



Banner Navigation Reference Guide

North Orange County Community College District
Information Services

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V1.32

Introduction

Welcome to Banner! This guide will introduce you to the latest version of Banner in use at NOCCCD (version 9). This guide will cover basic navigation, Banner pages, key features/functions, and customization options. For the experienced Banner users, this guide will serve as a useful resource to review existing and new features.

In this guide, the following topics are covered:

- Log in/out of Banner
- Banner Dashboard and Navigation
- Banner Pages
- Searches and Data Filters
- Customization Options

Please note that this Banner Navigation Guide is a living document and subject to modification at any time.

Login Procedure

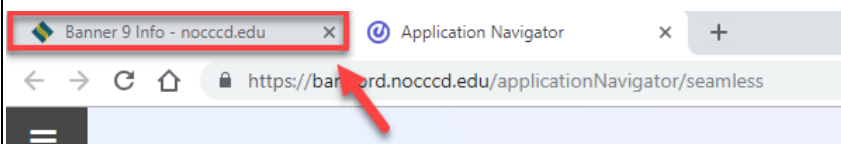
The image shows two side-by-side screenshots. The left screenshot is the NOCCCD CAS login page. It features the NOCCCD logo and the text "NOCCCD CAS provides authentication for our district services and campuses". Below this are logos for Cypress College, Fullerton College, and North Orange Continuing Education. The "MyGateway ID:" field contains "@ 00123456" and the "Password:" field is masked with dots. A blue "LOGIN" button is at the bottom, along with links for "Forgot username?", "Forgot password?", and "MyGateway Status". The right screenshot is the "Banner 9 Information" page. It has a dark navigation menu on the left with links for Student, Faculty, Finance, Employee, Banner 9 Info (highlighted with a red arrow), District Forms, and Fullerton. The main content area lists "Banner 9 @ NOCCCD" with sub-links for "Banner 9 Admin Pages" (highlighted with a red arrow) and "Banner 9 Keyboard Shortcuts". Below this are sections for "Banner 9 TEST Systems (TESTING ONLY)", "Degree Work", and "Argos Test".

Follow the directions below if you were not provided with a Banner shortcut icon on your computer desktop.

1. Open your browser (recommend Chrome or Firefox) and go to the myGateway login page
2. Enter your 8-digit Banner ID number (ex: 00123456) in the *MyGateway ID* field
3. Enter your password in the *Password* field and click the *Login* button to continue
4. When the myGateway home page appears, click on the *Banner 9 Info* link in the navigation menu
5. Click on the *Banner Admin Pages* link appearing in the top section to enter Banner

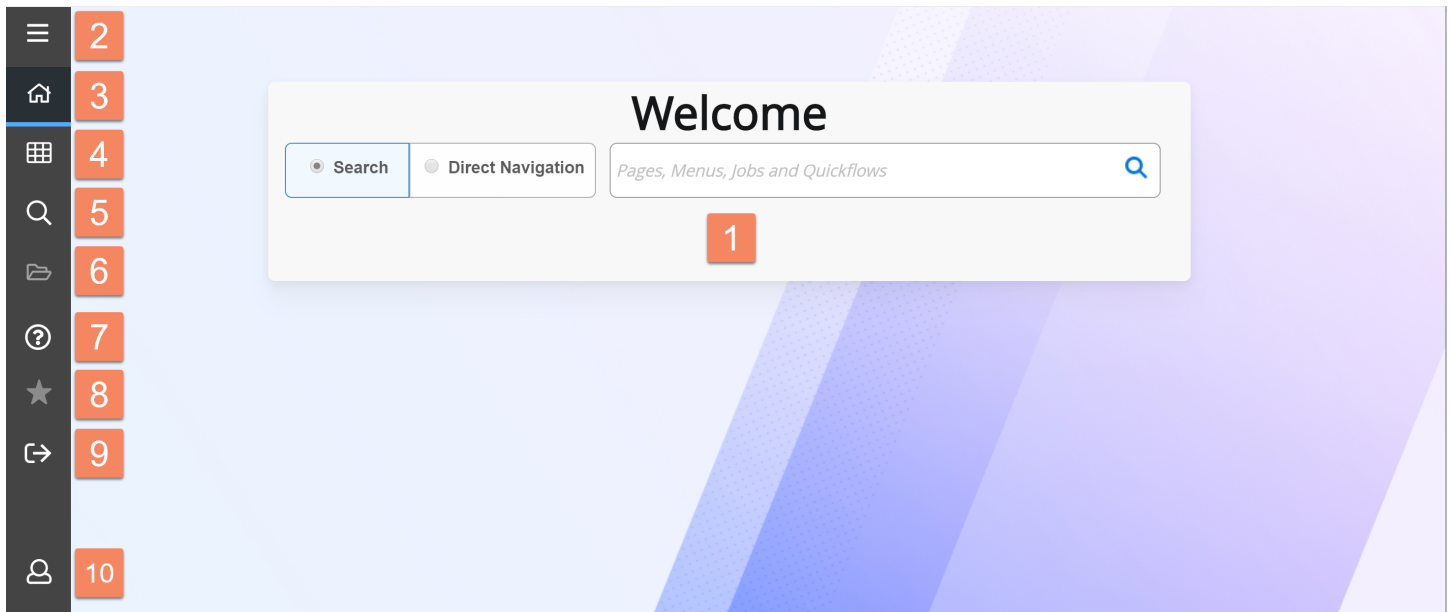
Banner supports the latest versions of the following browsers: Chrome, Firefox, Microsoft Edge, Safari.

