








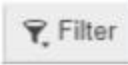











## Page Navigation

ICON	KEYBOARD	EXPLANATION
	<b>Save (F10)</b>	Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.
	<b>Rollback/Refresh (F5)</b>	Clears all information and returns you to the Key Block of a form.
	<b>Select</b>	Enters the highlighted value into the current field of the form you are working from. List of values uses OK as the select.
	<b>Insert Record (F6)</b>	Inserts a new blank record into a group of existing records.
	<b>Remove Record (SHIFT+F6)</b>	Removes all information for the record. When you Save, the record will be deleted from the database.
	<b>Previous Record (UP ARROW)</b>	Moves the cursor to the first enterable field in the previous record.
	<b>Next Record (DOWN ARROW)</b>	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.
	<b>Previous Block/Section (ALT+PG UP)</b>	Moves the cursor to the previous information block in a form.
	<b>Next Block/Section (ALT+PG DOWN)</b>	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.
 	<b>Enter Query/Filter (F7)</b>	Opens a filter form and lets you enter search criteria to see what information is already in the database.
	<b>Execute Query/Filter (F8)</b>	In query mode, searches the database and displays any records that match the search criteria.
	<b>Cancel (CTRL+Q)</b>	Cancels a query and takes a form out of query mode.

ICON	KEYBOARD	EXPLANATION
	<b>Actions/Print</b> (CTRL+P)	Captures the active screen (only what you can see) and prints it to your local printer.
	<b>Help</b> (CTRL+SHIFT+L)	Displays the Help window for the current field.
	<b>Exit</b> (CTRL + Q)	In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.
	<b>Search</b> (CTRL+SHIFT+Y)	Activates a window, where users can navigate to another form without having to return to the main menu.
	<b>Actions/Export</b> (SHIFT+F1)	Extracts data to an excel spreadsheet.
	<b>List of values</b> (F9)	Lookup values