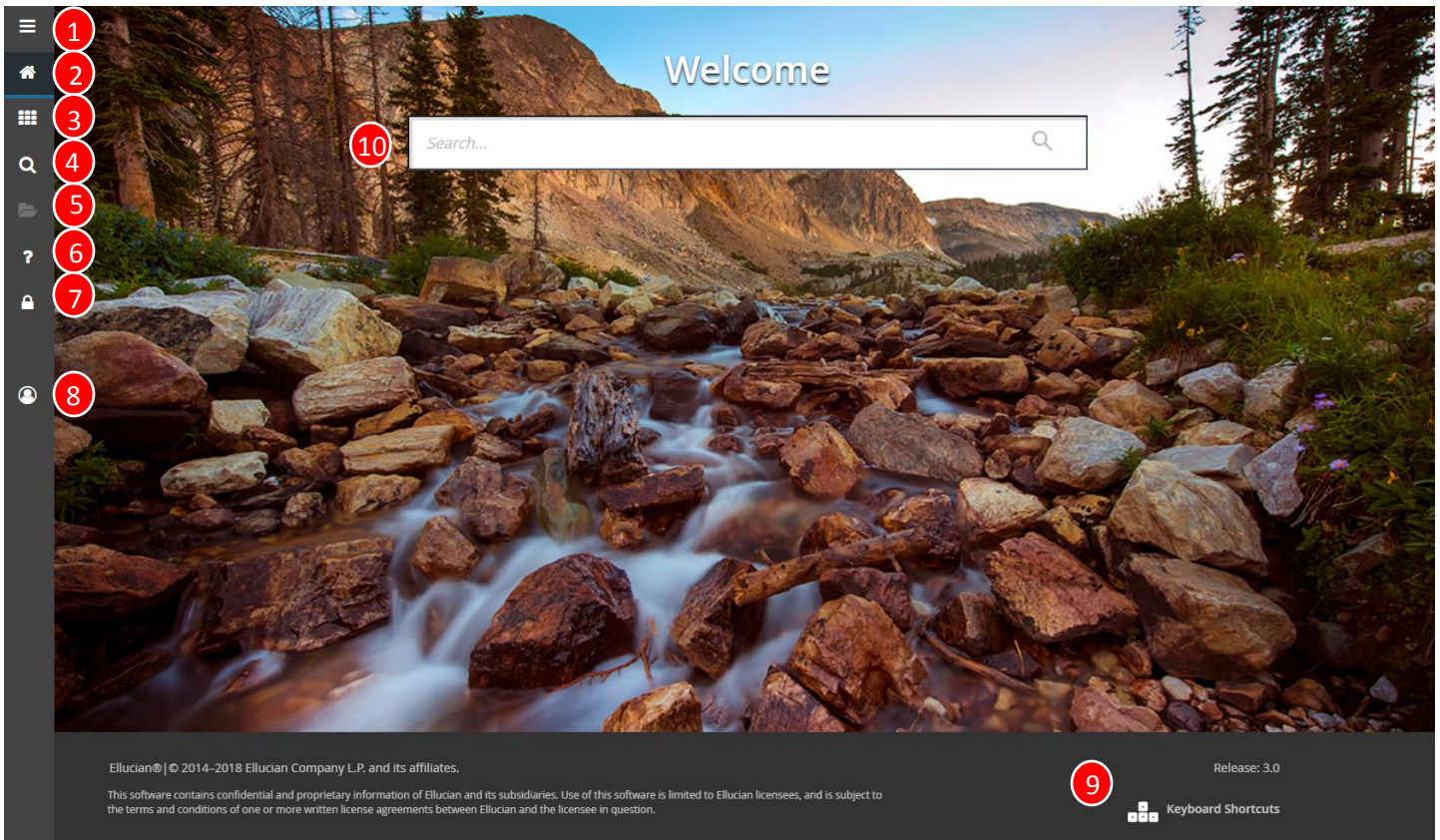


The Welcome Screen

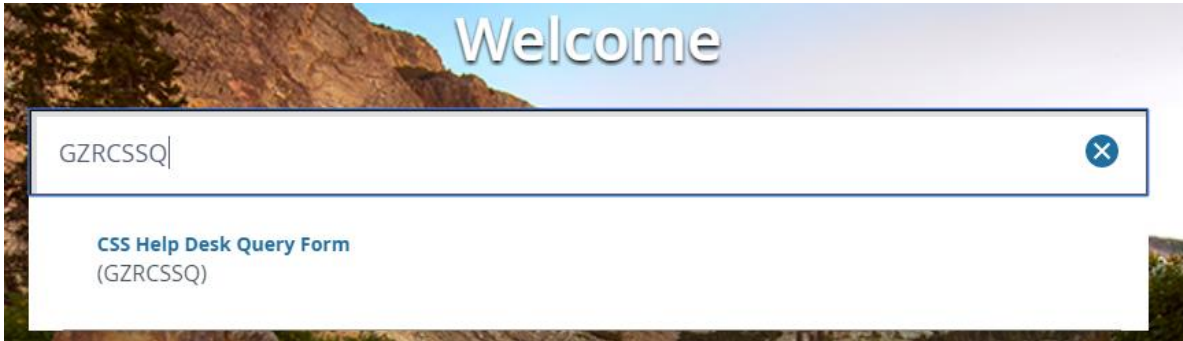


1. Expand navigation menu
2. Dashboard
3. Applications
4. Toolbar search
5. Recently accessed forms
6. Help – available in forms
7. Log out of Banner 9 Admin Pages
8. Hover over to display name of user logged in
9. Menu for keyboard shortcuts
10. Search from homepage

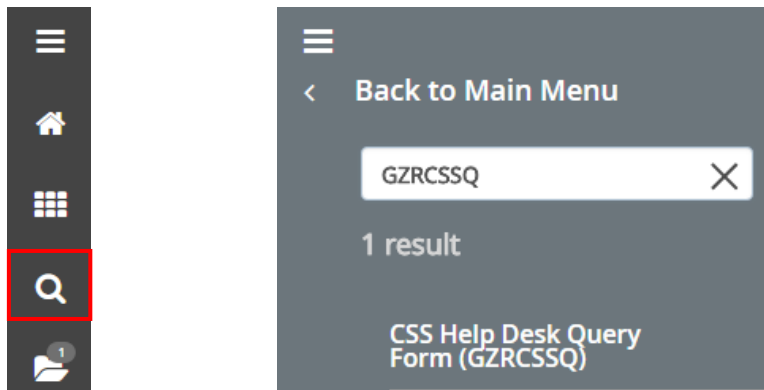
To return to the Welcome Screen from any form click “Dashboard” on the left side of the page.



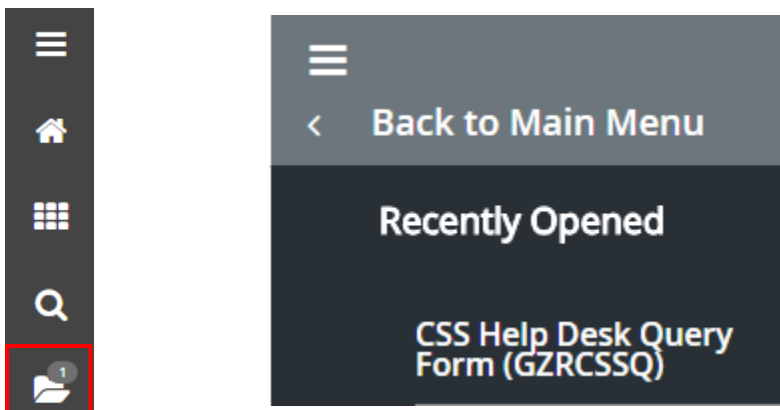
Use the Search bar in the middle of the page. You can search for the description or the form name such as “Schedule” or “SSASECT.” You do not need to use the % symbol as your wild card. Suggested forms will display below the search bar.



You can also use the search icon on the left side of the page to search by form name or description. The search icon will stay on the left side of the page when you are on other forms. Therefore, you can access multiple forms with the search.



The folder on the left side of the page will display the forms you recently visited.



“Keyboard Shortcuts” will show you all the keystrokes for each button on the welcome screen.

The image shows a software interface with a scenic background of a rocky stream. A white dialog box titled "Keyboard Shortcuts" is open, listing several actions and their corresponding keyboard shortcuts. The background features a search bar and a "Keyboard Shortcuts" button highlighted with a red box. The text "Release: 3.0" is visible in the bottom right corner of the interface.

Action	Keyboard Shortcut
Display Applications	CTRL+M
Display Recently Opened	CTRL+Y
Display Dashboard	CTRL+SHIFT+X
Help	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign Out	CTRL+SHIFT+F

Release: 3.0

Keyboard Shortcuts