IMPORTANT: The last step before using Banner is to close the myGateway tab in your browser (look for NOCCCD logo and web address in the title). Failure to do so may result in an unexpected logout from your current Banner session. Any unsaved work in progress is lost when you are logged out in this manner.



Banner Dashboard (Home Page)

Upon successful login, the Banner Dashboard will display and will look similar to the below example. The Dashboard mainly consists of a search field and a global navigation menu available throughout Banner. The table that follows the example provides a brief description of each numbered area.



Area	Description
1	Main search bar. Displays suggestions as you search or directly navigate to a specific Banner page
2	Toggle main menu descriptions
3	Return to Banner Dashboard (the Welcome screen shown above)
4	Displays <i>Applications</i> , <i>My Banner</i> , and <i>My Links</i> menu
5	Global search or directly navigate to a specific Banner page
6	Displays recently opened pages for quick access (when available)
7	Help page (when available) and navigation menu keyboard shortcuts
8	List of pages added to Favorites
9	Sign out of Banner
10	User Profile. Displays current user, access Banner messages, and view preference settings

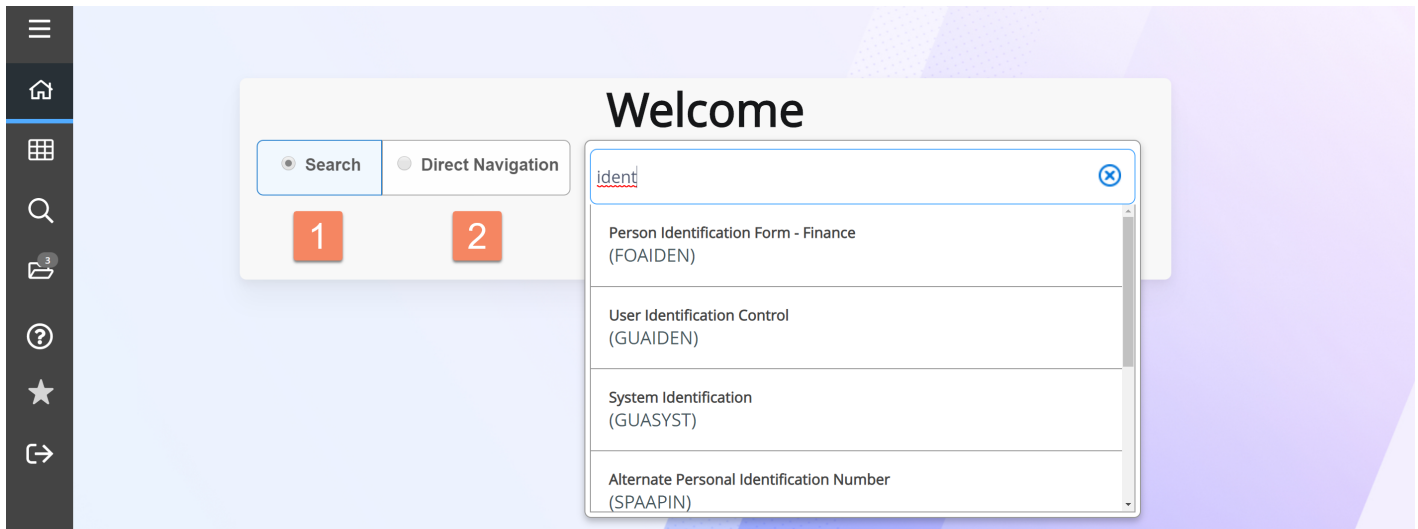
Toggle Menu and Home

Click the Toggle Menu button **1** to hide or display icon descriptions in the global navigation menu. Click the Home button **2** to display the Dashboard Welcome page again.



