

Title	Banner Navigation and Icon Guide
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Process Owner	Process owner name
Dept/Division	Department Name/Division name
Get help with this process	Name, phone
Get help with Banner Access	Contact the Help Desk, 672-HELP (672-4357)
Processes	Navigation Menus
	Toolbar Icons
	Key Stroke Shortcuts

The following handouts summarize various navigation functions, keyboard shortcuts, and menu icons that can be used within Banner.

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**Standard Banner Navigation
(Show Keys = CTRL + F1)**

Basic Functions

Save Changes	F10	File/Save
Print	Shift + F8	File/Print
Rollback	Shift + F7	File/Rollback
Exit Form/Query	CTRL + Q	File/Exit

Block Functions

Next Block	CTRL + Page Down	Block/Next
Previous Block	CTRL + Page Up	Block/Previous
Clear Block	Shift + F5	Block/Clear

Record Functions

Next Record	Down Arrow	Record/Next
Previous Record	Up Arrow	Record/Previous
Clear Record	Shift + F4	Record/Clear
Insert Record	F6	Record/Insert
Duplicate Record	F4	Record/Duplicate
Remove Record	Shift + F6	Record/Remove

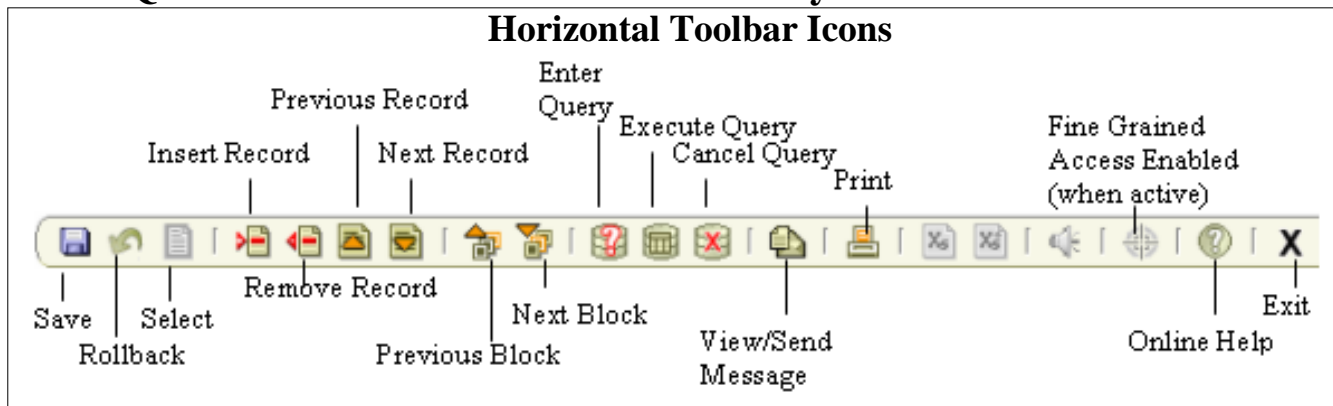
Item/Field Functions

Next Field	Tab	Item/Next
Previous Field	Shift + Tab	Item/Previous
List of Values/Flashlight	F9	Help/List
Next Primary Key	Shift + F3	N/A
Clear Field	CTRL + U	Item/Clear
Duplicate Field	F3	Item/Duplicate
Next Radio Button Item	Right Arrow	N/A
Previous Radio Button Item	Left Arrow	N/A
Check/Uncheck Check Box Field	Space Bar	

Query Functions

Function		
Enter Query	F7	Query/Enter
Execute Query	F8	Query/Execute
Count Query Hits	Shift + F2	Query/Count Hits
Cancel Query	CTRL + Q	Query/Cancel

Quick-Reference Guide to Banner Keyboard Commands



Keyboard Commands

[NOTE: Not all keyboard commands are available from every form.]













Function

Block – clear
 Block – next
 Block – previous
 Count Query Hits
 Display Oracle Error
 Exit
 Field – clear
 Field – duplicate
 Field – next
 Field – previous
 Go To another form
 LIST (List Of Values)
 Options
 Print
 Query – cancel
 Query – enter
 Query – execute
 Record – clear
 Record – duplicate
 Record – insert
 Record – next
 Record – previous
 Record – remove (delete)
 Rollback
 Save
 Select
 Show Keys









Keys








Shift+F5
 Ctrl+PgDn
 Ctrl+PgUp
 Shift+F2
 Shift+F1
 Ctrl+Q
 Ctrl+U
 F3
 Tab
 Shift+Tab
 F5
 F9
 Right Click or F2
 Shift+F8
 Ctrl+Q
 F7
 F8
 Shift+F4
 F4
 F6
 ↓ or PgDn
 ↑ or PgUp
 Shift+F6
 Shift+F7
 F10
 Shift+F3
 Ctrl+F1

QUICK-REFERENCE NAVIGATION GUIDE

FUNCTION	ICON	KEYSTROKE
Block – clear		Shift + F5
Block – next		Ctrl + Page Down
Block – previous		Ctrl + Page Up
Count Query Hits		Shift + F2
Display Oracle Error		Shift + F1
Exit		Ctrl + Q
Field – clear		Ctrl + U
Field – duplicate		F3
Field – next		Tab
Field – previous		Shift + Tab
Go To another form		F5
List (List Of Values)		F9
Options		Right Click or F2
Print		Shift + F8
Query – cancel		Ctrl + Q
Query – enter		F7
Query – execute		F8
Record – clear		Shift + F4
Record – duplicate		F4
Record – insert		F6
Record – next		↓ or Page Down
Record – previous		↑ or Page Up
Record - remove (delete)		Shift + F6
Rollback		Shift + F7
Save		F10
Select		Shift + F3
Show Keys		Ctrl + F1

Banner Functions and Toolbar Icons

Function	Icon	Key Stroke
Save		F10
Rollback		Shift F7
Select		Shift F3
Insert Record		F6
Remove Record		Shift F6
Previous Record		Up Arrow or Page Up
Next Record		Down Arrow or Page Down
Previous Block		Ctrl Pg Up

Funtion	Icon	Key Stroke
Next Block		Ctrl Pg Dn
Enter Query		F7
Execute Query		F8
Cancel Query		Ctrl Q
Print		Shift F8
Online Help		
Exit	X	Ctrl Q Alt F4
Search		F9

Fold on dotted line, trim and laminate to use as a reference strip on your keyboard.

Key	F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	SUNGARD HIGHER EDUCATION
Open	Help	Options	Duplicate Field/Item	Duplicate Record		Go To	Insert Record	Enter Query	Execute Query		List	Save	
Shift	Display Error	Count Query Hits	Select	Clear Record		Clear Block	Remove Record	Rollback	Print				
Ctrl	Show Keys												

Key	q	U	Page up	Page Dn	Esc	Tab	p	l	Left Mouse Double Click
Open			Previous Record	Next Record	Cancel	Next Field			On date field = calendar On amount field = calculator
Shift						Previous Field			Dynamic Help
Ctrl	Exit or Cancel Query	Field Clear	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Dn	