




















Banner Navigation


Function	Toolbar Button	Keystroke Option
Save		F10
Rollback		Shift+F7
Select		Shift+F3
Insert Record		F6
Delete Record		Shift+F6
Enter Query		F8
Cancel Query		CTRL+Q
Previous Record		Up Arrow
Next Record		Down Arrow
Previous Block		CTRL+ PG UP
Next Block		CTRL+ PG DN
View/Send Message		N/A
Print		Shift+F8
Banner Extender Solutions (BXS)		N/A
BXS Add a Document		N/A
Workflow Submit		N/A
Workflow Release		N/A
Online Help		N/A
Exit		CTRL+Q

Navigation Help


A wildcard tells Banner to search for unspecified characters (letters or numbers). There are two wildcard symbols in Banner.

1. The percent sign (%) indicates an unlimited number of characters.
2. The underscore (_) indicates a single character.



When a search button  is located at the end of a field, you can search for information for that particular field (you can also narrow the search by performing a query and entering known information or using the wildcards).



When a calendar icon  appears next to a field, you can click on the icon and a calendar will appear.

Always **TAB** through fields. Do not skip around by using the mouse. This will cause processing errors that could result in lost work and re-entering that information.

The Auto Hint/Auto Help line can help you to choose the next navigation key and identify errors on forms. This is located on the bottom left of your Banner window.

Enter the object name; Press CQUERY for messages, LIST for listing.