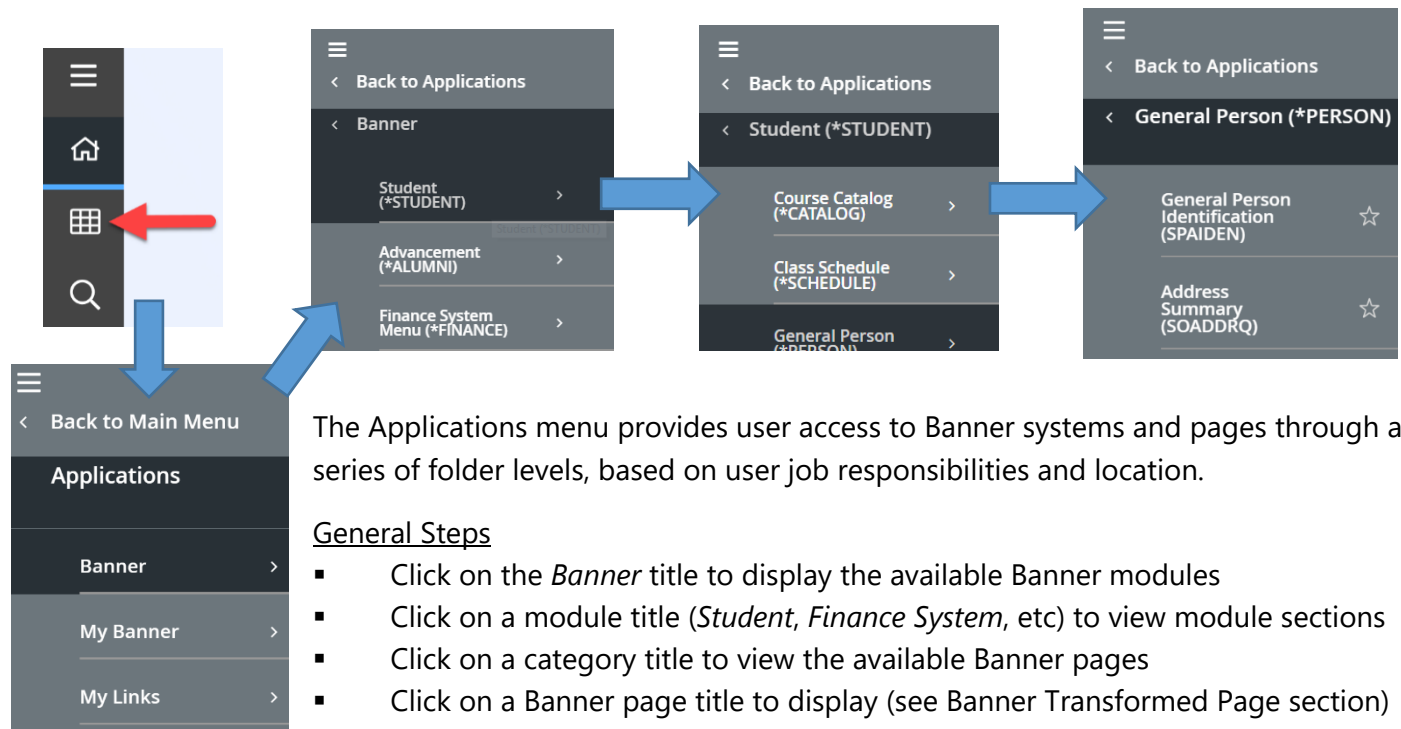
Search Bar

The search bar provides two methods for accessing Banner pages. If the *Search* option **1** is enabled, results will display as you begin typing in the name or description of the page. If the *Direct Navigation* option **2** is enabled, Banner will access the page name as typed, no search is performed.



Applications Menu

Clicking the Applications icon in the navigation bar (or Ctrl-M on your keyboard) will display the Banner main menu at the top level. See the below menu navigation example.



The Applications menu provides user access to Banner systems and pages through a series of folder levels, based on user job responsibilities and location.

General Steps

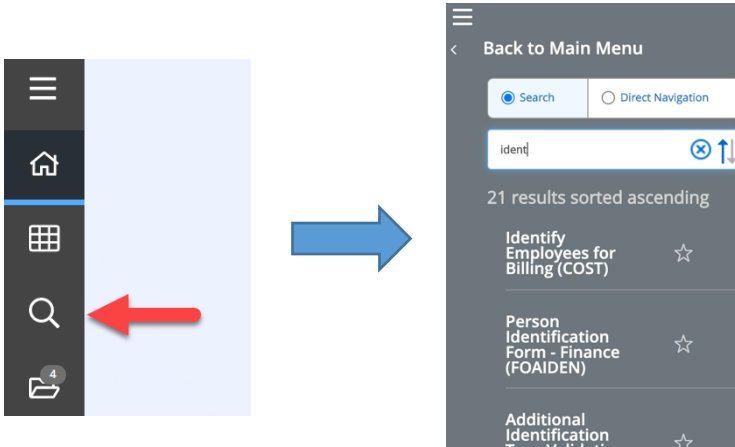
- Click on the *Banner* title to display the available Banner modules
- Click on a module title (*Student*, *Finance System*, etc) to view module sections
- Click on a category title to view the available Banner pages
- Click on a Banner page title to display (see Banner Transformed Page section)

A Banner page can also be to the *Favorites* list by clicking the star icon next to the page name. See the *Favorites* section later in this guide for more information on this feature.

