Banner 9 Keystrokes

Functions	Keystroke (Windows)	Keystroke (Mac)
Next Field/Item	Tab	Tab
Previous Field/Item	Shift + Tab	Shift + Tab
Up	Up arrow	Up arrow
Down	Down arrow	Down arrow
Previous page up	Page up	Page up
Next page down	Page down	Page down
First page	Ctrl + Home	Ctrl + Home
Last page	Ctrl + End	Ctrl + End
Page tab 1, Page tab 2,...	Ctrl + Shift + 1, Ctrl + Shift + 2, …	Ctrl + Shift + 1, Ctrl + Shift + 2, …
Edit	Ctrl + E	Ctrl + E
Choose/Submit/Action	Return/Enter	Return/Enter
List of values	F9	F9
Cancel/Exit/Close	Ctrl + Q	Ctrl + Q
Save	F10	F10
Clear One Record	Shift + F4	Shift + F4
Delete Record	Shift + F6	Shift + F6
Duplicate Selected Record	F4	F4
Insert/Create Record	F6	F6
Clear All in Section	Shift + F5	Shift + F5
Open Menu Directly	Ctrl + M	Ctrl + M
Previous Section	Alt + Page up	Option + Page up
Duplicate Item	F3	F3
Clear Page	F5	F5
Search/Open Filter Query	F7	F7
Execute Filter Query	F8	F8
Export	Shift + F1	Shift + F1
Print	Ctrl + P	Ctrl + P
Refresh/RollBack	F5	F5
Change MEP Context	Alt + Shift + C	Option + Shift + C
Open Related Menu	Alt + Shift + R	Option + Shift + R
Open Tools Menu	Alt + Shift + T	Option + Shift + T
More Information	Ctrl + Shift + U	Ctrl + Shift + U
App. Navigator Display Open items	Ctrl + Y	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F	Ctrl + Shift + F
Copy	Ctrl + C	Ctrl + C
Cut	Ctrl + X	Ctrl + X
Paste	Ctrl + V	Ctrl + V
Undo	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Shift + Z	Ctrl + Shift + Z
Cancel action	Esc	Esc
Select on a Called Form	Alt + S	Option + S
Retrieve BDM Document	Alt + R	Option + R
ADD BDM Document	Alt + A	Option + A
Submit Workflow	Alt + W	Option + W
Release Workflow	Alt + Q	Option + Q

Banner 8 terms		Banner 9 terms
Forms	→	Pages
Blocks	→	Sections
Next Block	→	Go
Rollback	→	Start Over
Query	→	Filter
Toolbar	→	Tool menu

RUNNING JOBSUBS

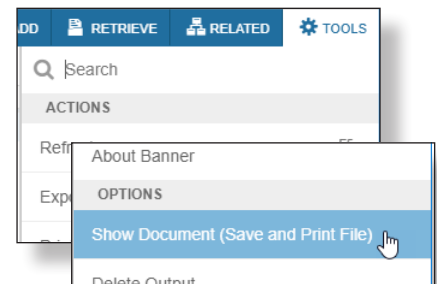1. Type the jobsub name into **Search** field.
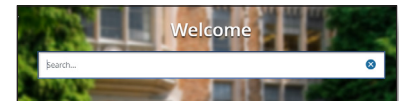
2. Enter the parameters and click **Save.** A message message about report will appear.
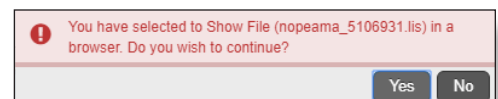
3. Click **Related**, then **Review Output**.

4. Next to the File Name field, click the **Search** button.

5. Find the number of your report and select it, then click **OK**.

6. From the **Tools** menu, pick **Options**, then **Show Document**.

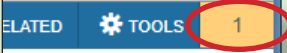7. You will be asked if you wish to view the document in a browser. Click **Yes**.
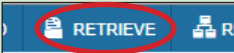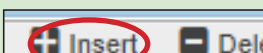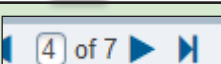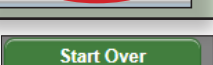
REMEMBER TO USE CHROME TO ACCESS BANNER 9

Banner 9 Functions

| Banner 8 Function	Banner 9 Function	Location / Description	Keyboard Shortcut
Add Document	Add	You can add a document by clicking on the ADD button in the upper right of the page header.	
Auto Hint	Notification Center	Messages will appear when appropriate, color-coded with green being informational, yellow being a warning, and red being an error. You can click on the yellow Notification Center square to toggle messages on and off.	
Cancel Query	Cancel	Click the **Cancel** button in the lower right to cancel your query.	Ctrl+Q
Display Document	Retrieve	**RETRIEVE** will access Xtender to display needed documents. The button is found in the upper right of the page header.	
Enter Query	Filter	Use the **Filter** button in the upper right of the section to enter the parameters of your query.	F7
Execute query	Go	Click the **Go** button in the upper right to execute your query.	F8
Exit	Exit	To exit a page, click the X button in the upper left.	Ctrl+Q
Insert Record	Insert	The **Insert** button is in the upper right of the section. Your cursor must be in the section for the buttons to be active.	F6
Next Block	Next Section	Use the **Next** arrow at the bottom of the page to move to the next section or tab.	Alt+Pg Down (Opt+Pg Down)
Next Record	Next Record	Use the DVD type buttons to go to the **Next** record.	Down Arrow
Online Help	?	You can access the online help by clicking on the **?** in the upper right above the page header.	Ctrl+ Shift+L
Previous Block	Previous Section	Use the **Previous** arrow at the bottom left of the page to move between sections or tabs.	Alt+Pg Down (Opt+Pg Down)
Previous Record	Previous Record	Use the DVD type buttons at the bottom of the section to go to the **Previous** records.	Up Arrow
Print	Print	The **Print** command can be found in the **Tools** menu in the upper right of the header.	Ctrl+P
Related Documents	Related	**RELATED** in the upper right of the page header will bring up a menu of related documents for forms or for jobsubs.	Alt+ Shift+R
Remove Record	Delete	The **Delete** button is in the upper right of the section. To remove a record, bring it up on your screen and click **Delete**	Shift+F6
Rollback	Start Over	The green **Start Over** button is in the upper right.	F5
Save	Save	Located in the bottom right corner of the window.	F10
Select	Select	Double click on the list choice or click on the choice and then click the **Select** button in the lower right.	
View Supplemental Data	More Information	This button only displays for sections that have supplemental data and is called **More Information**. It can be found in the upper right of a section.	