# 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	Go
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	Filter / Filter Again
Rollback/Refresh: Clears all information and returns you to the Key Block of the form.	F5	Start Over
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	SAVE
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	SELECT OK
Cancel: Cancels a query and takes a form out of query mode.	Ctrl + Q	CANCEL
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	X
Insert Record: Inserts a new blank record into a group of existing records.	F6	Insert
Remove Record: Removes all information for the record. When you Save, the record will be deleted from the database.	Shift + F6	Delete
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	1 of 2 ▶ ▶
Previous Record: Moves the cursor to the first enterable field in the previous record.	Up Arrow	◀ ◀ 2 of 2
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	TOOLS (Then click Print)
Export: Extracts data to an Excel spreadsheet	Shift + F1	TOOLS (Then click Export)
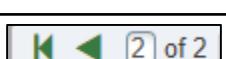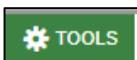
Action/Explanation	Shortcut Key	Icon
Search: Activates a "Go to..." window, where users can search for another form with out having to return to the main menu.	Ctrl + Shift + Y	
Recently Opened: Toggle and move between forms that have already been opened during the session.	Ctrl + Y	
Related: Displays related forms for easier navigation.	Alt + Shift + R	
Choose/Submit	Enter	N/A
Clear All in Section	Shift + F5	N/A
Clear One Record	Shift + F4	N/A
Next Field or Item/Previous Field or Item	Tab/ Shift + Tab	N/A
Next Page Down/Next Page Up	Page Down/ Page Up	N/A
First Page/Last Page	Ctrl + Home/ Ctrl + End	N/A
Edit	Ctrl + Q	N/A