Organization:** 460200 ITS User Services  
**Phone:** 662 3250631 **Extension:**   
**COA:** 1 Mississippi State University  
**Email:**   
**Fax:**   
**Extension:**

**Ship To:** 2  
**Street Line 1:** MISSISSIPPI STATE UNIVERSITY  
**Street Line 2:** RECEIVING STATION  
**Street Line 3:**   
**Building:** 105 MILL STREET **Floor:**   
**City:** STARKVILLE  
**State or Province:** MS **Zip or Postal Code:** 39759  
**Nation:**   
**Telephone:** 3252544 **Extension:**   
**Contact:** Receiving Station  
**Attention To:** Receiving Station

Enter name for Attention-to label on Ship-to address.

Record: 1/1 | ... | <OSC>



# What's New in Administrative

- ❖ Enhanced User Preferences (GUAUPRF)
  - New Alert Options
    - Prompt Before Exiting Banner
  - User-Defined Window Colors
    - Canvas (white space) of all forms
    - Record highlighting
    - Scroll and separator bars
    - Code/Description prompts

Requisition: NEXT

Order Date: 13-OCT-2005

Transaction Date: 13-OCT-2005

In Suspense

Delivery Date:

Comments:

Document Text

Commodity Total: .00

Accounting Total: .00

Document Level Accounting

Requestor/Delivery Information

Vendor Information

Commodity/Accounting

Balancing/Completion

Requestor: Pou Kimberly

COA: 1 Mississippi State University

Organization:

Email:

Phone: Extension:

Fax: Extension:

Ship To:

Street Line 1:

Street Line 2:

Street Line 3:

Building: Floor:

City:

State or Province: Zip or Postal Code:

Nation:

Telephone: Extension:

Contact:

Attention To:





# What's New in Administrative Banner

## ❖ Usability Enhancements

- Options available by right-click
- Calendar icon added to date fields that are data-enterable
- File menu enhancements
  - Exit
  - Exit SCT Banner
  - Return to Main Menu



# What's New in Administrative Banner

## ❖ Main Menu Changes

- Can use Up and Down Arrow keys to scroll through recently used forms in the Direct Access field
- F5 Keystroke added as an alternative to Direct Access
  - "Go To"
- All icons visible in the Main Menu
- Products shortcuts are now available in a drop-down list
- Ability to add Personal Links to the Banner Main Menu



# Ex: Form Changes

- ❖ Options Frame has been deleted and added to the menu bar under Options
- ❖ Requisition Form changes:
  - Miscellaneous Data block deleted
  - Doc Text is now required on both Requisitions and Invoices
  - Access Doc Text on Requisitions from Options Menu
  - Departmental email address required

Transaction Date: 20-OCT-2005  
Comments:  
Accounting Total: .00  
 In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

**Requestor:** Gibson Tamara  
**Organization:** 460200 ITS User Services  
**Phone:** 662 3250663 **Extension:**  
**COA:** 1 Mississippi State University  
**Email:** userserv@msstate.edu  
**Fax:** **Extension:**  
**Ship To:** 2  
**Street Line 1:** MISSISSIPPI STATE UNIVERSITY  
**Street Line 2:** RECEIVING STATION  
**Street Line 3:**  
**Building:** 105 MILL STREET **Floor:**  
**City:** STARKVILLE  
**State or Province:** MS **Zip or Postal Code:** 39759  
**Nation:**  
**Telephone:** 3252544 **Extension:**  
**Contact:** Receiving Station  
**Attention To:** Receiving Station

**Text Type:**

REQ ▼

**Code:**

R0234016 ▼

**Change Sequence:**

**Vendor:**

**Commodity Description:**

**Modify Clause:**

▼

**Copy Commodity Text**

**Default Increment:**

Text	Clause Number	Print	Line
User Services	DEPTNAME	<input checked="" type="checkbox"/>	<input type="text" value="1"/>
10 McArthur Hall	ADDRESS	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
Attn: Kimberley Logan	CONTACT	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
M/S 9738	MAILSTOP	<input checked="" type="checkbox"/>	<input type="text" value="4"/>
Net 30	TERMS	<input checked="" type="checkbox"/>	<input type="text" value="5"/>
Our Pickup	SHIP VIA	<input checked="" type="checkbox"/>	<input type="text" value="6"/>
	QUOTE	<input checked="" type="checkbox"/>	<input type="text" value="7"/>
	BID FILE	<input checked="" type="checkbox"/>	<input type="text" value="8"/>
	CONTRACT	<input checked="" type="checkbox"/>	<input type="text" value="9"/>
	BLANK	<input checked="" type="checkbox"/>	<input type="text" value="10"/>
The following items were ordered:		<input checked="" type="checkbox"/>	<input type="text" value="20"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>





