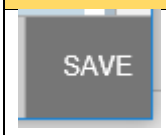
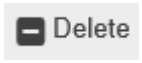
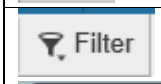
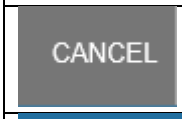
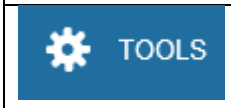
BANNER 9 NAVIGATION

Banner 9 Icon	Banner 9 Keyboard	Explanation
	**Save** (F10)	Saves all changes made in a form since the last time you saved. Banner also refers to save as **Commit** in some messages.
	Rollback/Refresh (F5)	Clears all information and returns you to the Key Block of a form.
	Select	Enters the highlighted value into the current field of the form you are working from. List of values uses **OK** as the select.
	Insert Record (F6)	Inserts a new blank record into a group of existing records.
	**Remove Record** (SHIFT+F6)	Removes all information for the record. When you Save, the record will be deleted from the database.
	Previous Record (UP ARROW)	Moves the cursor to the first enterable field in the previous record.
	Next Record (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.
	Previous Block/Section (ALT+PG UP)	Moves the cursor to the previous information block in a form.
	Next Block/Section (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.
	**Enter Query/Filter** (F7)	Opens a filter form and lets you enter search criteria to see what information is already in the database.
	Execute Query/Filter (F8)	In query mode, searches the database and displays any records that match the search criteria.
	**Cancel** (CTRL+Q)	Cancels a query and takes a form out of query mode.
 Actions/Print	**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.

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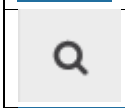
	Exit (CTRL + Q)	In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.
	**Search** (CTRL+SHIFT+Y)	Activates a window, where users can navigate to another form without having to return to the main menu.
Actions/Export	**Export** (SHIFT+F1)	Extracts data to an excel spreadsheet.
	List of values (F9)	Lookup values
	Copy Record (F4)	Copies or duplicates previous record.
	Related to Current (ALT+SHIFT+R)	Related Forms (similar to options menu)
	Drills down on some forms (F3)	Drills down to some related forms
	Toggle Menu (CTRL+M)	Brings up Banner Main Menu.
	Toggle Open Applications (CTRL+Y)	Forms previously opened in Banner.

Function	Keystroke	Function	Keystroke	Function	Keystroke
Next field/item	TAB	**Up**	UP ARROW	**Previous page up**	PAGE UP
Previous field/item	SHIFT+TAB	**Down**	DOWN ARROW	**Next page down**	PAGE DOWN
First page	CTRL+HOME	**Copy**	CTRL+C	**Paste**	CTRL+V
Last page	CTRL+END	**Cut**	CTRL+X	**Undo**	CTRL+Z
Cancel action	ESC	**Choose/Submit/Action**	RETURN/ENTER	**Redo**	CTRL+SHIFT+Z