

Action	Banner 9		Banner 8	
	Icon	Key	Icon	Key
Save		F10		F10
Rollback		F5		Shift F7
Select		Alt S		Shift F3
Insert Record		F6		F6
Remove Record		Shift F6		Shift F6
Previous Record		Up Arrow		Up Arrow
Next Record		Down Arrow		Down Arrow
Previous Section		Alt Pg-Up		Ctrl Pg-Up
Next Section		Alt Pg-Down		Ctrl Pg Down
Enter Query		F7		F7
Execute		F8		F8

Action	Banner 9		Banner 8	
	Icon	Key	Icon	Key
Cancel		Ctrl Q		Ctrl Q
Print		Ctrl P		Shift F8
Display Doc				
Add Doc				
Online Help		Ctrl Shift L		F1
Exit Page		Ctrl Q		Ctrl Q
Exit Banner		Ctrl Shift F		Ctrl Q
Suppl. Data				
Search		Ctrl Shift Y		
Extract Data		Shift F1		

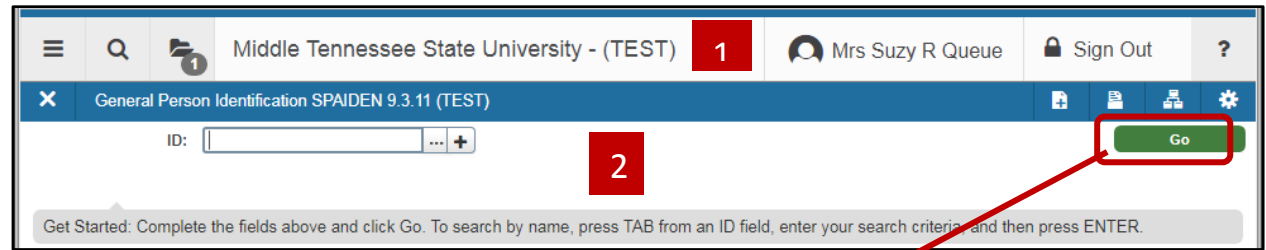
Action	Banner 9		Banner 8	
	Icon	Key	Icon	Key
List of Values		F9		F9
Copy Record		F4		F4
Open Related Menu		Alt Shift R		
Open Tools Menu		Alt Shift T		
Toggle Banner Menu		Ctrl M		
Toggle Recent Pages		Ctrl Y		
Toggle Single/multi-view		CTRL G		
Zoom - Increase		Ctrl +		
Zoom - Decrease		Ctrl -		
Zoom 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.

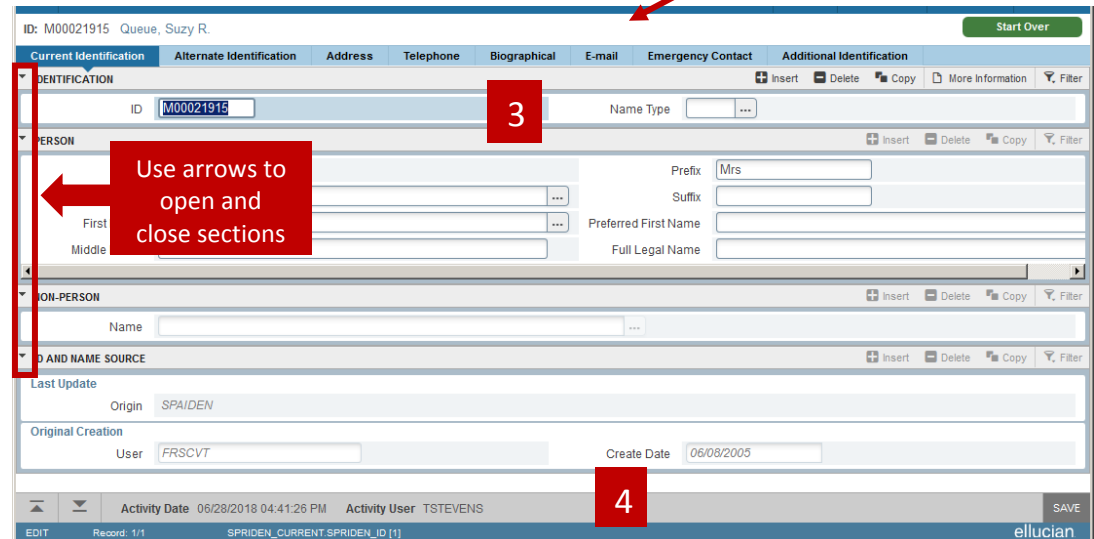


### 2) Key Block

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).
- **Tab:** 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.