Banner 9 User Preference Display Quick Guide

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Control your screen/filter settings and have the changes stick after logging out.

Set Grid and Column preferences

- Re-size column widths
  - Includes the ability to shrink columns where only the column border remains visible
- Re-order columns
  - When re-ordering columns, tab navigation follows the original order and business logic of the page, as delivered by Ellucian
- Column header stays fixed for easy viewing
- Once changed, the column header will contain a blue highlight to easily track modifications

Available on all page locations presenting a grid or column layout, including the Supplemental Data Engine (SDE) window "Restore Column Settings" or "Restore All" – exit the page and reenter to refresh the display

Settings is on the right side of the screen.
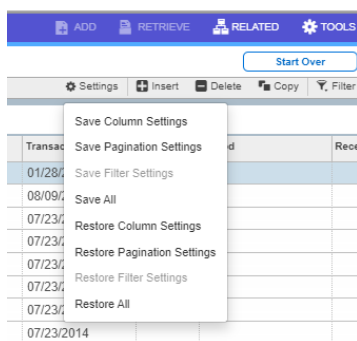
Move columns left or right – including into the frozen left section.

Set number of records per page (pagination).

Set standard search criteria in the Filter and save it (those fields don't move yet).

Test it, save it, restore it if you don't like it.

Moved columns are highlighted in light blue.
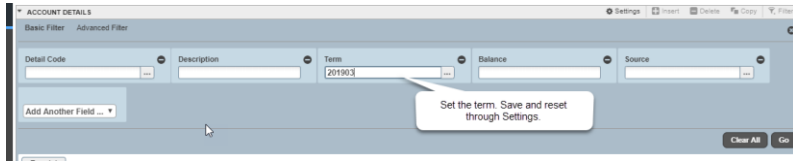

Account Detail Review Form (TSAAREV)

Filtering

Maintain a standard value in a filter.

Set the term. Save and reset through Settings.

Maintain an advanced query filter

Save filter setting with amounts and designators.

This filter will initially find
Pell > $1,000

It starts with the default settings and can be changed for any search. New defaults can be set at any time.
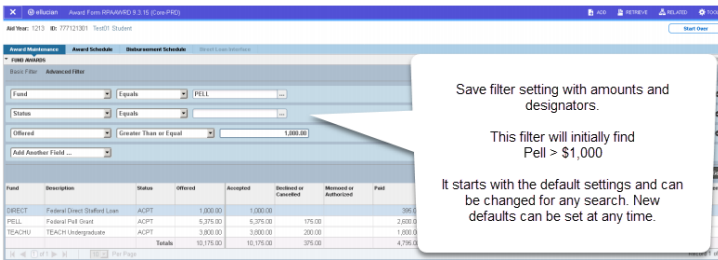
Remove or reorder filter fields

To reset the order, remove all fields using the - and then choose fields in the order desired.