Also included in the *Applications* menu is *My Links*, where you can create custom links. The customizable links can directly access other Banner pages or web addresses. Select *Manage My Links* link in the *My Links* menu to for more information and settings.

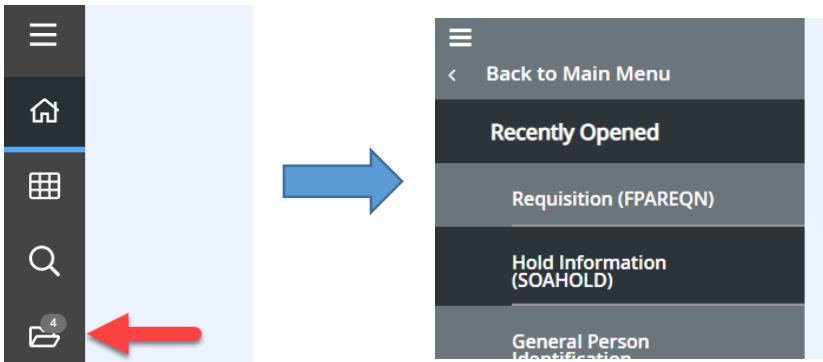
Global Search Bar

A search bar is also available in the global navigation bar. This search bar performs in a similar manner to the main page search field. Up/Down arrows also provided to sort results in ascending or descending order.

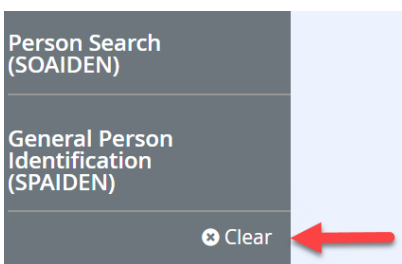


Recently Opened Pages

Click the folder icon in the global navigation menu to display a list of recently opened pages. Point and click on a page in the list to access. This icon appears after the first page is opened during the current session.



At the bottom of the listing, there is an option to manage open pages by clearing those not needed anymore.



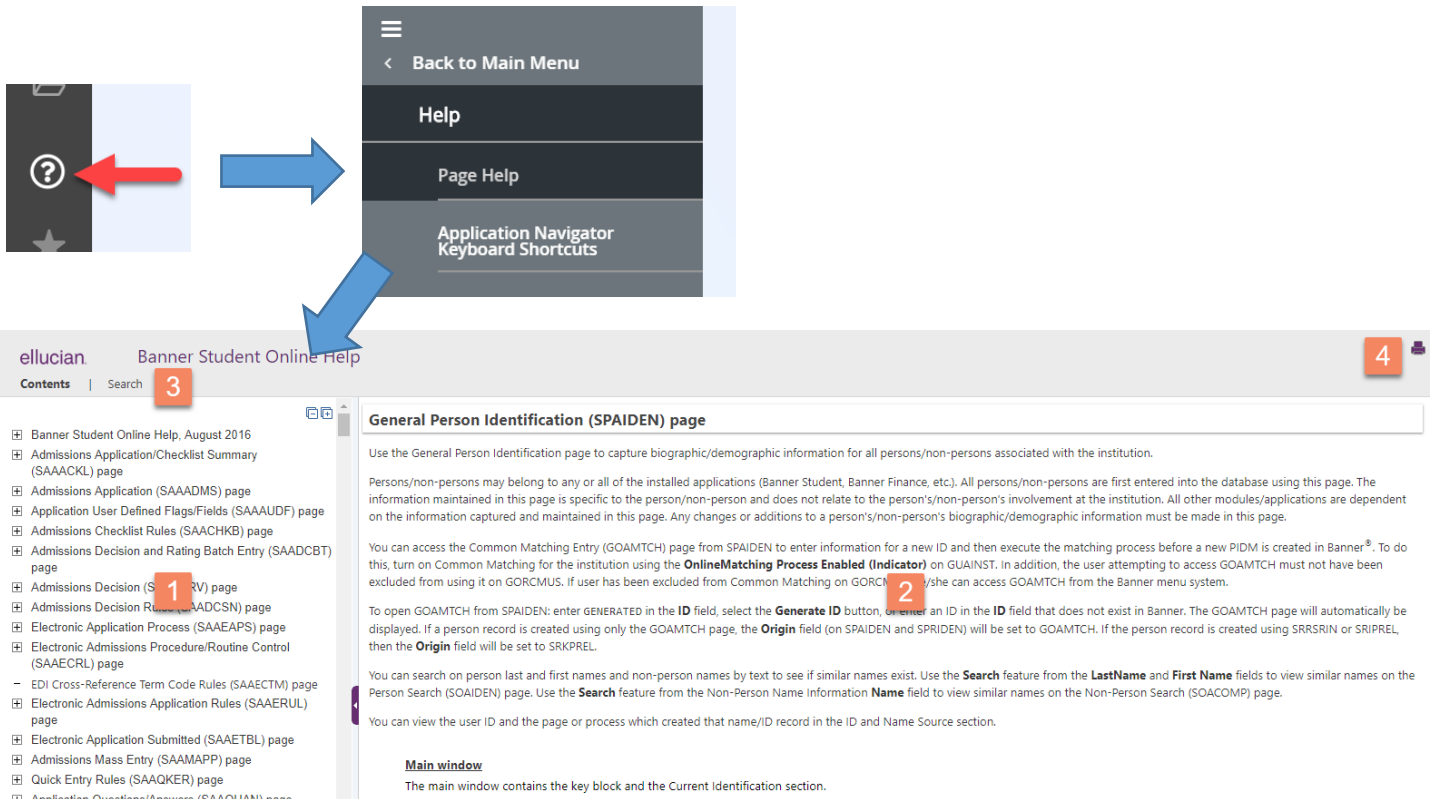
The Clear link will remove any previously closed pages. A message will display if there are no closed pages. To close an open page, navigate to the page and click the X button in the top left corner.

