

BANNER 6X KEY FUNCTIONS

OLD 5X KEY FUNCTIONS:*

To show Key Functions In Banner use Ctrl+K or go to the Help Menu and click on Show Keys.

FUNCTION	KEY(S)	
Cancel		Esc
Clear Block	F7	Shift+F5
Clear Field	F5	Ctrl+u
Clear Form/Rollback	F8	Shift+F7
Clear Record	F6	Shift+F4
Count Query Hits	F12	Shift+F2
Delete Record	Ctrl+Up	Delete
Display Error	Shift+Ctrl+E	Shift+F1
Duplicate Field/Item	Shift+F5	F3
Edit	Ctrl+E	
Execute a Query	Ctrl+F11	F8
Exit	F4	Ctrl+q
Help (Item Properties)	Ctrl+H	F1
LIST	Ctrl+L	F9
List Tab Pages	F2	
Next Block	Shift+PageDown	Ctrl+PageDown
Next Field	Tab	
Next Primary Key	Shift+F7	
Previous Block	Shift+PageUp	Ctrl+PageUp
Previous Field	Shift+Tab	
Return	Return	
Save	Ctrl+S	F10
Scroll Down	PageDown	
Scroll Up	PageUp	
Show Keys	Ctrl+K	Ctrl+F1
Update Record	Ctrl+U	

- Only global key functions from 5X that are different from 6X are listed, those unlisted remain the same from Banner 5X to 6X.
- For changes in key functions specific to a particular form/block/field, use the "Show Keys" (Ctrl+K) function in that form/block/field.

WHY ARE SOME OF THE KEYSTROKE FUNCTIONS DIFFERENT IN 6X?

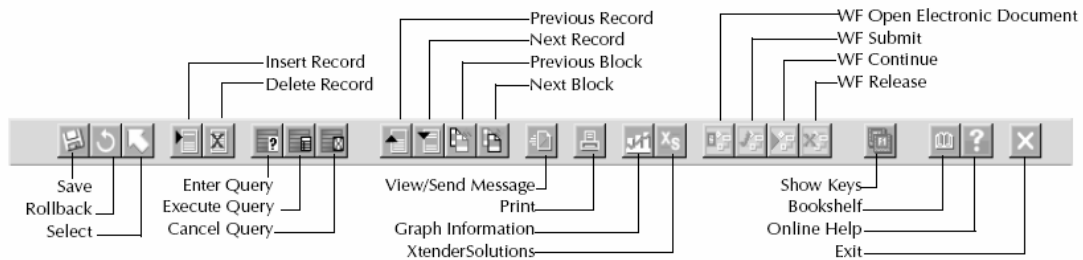
Specific keystrokes for a function depend on the computing environment. Since our Banner 5X was client-server based and Banner 6X is internet based some of the keystroke functions are different. The computing environment is different.

Show Keys is a valuable tool that helps you use the keyboard. This function lists the keyboard equivalents available in the current Banner environment for the current form, block, and field.

STANDARD BANNER BUTTONS:

Standard Buttons

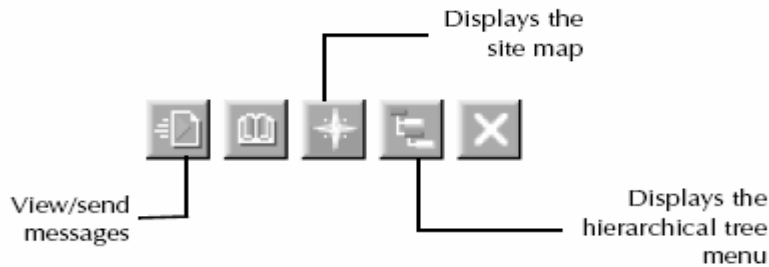
Standard iconic buttons are delivered on the horizontal toolbar:



BUTTONS on the MAIN MENU:

Buttons on the Main Menu

Three buttons are available from the main menu:



MAJOR BANNER FUNCTIONS DEFINED:

The following list describes the Oracle functions commonly used in Banner.

- Clear Form See *Rollback*.
- Commit See *Save*.

- Count Hits See *Count Query Hits*.
- Count Query Hits In query mode, counts the number of records that match the search criteria and displays that number in the auto hint. To retrieve records, select the Execute Query function. Also referred to as *Count Hits*.
- Down (arrow key) Moves the cursor to the first enterable field in the next record, moves you lower in a List of Values, or moves you lower in a pull-down list. Down is similar to Next Record without next record logic.
- Edit displays the editor window, which is used to enter or update text. It is particularly useful in long data fields.
- Enter Query puts the form into query mode so you can enter search criteria to see what information is already in the database. **Enter Query** appears in the status line.
- Execute Query, in query mode, searches the database and displays all records that match your search criteria.
- Exit
 - Forms and windows*, Exits you from the form or window.
 - Main menu* Exits you from Banner.
 - Query mode* Cancels the query and takes the form out of query mode. Also referred to as *Exit without Value*.
- Exit with Value
 - Called form* returns you to the calling form and enters the selected value into the field that called the form.
 - List of Values (LOV)* Returns you to the calling form and enters the highlighted value into the field that called the form. The OK button corresponds to Exit with Value. Also referred to as *Select* and *Next Primary Key*.
- Exit without Value See *Exit*.
- Help displays the Oracle item properties window for the current field.
- List displays the List of Values (LOV) for the current field if **List of Values** appears in the status line.
- Next Block Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
- Next Field See *Next Item*.

- Next Item moves the cursor to the next enterable field in the current block. Occasionally, Next Item moves the cursor to the first enterable field in the next block. Also referred to as *Next Field*.
- Next Primary Key See *Exit with Value*.
- Next Record moves the cursor to the first enterable field in the next record of the current block and triggers next record logic coded into the form. If the cursor is in the last record, a new record is created. Next Record is similar to Down with the addition of next record logic.
- Previous Block moves the cursor to the previous block that has at least one enterable field. If the previous block is in another window, that window is opened.
- Previous Field See *Previous Item*.
- Previous Item Moves the cursor to the previous enterable field in the current block. Also referred to as *Previous Field*.
- Previous Record moves the cursor to the first enterable field in the previous record and triggers any previous record logic coded into the form. Previous Record is similar to Up with the addition of previous record logic.
- Rollback
 - Application and inquiry forms*
Clears all information (except key information) and returns you to the first enterable field in the key block. If you enter changes and do not save them before trying to roll back, you are prompted to save.
 - Validation forms*
Returns you to the first enterable field on the form.
 - Query forms*
Returns you to the first enterable field on the calling form. Also referred to as *Clear Form*.
- Save, saves all changes entered since the last time you saved. Also referred to as *Commit*.
- Scroll Down scrolls down the list of multiple records, putting the last displayed record near the top of the list.
- Scroll Up scrolls up the list of multiple records, putting the first displayed record near the bottom of the list.

- Select, See *Exit with Value*.
- Show Keys displays the Keys list, which lists the functions and their equivalent keystrokes available in your environment for the current form, window, and field.
- Up (arrow key)
Moves the cursor to the first enterable field in the previous record, moves you higher in a List of Values, or moves you higher in a pull-down list. Up is similar to Previous Record without previous record logic.