# Banner Navigation

		Toolbar
Record/Next	Down Arrow	
Record/Previous	Up Arrow	
Record/Clear	Shift + F6	
Record/Remove	Shift + F6	<b>=</b>
Record/Insert	F6	N. C.
Block/Next	Ctrl + Page Down	Pi
Block/Previous	Ctrl + Page Up	1
Query/Enter	F7	
Query/Execute	F8	
Query/Cancel	Ctrl + q	<b>*</b>
File/Rollback	Shift + F7	1
File/Save	F10	
Item/Next	Tab	None
Item/Previous	Shift + Tab	None
File/Print	Shift + F8	
File/Exit	Ctrl + q	X
File/Select	Shift + F3	
File/Direct Access	F5	None
	Record/Previous  Record/Clear  Record/Remove  Record/Insert  Block/Next  Block/Previous  Query/Enter  Query/Execute  Query/Cancel  File/Rollback  File/Save  Item/Previous  File/Print  File/Exit  File/Select  File/Direct	Record/Previous Up Arrow  Record/Clear Shift + F6  Record/Remove Shift + F6  Record/Insert F6  Block/Next Ctrl + Page Down  Block/Previous Ctrl + Page Up  Query/Enter F7  Query/Execute F8  Query/Cancel Ctrl + q  File/Rollback Shift + F7  File/Save F10  Item/Next Tab  Item/Previous Shift + Tab  File/Print Shift + F8  File/Exit Ctrl + q  File/Select Shift + F3

# Banner Navigation

E	M	TZ l	T 11
Function Next	Menu	Keystroke	Toolbar
Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	<b>=</b>
Clear Record	Record/Clear	Shift + F6	<b>4</b> ■
Delete Record	Record/Remove	Shift + F6	<b>●</b>
Insert Record	Record/Insert	F6	
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Enter Query	Query/Enter	F7	
Executive Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + q	×
Rollback	File/Rollback	Shift + F7	1
Save	File/Save	F10	
Next Field	Item/Next	Tab	None
Previous Field	Item/Previous	Shift + Tab	None
Print	File/Print	Shift + F8	
Exit	File/Exit	Ctrl + q	X
Select	File/Select	Shift + F3	
Direct Access	File/Direct Access	F5	None

# Banner Navigation

Record/Next	Down Arrow	
Record/Previous	Up Arrow	
Record/Clear	Shift + F6	
Record/Remove	Shift + F6	<b>=</b>
Record/Insert	F6	<b>*</b>
Block/Next	Ctrl + Page Down	<b>A</b>
Block/Previous	Ctrl + Page Up	<b>*</b>
Query/Enter	F7	<b>3</b>
Query/Execute	F8	
Query/Cancel	Ctrl + q	×
File/Rollback	Shift + F7	<b>S</b>
File/Save	F10	
Item/Next	Tab	None
Item/Previous	Shift + Tab	None
File/Print	Shift + F8	
File/Exit	Ctrl + q	X
File/Select	Shift + F3	
File/Direct Access	F5	None
	Record/Clear  Record/Remove  Record/Insert  Block/Next  Block/Previous  Query/Enter  Query/Execute  Query/Cancel  File/Rollback  File/Save  Item/Next  Item/Previous  File/Print  File/Exit  File/Select  File/Direct	Record/Previous Arrow  Record/Clear Shift + F6  Record/Remove Shift + F6  Record/Insert F6  Block/Next Page Down  Block/Previous Ctrl + Page Up  Query/Enter F7  Query/Execute F8  Query/Cancel Ctrl + q  File/Rollback Shift + F7  File/Save F10  Item/Next Tab  Item/Previous Shift + Tab  File/Print Shift + F8  File/Exit Ctrl + q  File/Select Shift + F3

# **Banner Naming Convention** Student

## Position 1 (System)

General G R Financial Aid S Student

Т Accounts Receivable

W System

#### Position 2 (Module)

#### General (G)

Shared across Modules (Student, FA, AR)

0 Overall

Т Validation Table/Form

IJ Utility

### Student (S)

Admissions С Catalog

Registration/Fee Assessment

**General Student** G

Н Grades/Academic History

Faculty Load

**Location Management** 

М CAPP Р Person Recruiting

S

Scheduling

# Position 3 (Type of Form)

**Application Form** 

В Base Table

**Inquiry Form** 

**Process** 

Q Query Form

Rule/Reports/Process Forms

Validation Form/Table View

# Position 4, 5, 6, 7

A four-character name to identify the Form, Report, Process, or Table

# **Banner Naming Convention** Student

## Position 1 (System)

G General R Financial Aid

S Student

Accounts Receivable

System

#### Position 2 (Module)

#### General (G)

Shared across Modules (Student, FA, AR)

0 Overall

Т Validation Table/Form

U Utility

#### Student (S)

Admissions

С Catalog

Registration/Fee Assessment

G **General Student** 

Grades/Academic History

Faculty Load

**Location Management** 

М CAPP Person

Recruiting

Scheduling

# Position 3 (Type of Form)

**Application Form** Α

В Base Table

**Inquiry Form** 

**Process** 

Q **Query Form** 

Rule/Reports/Process Forms

Validation Form/Table View

# Position 4, 5, 6, 7

A four-character name to identify the Form, Report, Process, or Table

# **Banner Naming Convention** Student

#### Position 1 (System)

General

R Financial Aid

S Student

Т Accounts Receivable

System

#### Position 2 (Module)

# General (G)

Shared across Modules (Student, FA, AR)

0 Overall

Т Validation Table/Form

U Utility

### Student (S)

Admissions

С Catalog

Registration/Fee Assessment

G **General Student** 

Н Grades/Academic History

Faculty Load

**Location Management** 

Μ CAPP

Person

Recruiting

Scheduling

# Position 3 (Type of Form)

**Application Form** 

**Inquiry Form** 

В Base Table

**Process** 

Q **Query Form** 

Rule/Reports/Process Forms

Validation Form/Table View

# Position 4, 5, 6, 7

A four-character name to identify the Form, Report, Process, or Table