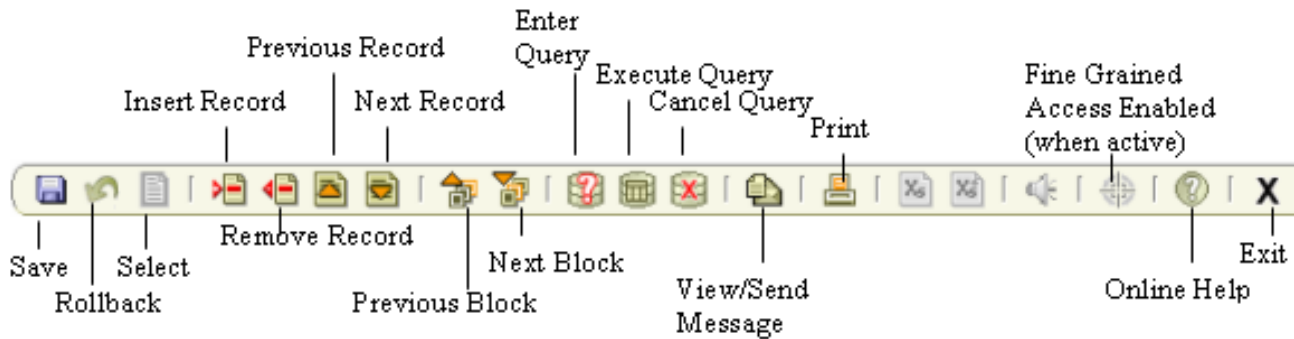


Quick-Reference Guide to Banner Keyboard Commands

Horizontal Toolbar Icons



Keyboard Commands

[NOTE: Not all keyboard commands are available from every form.]

Function	Keys	Function	Keys
Block – clear	Shift+F5	Query – cancel	Ctrl+Q
Block – next	Ctrl+PgDn	Query – enter	F7
Block – previous	Ctrl+PgUp	Query – execute	F8
Count Query Hits	Shift+F2	Record – clear	Shift+F4
Display Oracle Error	Shift+F1	Record – duplicate	F4
Exit	Ctrl+Q	Record – insert	F6
Field – clear	Ctrl+U	Record – next	↓ or PgDn
Field – duplicate	F3	Record – previous	↑ or PgUp
Field – next	Tab	Record – remove (delete)	Shift+F6
Field – previous	Shift+Tab	Rollback	Shift+F7
Go To another form	F5	Save	F10
LIST (List Of Values)	F9	Select	Shift+F3
Options	Right Click or F2	Show Keys	Ctrl+F1
Print	Shift+F8		

Form Components

Block: A chunk of information grouped together on a form. Think of a block as a “section”. Forms can have more than one block.

Key Block: The starting point on any form.

Information Block: Contains any information that relates to what was entered in the Key Block.

Field: A labeled space within a block in which you can enter, query, change, and/or display specific information.

Record: A group of fields that make up a logical unit. There can be more than one record in a block.

Form Names

Position 1	Position 2	Position 3	Position 4	Position 5	Position 6	Position 7
S	P	A	I	D	E	N

Position 1: Identifies the Banner product owning the form, report, process, or table.

Codes for Position 1:

A	Advancement	P	Human Resources and Payroll
B	Property Tax	Q	Electronic Work Queue
C	Courts	R	Financial Aid
D	Cash Drawer	S	Student (Shared)
F	Finance	T	Accounts Receivable
G	General	U	Utilities
K	Work Management	V	Voice Response
L	Occupational Tax and License	X	Records Indexing
N	Position Control	W, Y, Z	Reserved for Client Applications
O	Customer Contact		

Position 2: Identifies the application module owning the form, report, process, or table.

Codes for Position 2:

A	Admissions	L	Location Management
C	Catalog	M	CAPP
E	Support Services	O	Overall
F	Registration/Fee Assessment	P	Person
G	General Student	R	Recruiting
H	Grades/Academic History	S	Schedule
I	Faculty Load	T	Validation Form/Table
K	Reserved for SCT International	U	Utility

Position 3: Identifies the type of form, report, process, or table.

Codes for Position 3:

A	Application	R	Rule Table, Repeating Table, Report, or Process
B	Base Table	V	Validation
I	Inquiry	M	Maintenance
P	Process		

Position 4-7: Identifies the unique four-character code for the form, report, process, or table.

Examples of Position 4-7:

***IDEN	Identification	***PINC	Position Incumbent
***STDN	Student Relation	***PERS	Person

Wildcards

- **Percent Sign (%)** represents any number of characters.
- **Underscore (_)** represents one occurrence of a character.

To get these results...	... enter these criteria
All entries that contain "ma"	%ma%
All entries that begin with "ma"	ma%
All entries that end with "ma"	%ma
All entries with "m" as the second character	_m%