Currently open pages remain in your recently opened folder after a "Clear Recently Opened" action. Only closed pages can be removed from history.

OK

Help Page

Online help is available on most Banner pages by clicking the ? icon in the global navigation menu. The *Banner General Online Help* page will open in a separate web browser tab and displays the available help information for the page/screen that is currently active.



Area	Description
1	Navigation area displaying all available Banner pages with help information
2	Content area displaying help information for the selected Banner page
3	Global search bar. Available on all screens
4	Print help information for the selected Banner page

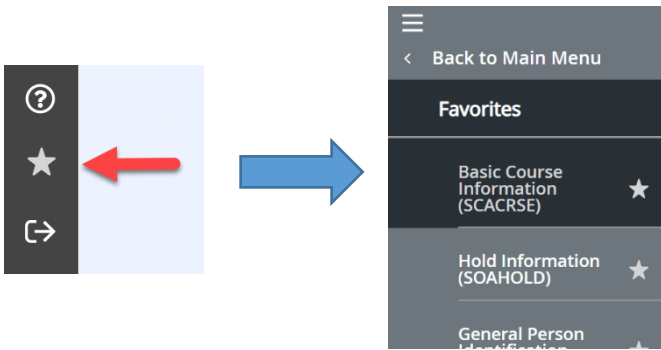
Keyboard Shortcuts (App Nav Icons Only)

To view the available keyboard shortcuts, click on the *Application Navigator Keyboard Shortcuts* link in the Help menu. These shortcuts are available anywhere in Banner.

Application Navigator Keyboard Shortcuts	
Display Applications	CTRL+M
Display Recently Opened	CTRL+Y
Display Dashboard	CTRL+SHIFT+X
Favorites	CTRL+D
Help	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign Out	CTRL+SHIFT+F

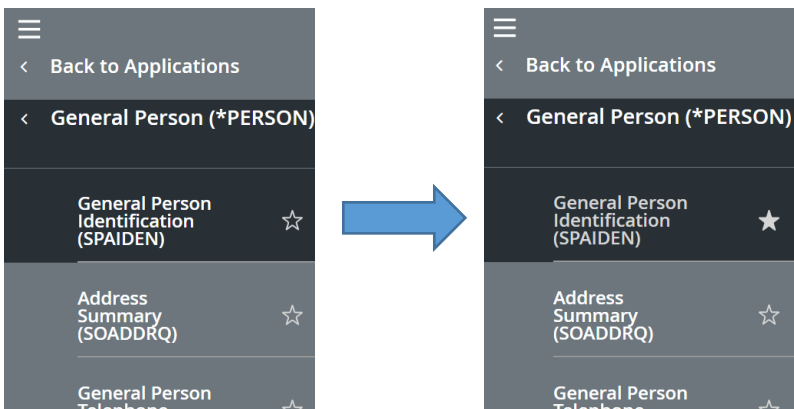
Favorites

Click the *Favorites* icon to display a list of Banner pages that are currently favorited. If no pages are favorited, the icon will be grayed out.



