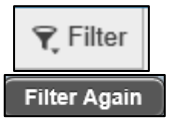
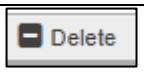
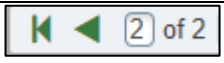
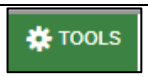
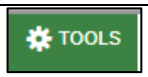
Banner Navigation Functions

Action/Explanation	Shortcut Key	Icon
Execute: In query mode, searches the database and displays any records that match the search criteria.	F8	
Enter query/Filter: Puts the form into query mode and lets you enter search criteria to see what information is already in the database. Filter again opens new form to add fields for the query.	F7	
Rollback/Refresh: Clears all information and returns you to the Key Block of the form.	F5	
Save: Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.	F10	
Select: Enters the highlighted value into the current field of the form you are working from. List of values uses OK as the select	N/A	
Cancel: Cancels a query and takes a form out of query mode.	Ctrl + Q	
Exit: 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.	Ctrl + Q	
Insert Record: Inserts a new blank record into a group of existing records.	F6	
Remove Record: Removes all information for the record. When you Save, the record will be deleted from the database.	Shift + F6	
Next Record: 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.	Down Arrow	
Previous Record: Moves the cursor to the first enterable field in the previous record.	Up Arrow	

Next Section: 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.	Alt + Page Down	
Previous Section: Moves the cursor tot the previous information block in a form.	Alt + Page Up	
Print: Captures the active screen (only what you can see) and prints it to your local computer.	Ctrl + P	
Export: Extracts data to an Excel spreadsheet	Shift + F1	
Search: Activates a "Go to…" window, where users can search for another form with out having to return to the main menu.	**Ctrl + Shift + Y**	
Recently Opened: Toggle and move between forms that have already been opened during the session.	**Ctrl + Y**	
Related: Displays related forms for easier navigation.	**Alt + Shift + R**	
Choose/Submit	**Enter**	
Clear All in Section	**Shift + F5**	
Clear One Record	**Shift + F4**	
Next Field or Item/Previous Field or Item	**Tab/ Shift + Tab**	
Next Page Down/Next Page Up	**Page Down/ Page Up**	
First Page/Last Page	**Ctrl + Home/ Ctrl + End**	
Edit	**Ctrl + Q**	