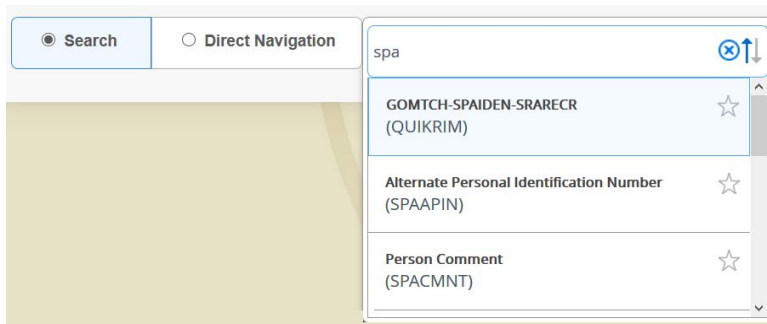


How to Change your Main Menu Search Preference

A recent upgrade to Banner Application Navigator introduces a new search functionality where a user may search by Direct Navigation, meaning a user may go directly to a page by entering a page name (i.e. SPAIDEN) or by Search which will display all applicable finds within page titles, quickflows, and jobs. Search is the delivered default setting, however, you may find that Direct Navigation fits your personal preference.

Example if “SPA” is entered to access SPAIDEN:

- Search - User will have to either enter more letters to narrow down the search or scroll through the returned list to find SPAIDEN.



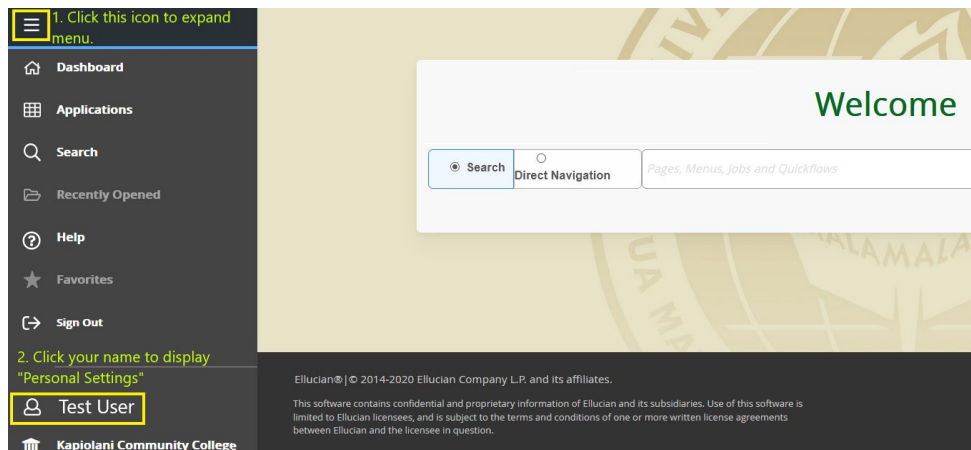
- Direct Navigation - User will need to enter all 7 letters of SPAIDEN.



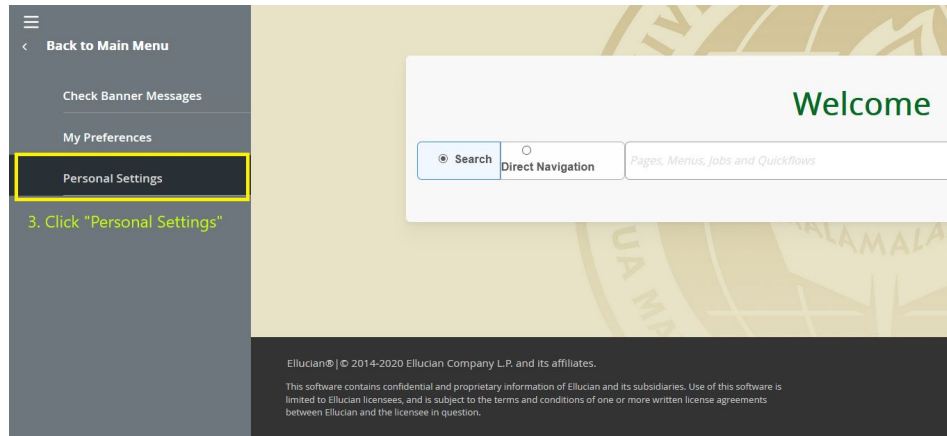
To change your “Personal Settings” to Direct Navigation, complete the steps below:

Step 1: Click the Menu icon to expand the Menu.

Step 2: Click your User Name at the bottom of the displayed menu to display your user options.
See image below for menu icon and User Name.

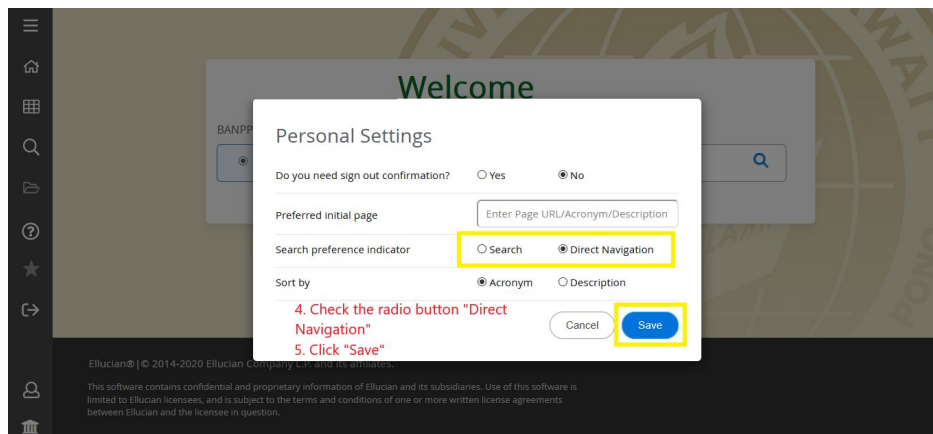


Step 3: When your user options display, click “Personal Settings.”



Step 4: Check the radio button “Direct Navigation” under “Search preference indicator.”

Step 5: Click “Save” to save your settings.



Upon saving your settings, you will be returned to the Main Menu. The radio button is now checked for “Direct Navigation.” This setting will remain for future logins unless you elect to change it back.