Follow these steps to favorite a Banner page:

1. Click on the Applications icon in the navigation menu
2. Using the menus, navigate to the specific page you wish to favorite
3. Locate the star icon next to the name of the page and click on it (also see note below)
4. Close the Applications menu and click the Favorites icon to verify the page appears in the list

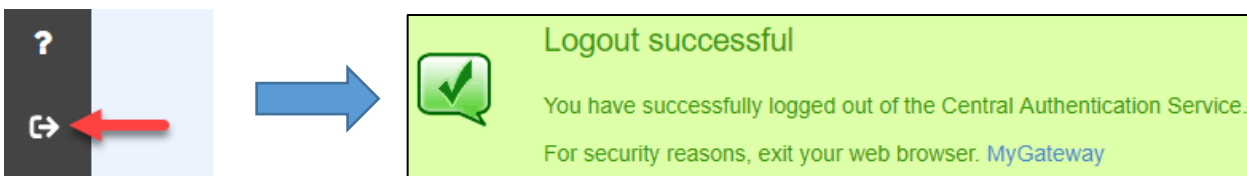


Note: If the star icon is already white, no further action is necessary. The page is already *Favorites*.

The keyboard shortcut for *Favorites* is CTRL+D. The shortcut is only available with the Dashboard displaying. The same shortcut within a Banner page will bring your web browser's Bookmark Page feature.

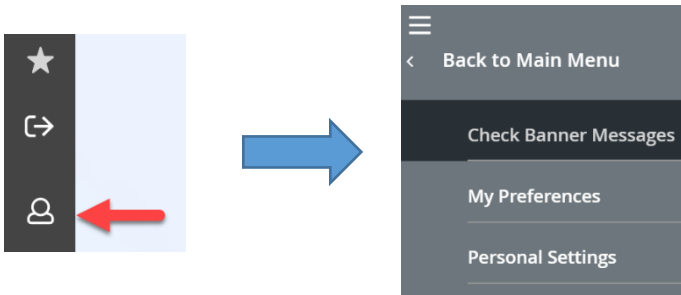
Banner Log Out

Click the *Sign Out* button located near the bottom of the global navigation menu to securely log out of Banner. A message will display once logout is complete. You can close your browser at this point.

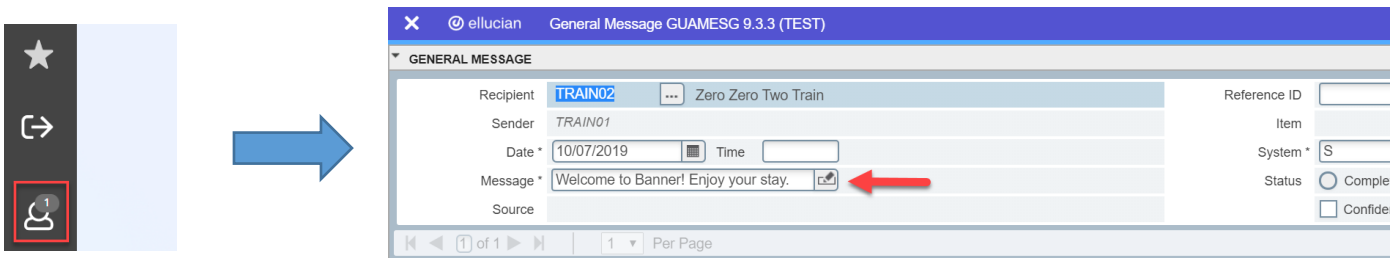


User Profile

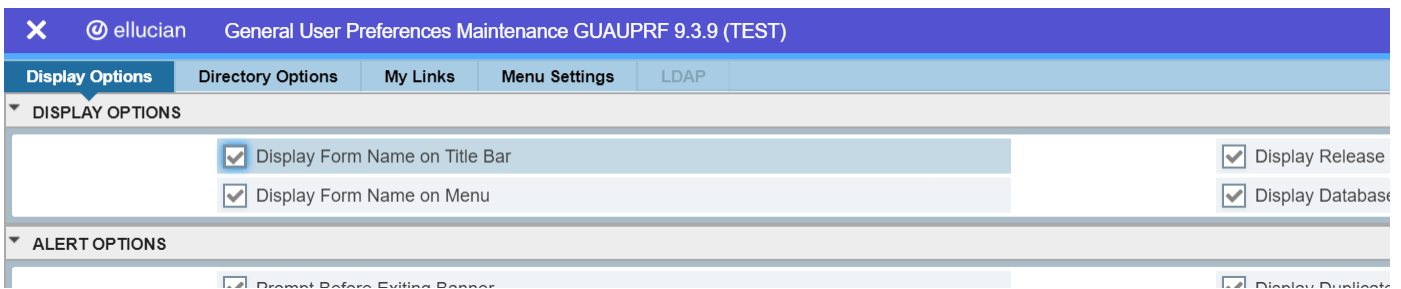
At the bottom of the navigation menu is the User Profile icon. Mouse over the icon or displaying (toggle) menu descriptions will display current user logged into Banner on that computer. Clicking on the icon will display a menu with two options. A number appearing on the icon indicates new messages waiting to be viewed.