# Browser Versions

## ❖ Windows

- Microsoft Internet Explorer 6.x
- Netscape 7.01 and 7.2
- Mozilla 1.7.3 (Firefox 1.0)

## ❖ Macintosh

- Microsoft Internet Explorer 5.2 for Macintosh OS X
- Safari 1.2

## ❖ Check your browser

- <http://www.its.msstate.edu/Services/Banner7/browser.php>
- Install JInitiator
- Turn off pop-up blockers



# Banner 7 Information Page

- ❖ Visit [www.its.msstate.edu/Services/Banner7](http://www.its.msstate.edu/Services/Banner7)
- ❖ Upgrade related links and information
  - [Banner 7 Certified Internet Browser Versions](#)
  - [Banner 7 Upgrade Timeline](#)
  - [Banner 7 Sneak Peak Pictures](#)
  - [Banner 7 Workshops](#)
  - [Banner 7 Focus Groups](#)
  - [Banner 7 Screen Resolution](#)
- ❖ New Banner Manual coming!



# JumpStart

## Location: McArthur Hall Lab B

### Tuesday, November 8, 2005

#1	8:30 – 9:30 a.m.	#4	1:15 – 2:15 p.m.
#2	9:45 – 10:45 a.m.	#5	2:30 – 3:30 p.m.
#3	11:00 – 12:00 p.m.	#6	3:45 – 4:45 p.m.

### Thursday, November 10, 2005

#7	8:30 – 9:30 a.m.	#10	1:15 – 2:15 p.m.
#8	9:45 – 10:45 a.m.	#11	2:30 – 3:30 p.m.
#9	11:00 – 12:00 p.m.	#12	3:45 – 4:45 p.m.

Register Online at [www.its.msstate.edu/Services/Banner7](http://www.its.msstate.edu/Services/Banner7)



# Open Labs

## Location: McArthur Hall Lab B

**Monday, November 14, 2005**

**8:30 a.m. – 12:00 p.m.**  
**1:30 p.m. – 5:00 p.m.**

**Tuesday, November 15, 2005**

**8:30 a.m. – 12:00 p.m.**  
**1:30 p.m. – 5:00 p.m.**

**NO Registration Required**



- ❖ [onCampus.msstate.edu](http://onCampus.msstate.edu)
  - NetID and NetPassword
  - Click Banner tab
  - Click Administrative Banner graphic
- ❖ NetPassword Maintenance
  - Utility to change your NetPassword



Mississippi State  
UNIVERSITY

#### Secure Access Login

NetID:

NetPassword:

Login

Cancel

Having problems logging in?  
Click here.

• NetPassword Maintenance

• onCampus is secure!



• onCampus Factsheets

#### Direct Links to Other Online Resources

- [Banner](#)
- [WebCT](#)

#### MSU Links

- [Course Catalog](#)
- [Class Schedule](#)
- [Academic Calendar](#)
- [Campus Directory](#)

onCampus is ....

**Main**

Campus

Classroom

Office

- Your one-stop, personal portal where a single login connects you to MSU
- One convenient location for **Banner Web**, **Academic WebCT** and more
- A productivity center for accessing your email and calendars
- The source for news, weather, the campus directory and announcements
- The place to check your courses, update your directory information, register for classes and more.

Main

Campus

Classroom

Banner7 Student

Office

Banner7 Employee

**Banner**



**Banner** ▶



**Click here to login to  
Production Banner**

# Ready, Set, Check...



- ✓ I attended a Preview Session; or viewed the PowerPoint online
- ✓ I have registered for a JumpStart Session (guided practice sessions)
- ✓ I checked my Internet browser for compatibility with Administrative Banner
- ✓ I downloaded JInitiator which allows my computer to view Administrative Banner
- ✓ I know my NetPassword (the new password for all Banner & Oracle databases)
- ✓ The Open Lab dates are on my calendar in case I need help with the new version of Administrative Banner
- ✓ I have requested the new Administrative Banner manual
- ✓ On November 14, I will access Administrative Banner via the Web at [oncampus.msstate.edu](http://oncampus.msstate.edu) (located on the Banner tab)

*Information Technology Services*



# DEMO ADMINISTRATIVE BANNER & QUESTIONS