



Banner Tips and Tricks

HORIZONTAL TOOLBAR

	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 (Shift-F7)	Clears all information and returns you to the Key Block of a form.
	Select (Shift-F3)	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.
	Delete Record (Shift-F6)	Removes all information for a record. When you Save, the record will be deleted from the database.
	Enter Query (F7)	Puts the form into query mode and lets you enter search criteria to see what information is already in the database.
	Execute Query (F8)	In query mode, searches the database and displays any records that match the search criteria.
	Cancel Query (Ctrl-Q)	Cancel a query and takes a form out of query mode.
	Previous Record (Shift-Up Arrow)	Moves the cursor to the first enterable field in the record before the current record.
	Next Record (Shift-Down Arrow)	Moves the cursor to the first enterable field in the next record. If the cursor is at the last record, a new record is created.
	Previous Block (Ctrl-PgUp)	Moves the cursor to the previous information block in a form.
	Next Block (Ctrl-PgDn)	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.
	Print (Shift-F8)	Captures the active screen (only what you can see) and prints it to your local printer.
	Bookshelf	This documentation contains general information for the Banner system.
	Online Help	Displays the Online Help window for the current form.
	Exit (Ctrl-Q)	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In query mode, the Exit command cancels the query.

See ya' next issue,