









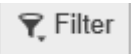







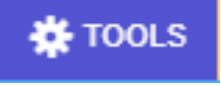
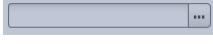








## BANNER Administrative Forms (BANNER 9)

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

## BANNER Administrative Forms (BANNER 9)

Banner 9 Icon	Banner 9 Keyboard	Explanation
	<b>Print</b> (CTRL+P)	Captures the active screen (only what you can see) and prints it to your local printer.
	<b>Help</b> (CTRL+SHIFT+L)	Displays the Help window for the current field.
 Appears on the left side of the screen instead of the right.	<b>Exit</b> (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.
	<b>Search</b> (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	<b>Export</b> (SHIFT+F1)	Extracts data to an excel spreadsheet.
	<b>List of values</b> (F9)	Fields which allow you to lookup/query information.
	<b>Copy Record</b> (F4)	Copy Record
	<b>Drills Down on some forms</b> (F3)	Drills down on some forms
	<b>Related</b> (ALT+SHIFT+R)	Related Forms
 Brings up Banner Main Menu	<b>Toggle Menu</b> (CTRL+M)	Toggle Menu
 Shows forms previously opened during current Banner Session	<b>Toggle Open Applications</b> (CTRL+Y)	Toggle Open Applications
 Multiple Record View  Single Record view	<b>Toggle Record View</b> (CTRL + G)	Toggle between multiple record view or single record view