Check Banner Messages will display messages directed to the current user (usually Finance related). If the User Profile icon shows a number (see below left), then that many messages are waiting to be viewed. Click the *Check Banner Messages* option from the menu to display.



My Preferences allows the current user to customize the appearance of your Banner display. The two options that will probably be the most useful for Banner users are *Display Options* and *My Links*.



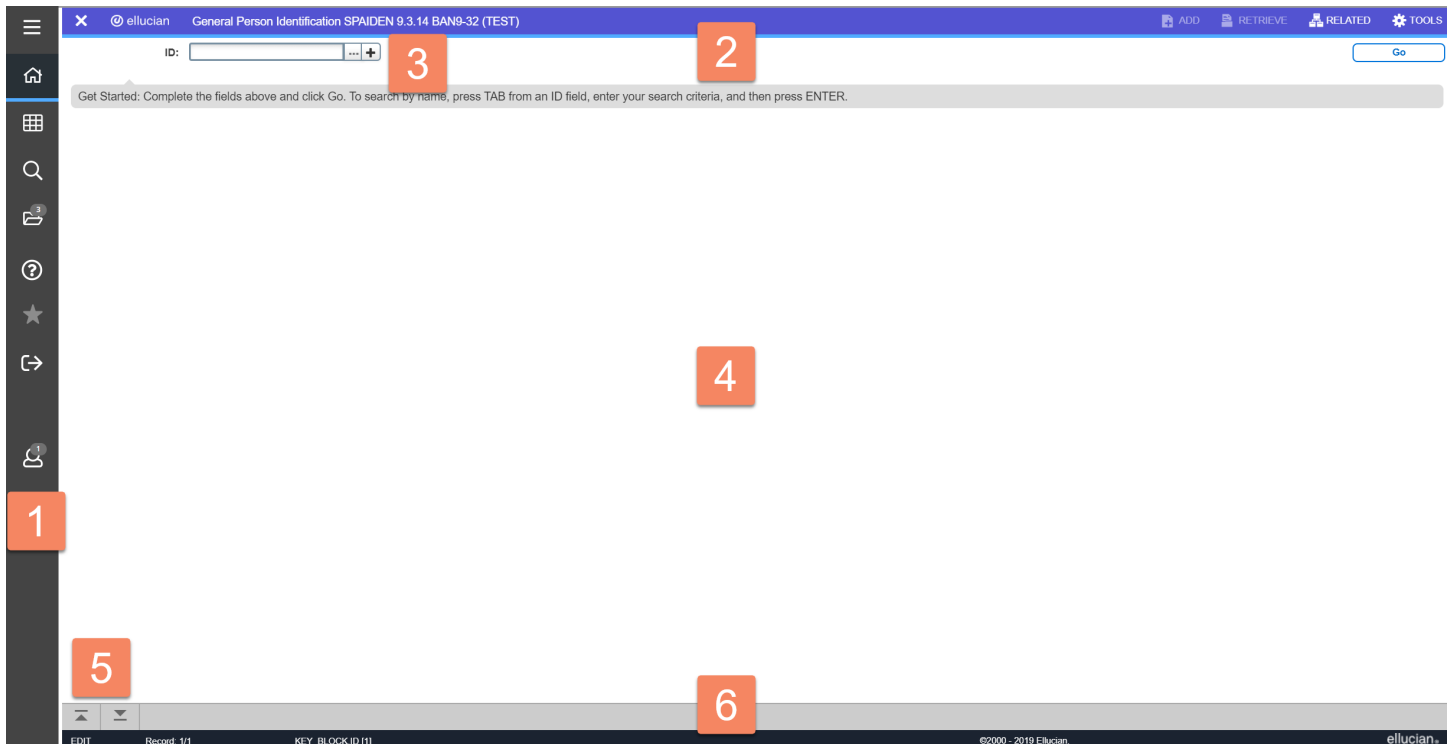
- *Display Options* is used to set a variety of display options and color scheme
- *My Links* is used to create and manage links to other Banner pages or an external address. Links will be stored in the My Links folder accessible from the Applications icon.

Use the *Personal Settings* option to preset certain features during Banner login and logout.

A screenshot of the 'Personal Settings' form. The form has a title 'Personal Settings' and a question 'Do you need sign out confirmation?' with radio buttons for 'Yes' and 'No' (selected). Below this is a text input field for 'Preferred initial page' with the placeholder 'Enter Page URL/Acronym/Description'. There are two more sections: 'Search preference indicator' with radio buttons for 'Search' (selected) and 'Direct Navigation', and 'Sort by' with radio buttons for 'Acronym' (selected) and 'Description'. At the bottom are 'Cancel' and 'Save' buttons.

