

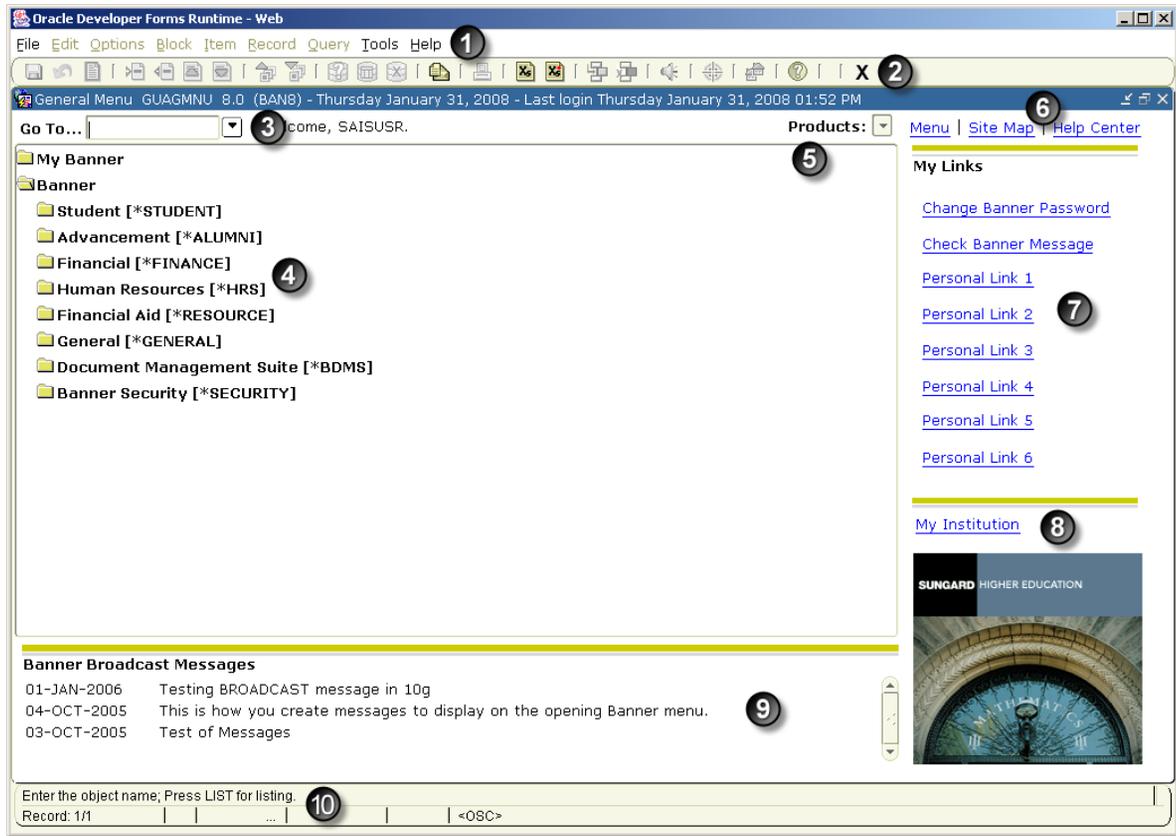


Banner 8 Navigation

Quick Reference Guide

Components of the Banner Main Menu

The following are the major components of the Banner user interface.



- | | | |
|----------------------|--------------------------------------|-----------------------|
| 1) Menu Bar | 5) Products Menu | 9) Broadcast Messages |
| 2) Toolbar | 6) Menu, Site Map, Help Center links | 10) Auto Help Line |
| 3) Go To field | 7) My Links | |
| 4) Hierarchical Menu | 8) My Institution link | |

Common Banner Toolbar Icons

Icon	Function
	Save: Save changes to current form.
	Rollback: Revert form to original blank state.
	Select: Select currently highlighted item.
	Insert Record: Insert record into current form.
	Remove Record: Remove current record from form.
	Previous Record: Navigate to previous record on form.
	Next Record: Navigate to next record on form.
	Previous Block: Navigate to previous block on form.
	Next Block: Navigate to next block on form.
	Enter Query: Enter Query Mode.
	Execute Query: Execute a query.
	Cancel Query: Exit Query Mode.
	View/Send Message: Send and receive messages in Banner.
	Print: Print the current window.
	Online Help: Access Online Help.
	Exit: Exit current form or activity.

Parts of a Banner Form

Banner forms will contain some or all of these common elements.

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|------------------|----------------------|
| 1) Title bar | 6) Calendar icons |
| 2) Fields | 7) Check boxes |
| 3) Key block | 8) Search icon |
| 4) Tabs | 9) Information block |
| 5) Radio buttons | 10) Generate ID icon |

Common Keyboard Shortcuts

The following keyboard shortcuts are default values. Your implementation may vary.

Function	Keyboard Shortcut
Show Keys	CTRL+F1
Help (Item Properties)	CTRL+H
Print	SHIFT+F8
List of Values	F9
Scroll Down	PAGE DOWN
Scroll Up	PAGE UP
Enter Query	F7
Execute Query	F8
Display Error	SHIFT+F1
Previous Block	CTRL+PAGE UP
Next Block	CTRL+PAGE DOWN
Previous Record	SHIFT+UP
Next Record	SHIFT+DOWN
Clear Record	SHIFT+F4
Clear Field	CTRL+U
Duplicate Field/Item	F3
Commit	F10
Exit	CTRL+Q