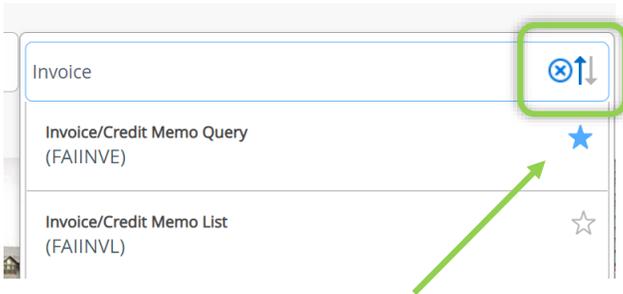


In the latest Banner update, new features have been added to improve your navigation experience and provide custom options. Some of the added functions you will notice are in the search bar and some folders. Let's take a look at the highlights of these features!

## Search Bar Enhancements

New features are found in the Search Bar!

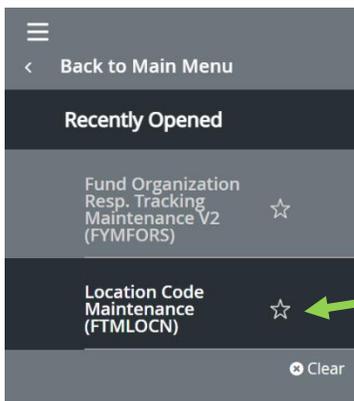


A sorting function has been added to assist with reviewing the suggested pages in your search results. Click the up and down arrows to change the sorting of the pages that are listed.

By default, the sorting is based on acronym however, you can change it to page description by accessing the option in your Personal Settings.

Also from the search bar, you can now quickly add pages to your Favorites list for quick access. For any page that displays in the list of results, click the star icon to populate it in your Favorites list on the main menu panel.

## Recently Opened Folder

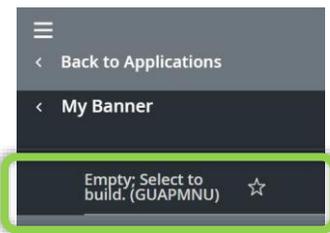


Another new feature is that you can add pages to your Favorites list from the Recently Opened folder!

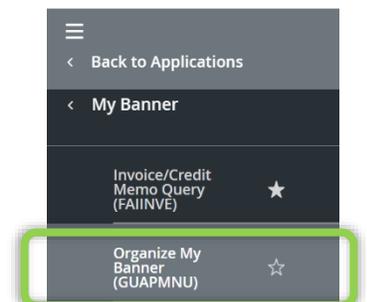
Navigate to all your pages as normal in your Banner session then in the Recently Opened folder choose which pages to add to your Favorites list. Simply click the star icon for the page that you would like to add and it will be immediately populated in your list.

## My Banner Folder

In this latest version of Banner, you now have quick access to managing your My Banner folder from the folder itself!



If you have yet to build out your My Banner folder, a link to the page to do so is provided upon opening it.



Once you have populated the folder, quick access to the page remains so you can manage any changes required at any time.

For further instructions on setting up your My Banner folder, visit the guide [here](#).

## Window Resizing

One of the great features in this version of Banner is the adjustments that are made when you resize the window! Now when resizing the window, the navigation buttons remain in view at all times. Furthermore, the toggle icon has shifted to the corner for more page view.

The image illustrates the 'Updated Version' of the Banner interface. It shows a window titled 'Fund Organization Resp. Tracking Maintenance F...' with a search bar and a 'Start Over' button. The main content area is divided into sections: 'DETAILS' showing 'Prog 1300' and 'FUND ORGANIZATION RESP. TRACKING MAINTENANCE' showing a table of fund codes and descriptions. The table has columns for Fund Code, Fund Code Description, Orgn Code, and Orgn Code Description. The first row is highlighted in blue. The bottom of the window shows navigation controls (1 of 1, 10 Per Page) and a 'SAVE' button. A green arrow points from the 'Previous Version' on the left to the 'Updated Version' on the right, highlighting the changes in window resizing and navigation button visibility.

Fund Code *	Fund Code Description	Orgn Code *	Orgn Code Description
110000	General Operating Allocation	571000	Financial Services
110000	General Operating Allocation	571000	Financial Services
110000	General Operating Allocation	571000	Financial Services
110000	General Operating Allocation	571000	Financial Services
110000	General Operating Allocation	571000	Financial Services
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