

General Information and Keyboard Shortcuts

General Information:

- If there is an arrow beside any field, there is usually a drop-down box with your options.
- **Banner term formats are as follows:** Year in which the academic year **will end** and two digit term code. Fall: 10, Spring: 20, Summer: 30. (Example: Fall 2009 is 201010; Spring 2010 is 201020, and Summer 2010 is 201030)
- You must usually choose **Next Block (NB)** after entering the information in the **key block** (top block on the form) in order to see the information
- **Navigation: Use these options or the keyboard shortcut in the table below**
 - **Block navigation**
 - Put cursor over the word “Block” at the top of the page and choose “Next” from the drop-down options, or
 - Click on Next Block icon
- **Rollback** takes up back to the key block
 - **Rollback:** Click on the rollback icon (circular arrow toward the left)
- **Saving** entries in any form. Be sure to save any change to a Banner Baseline form.
 - **Save: Click on the save icon** (disk icon on the left)
- **To exit forms**, click on black “X” on the white toolbar. This takes you back to GUAGMNU

Banner Navigation – Miscellaneous Keyboard Shortcuts

Navigation	Keystroke/Comments
Save	F10
Go To	F5
Insert Record	F6
Delete Record	Shift+F6
Next Record	Shift+PgDn
Previous Record	Shift+PgUp
Next Block	Ctrl+PgDn
Previous Block	Ctrl+PgUp
Rollback (goes back to Key Block)	Shift+F7
Print	Shift+F8
Exit	Ctrl+Q
Show Keys	Ctrl+F1
List of Values	F9
Enter Query	F7 (in a query, % acts as a wildcard; underscore replaces character for unknown characters)
Execute Query	F8
Copy	F4 (use in blank space to insert copied record to use or modify it for a new record)
Copy a screen	Alt+PrtScn (go to Word document or email & paste {Ctrl+V or right click & Paste})
Person Search	SPAIDEN; SPRPDIR is Person Directory
Messages	Look at bottom of form/screen for messages
Slider	Notice the slider on the side or bottom of a form/block. It indicates more records.