

Banner 9 NAVIGATION

Explanation	Banner 9 Icon	Banner 9 Keyboard Shortcut
Saves all changes to the page since last save. Banner also refers to save as Commit in some messages.	 Lower right hand corner of screen	Save (F10)
Clears all information and returns to the key block of a page.		Rollback/Refresh (F5)
Enters the highlighted value into the field of the page you are currently working in. List of values uses OK as the select.		
Inserts a new blank record into a group of existing records.		Insert Record (F6)
Removes all information from the record. When clicking Save , the record is deleted from the database.		Remove Record (SHIFT+F6)
Moves the cursor to the first enterable field in the previous record.		Previous Record (UP 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.		Next Record (DOWN ARROW)
Moves the cursor to the previous information block in a page.		Previous Block/Section (ALT+PG UP)
Moves the cursor to the next information block in a page. If the next block is in another window of the page, that window will open.	 	Next Block/Section (ALT+PG DOWN)
Puts the page into query mode and lets you enter search criteria to see what information is already in the database.	  Opens new page to add fields for querying – more options.	Enter Query/Filter (F7)
In query mode, searches the database and displays any records that match the search criteria.		Execute Query/Filter (F8)
Cancel a query and takes the page out of query mode.		Cancel (CTRL+Q)
Captures the active screen (only what you can see) and prints it to your local printer.	 >Actions>Print	Print (CTRL+P)
Displays the Help window for the current field		Help (CTRL+SHIFT+L)

Explanation	Banner 9 Icon	Banner 9 Keyboard Shortcut
<p>In a menu, the Exit command takes you out of Banner. In a page, the Exit command takes you out of the page. In a query mode, the Exit command cancels the query.</p>	 Appears on the left side of the screen instead of the right.	<p>Exit (CTRL + Q)</p>
<p>Activates a search window, where users can navigate to another form without having to return to the main menu.</p>		<p>Search (CTRL+SHIFT+Y)</p>
<p>Extracts data to an Excel spreadsheet.</p>	 >Actions>Export	<p>Export (SHIFT+F1)</p>
<p>Looks up values</p>		<p>List of values (F9)</p>
<p>Copies record</p>		<p>Copy Record (F4)</p>
<p>Drills down on some pages</p>		<p>Drills Down on some pages (F3)</p>
<p>Related pages</p>		<p>Related (ALT+SHIFT+R)</p>
<p>Toggles menu</p>		<p>Toggle Menu (CTRL+M)</p>
<p>Toggles pages previously opened in the same session</p>		<p>Toggle Open Pages (CTRL+Y)</p>

About the date format

Banner 9 does not convert the **date**. It must be entered as follows: **DDMMYY** (010118) or **DDMMYYYY** (01012018).