Banner INB Toolbar Buttons and Shortcuts

Save – Saves all changes entered since the last time you saved. **[F10]**

Rollback – Clears all information (except key info) and returns you to the first field in the key block. On query forms it returns you to the first field on the form **[Shift F7]**

Select – Selects a field and enters value into form **[Shift F3]**

Insert – Inserts a new blank record **[F6]**

Remove – removed information is deleted from the system.

Previous – Moves the cursor to the first enterable field in the previous record **[Up arrow]**

Next – Moves the cursor to the first enterable field in the next record of the current block. If the cursor is in the last field, a new field is created. **[Down arrow]**

Next Block – Moves the cursor to the next block. If the next area is in another window, that window will open. **[Ctrl Page Down]**

Previous Block – Moves the cursor to the previous block. If the previous block is another window, that window will open. **[Ctrl Page Up]**

Query Enter – Puts the form into query mode so you can enter search criteria to see what information is already in the database.

Query Execute – Searches the database and displays the first set of records that matches your search criteria **[F8]**

Query Cancel – Cancels the query and takes the form out of query mode **[Ctrl Q]**

View/Send Message – Takes you to form to view or send out message thru Banner

Print – Prints the current window with the date and time in the title bar **[Shift F8]**

General Menu GUAGMNU 8.3.0.5 (PROD) - Thursday, May 12, 20

Go To...   ▼   Welcome, Christine Lloyd.

📁 My Banner

Up Arrow - Will allow you to scroll through your forms history

	F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12
Ctrl	**Show Keys**					**Enter menu**	**Enter Param.**							
Shift	Display Error	Count Query	Next Primary	Clear Record		Clear Block	Delete Record	Roll Back	Print					
Function	**Help**		**Duplicate Item**	**Duplicate Record**		**Block Menu**	**Insert Record**	**Enter Query**	**Execute Query**		**List of Values**	**Commit**		

Other Keys

Clear Field	Ctrl + U	**Previous Block**	Ctrl + Pg Up
Down	Ctrl + L	**Scroll Down**	Pg Dn
Down	Down Arrow	**Scroll Up**	Pg Up
Edit	Ctrl + E	**Up**	Ctrl + P
Exit	Ctrl + Q	**Up**	Up Arrow
Next Block	Ctrl + Pg Dn	**Update Record**	Ctrl + U