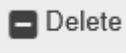
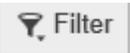
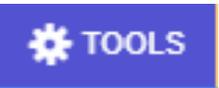
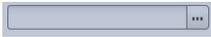


BANNER Administrative Forms (BANNER 9)

Banner 9 Icon	Banner 9 Keyboard	Explanation
 <p>Shown in lower right hand corner of screen</p>	<p>Save (F10)</p>	<p>Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.</p>
	<p>Start Over/Refresh (F5)</p>	<p>Clears all information and returns you to the Key Block of a form.</p>
	<p>Select (ALT+S)</p>	<p>Enters the highlighted value into the current field of the form you are working on. Choosing OK equaled select.</p>
	<p>Insert Record (F6)</p>	<p>Inserts a new blank record into the transaction.</p>
	<p>Delete/Remove Record (SHIFT+F6)</p>	<p>Removes all information for the record. When you Save, the record will be deleted.</p>
	<p>Previous Record (UP ARROW)</p>	<p>Moves the cursor to the first enterable field in the previous record.</p>
	<p>Next Record (DOWN ARROW)</p>	<p>Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.</p>
	<p>Previous Block/Section (ALT+PG UP)</p>	<p>Moves the cursor to the previous information block in a form. New terminology defines blocks as sections.</p>
 	<p>Next Block/Section (ALT+PG DOWN)</p>	<p>Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened. New terminology defines blocks as sections.</p>
  <p>Opens query or search form with more options to choose how to define your search.</p>	<p>Enter Query/Filter (F7)</p>	<p>Puts the form into query mode and lets you search for information that is in the system.</p>
	<p>Execute Query/Filter (F8)</p>	<p>In query mode, begins a search and displays any records that match the search criteria.</p>
	<p>Cancel (CTRL+Q)</p>	<p>Cancels a query and takes a form out of query mode.</p>

BANNER Administrative Forms (BANNER 9)

Banner 9 Icon	Banner 9 Keyboard	Explanation
	Print (CTRL+P)	Captures the active screen (only what you can see) and prints it to your local printer.
	Help (CTRL+SHIFT+L)	Displays the Help window for the current field.
 Appears on the left side of the screen instead of the right.	Exit (CTRL + Q)	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.
	Search (CTRL+SHIFT+Y)	Activates a "Go To..." window, where users can navigate to another form without having to return to the main menu.
 Actions/Export	Export (SHIFT+F1)	Extracts data to an excel spreadsheet.
	List of values (F9)	Fields which allow you to lookup/query information.
	Copy Record (F4)	Copy Record
	Drills Down on some forms (F3)	Drills down on some forms
	Related (ALT+SHIFT+R)	Related Forms
 Brings up Banner Main Menu	Toggle Menu (CTRL+M)	Toggle Menu
 Shows forms previously opened during current Banner Session	Toggle Open Applications (CTRL+Y)	Toggle Open Applications
 Multiple Record View  Single Record view	Toggle Record View (CTRL + G)	Toggle between multiple record view or single record view