Banner 9 Quick Reference   Middle Tennessee State University

Action	Banner 9 Icon	Banner 9 Key	Banner 8 Icon	Banner 8 Key
Save	SAVE	F10	(icon)	F10
Rollback	Start Over	F5	(icon)	Shift F7
Select	SELECT	Alt S	(icon)	Shift F3
Insert Record	Insert	F6	(icon)	F6
Remove Record	Delete	Shift F6	(icon)	Shift F6
Previous Record	(icon)	Up Arrow	(icon)	Up Arrow
Next Record	(icon)	Down Arrow	(icon)	Down Arrow
Previous Section	(icon)	Alt Pg-Up	(icon)	Ctrl Pg-Up
Next Section	(icon)	Alt Pg-Down	(icon)	Ctrl Pg Down
Enter Query	Filter	F7	(icon)	F7
Execute	Go	F8	(icon)	F8

Action	Banner 9 Icon	Banner 9 Key	Banner 8 Icon	Banner 8 Key
Cancel	CANCEL	Ctrl Q	(icon)	Ctrl Q
Print	TOOLS (Print)	Ctrl P	(icon)	Shift F8
Display Doc	RETRIEVE		(icon)	
Add Doc	ADD		(icon)	
Online Help	?	Ctrl Shift L	(icon)	F1
Exit Page	X	Ctrl Q	X	Ctrl Q
Exit Banner	Sign Out	Ctrl Shift F	X	Ctrl Q
Suppl. Data	More Information		(icon)	
Search	(icon)	Ctrl Shift Y		
Extract Data	TOOLS (Export)	Shift F1		

Action	Banner 9 Icon	Banner 9 Key	Banner 8 Icon	Banner 8 Key
List of Values	(icon)	F9		F9
Copy Record	Copy	F4		F4
Open Related Menu	RELATED	Alt Shift R		
Open Tools Menu	TOOLS	Alt Shift T		
Toggle Banner Menu	(icon)	Ctrl M		
Toggle Recent Pages	(icon)	Ctrl Y		
Toggle Single/ multi-view	(icon)	CRTL G		
Zoom - Increase		Ctrl +		
Zoom – Decrease		Ctrl -		
Zoom Reset 100%		Ctrl 0		

Navigating Banner 9 Pages

1) Page Header Elements

Provides easy access to key functions including:

- **Banner Menu**
- **Banner Search**
- **Related Pages**
- **Go to Landing Page**
- **Sign out**
- **Help**
- **X** icon: Close the page
- **ADD / RETRIEVE** icons: For Banner Document Management
- **RELATED** icon: Displays a list of pages related to the open page. Select from the list or **Search** for a specific page.
 **TOOLS** icon: Perform standard actions and options for the page currently displayed.
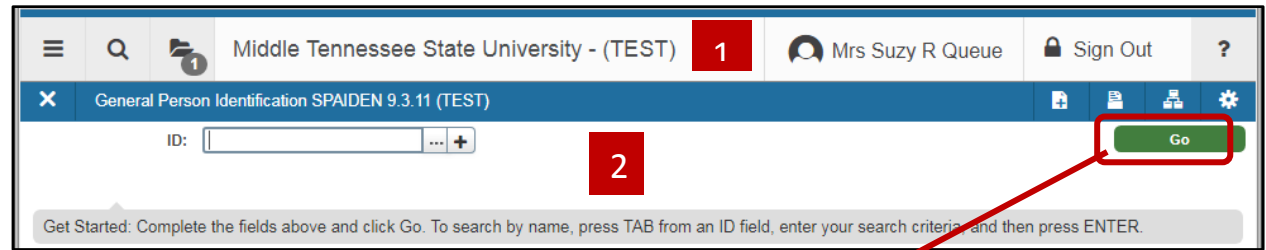
2) Key Block

Only the page's key block displays initially. Enter required information, then click Go to activate the page.

3) Page Elements

- The key block collapses and Go is replaced with Start Over (formerly Rollback in Banner 8).
- **Tabs:** Organizes information by content area. Active unless grayed out.
- **Sections:** Known as blocks in Banner 8, sections (denoted by gray bars) provide additional details about the key block information. When active, actions such as Insert, Delete, Copy, More Information (SDE) and Filter can be performed for each section.
- Use **arrows to open and close** sections
- Use **scroll bars** to view more data.
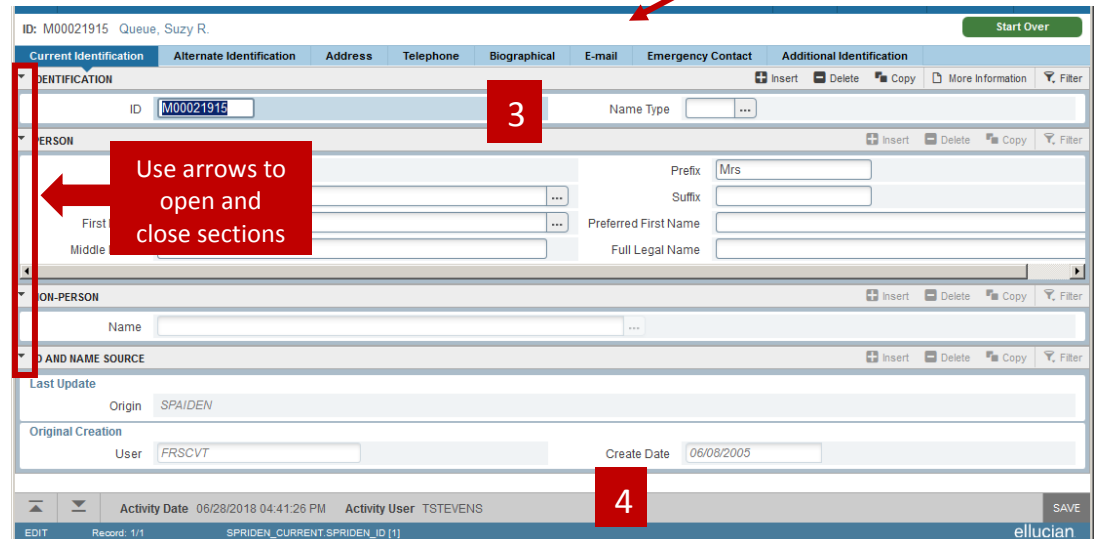
4) Page Footer

Provides access to additional navigation tools and information.

- **Next Section / Previous Section** icons: Known as Previous Block or Next Block in Banner 8, use these icons to move between sections or tabs on a page.
- **Save icon**: A major difference between Banner 8 and Banner 9, the Save button is located at the bottom of the page.
- **Record Count**: Indicates the number of records displayed.
- **Table/Field Name**: Displays at the very bottom of the page for quick reference.