Banner Page Tour

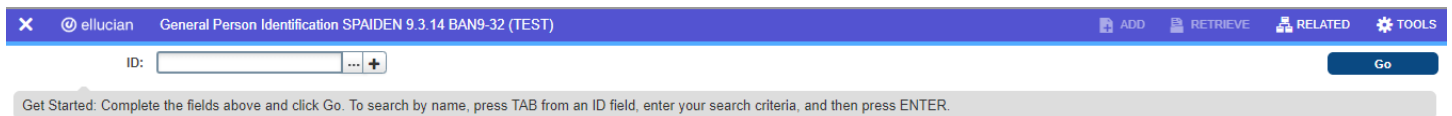
Below is the general appearance of a Banner page.



Area	Description
1	Global Navigation Bar appearing on all pages.
2	Page Header Area
3	Search Section and "Get Started" hints. Type in the appropriate data in the search field(s) provided.
4	Sections Area. Displays additional data associated with the key block.
5	Section Navigation Controls
6	Additional information on the section or page currently displayed

Search Section

This section contains the following information:



- X button – Closes the current page
- Page Description, short name, Banner version, and database name
- Auto Hint Line – Brief instructions on entering information in the search field(s)
- Go button – Click button to search and display record
- Add and Retrieve button - Banner Workflow and Document Management buttons (not used at NOCCCD)
- Related button – Shows other pages (if available) associated with data on the current page
- Tools button – A list of standard actions and other options specific to the current page

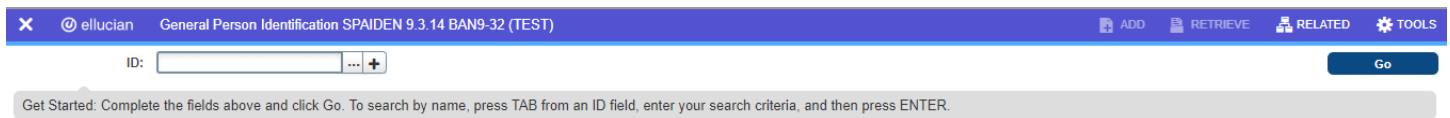
Search Procedure

When a page is first accessed, the search section (also known as key block) will display. Provide the requested information for the search. If the search is successful, the requested information will display on the next screen.

The search section may contain something as simple as entering an ID number for a person, vendor, requisition, or transaction. In other instances, the search section may contain multiple parameter fields that require input before the requested information is located and displayed.

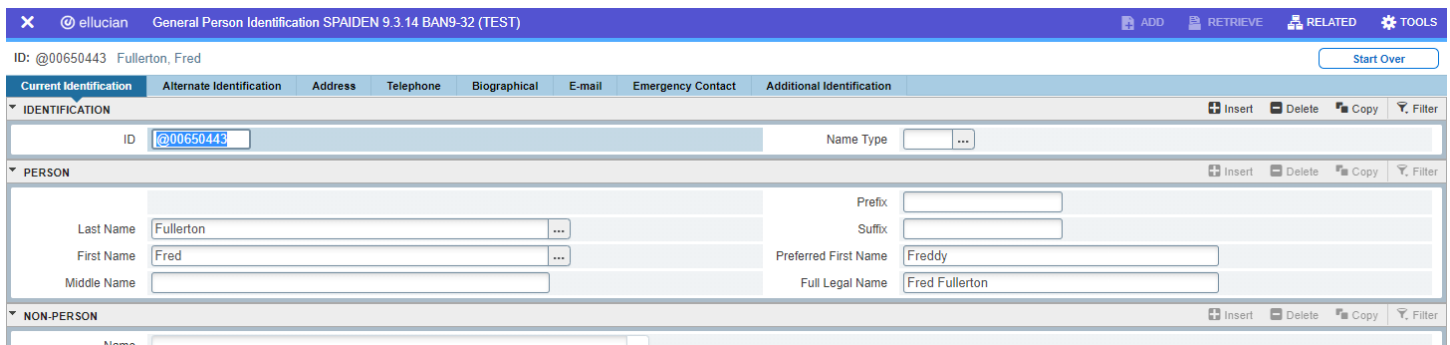
Parameter fields may also include a search (ellipsis) button that displays additional screens to aid in entering the correct information. Also note that parameter fields may be automatically populated based on what is set in other fields previously.

In the below example, let's start by entering the information in the entry field and clicking the *Go* button (or *Enter* key on the keyboard) on the right side to start the lookup process.



The screenshot shows a browser window with the title "General Person Identification SPAIDEN 9.3.14 BAN9-32 (TEST)". Below the title bar, there is a search section with an "ID:" label, a text input field containing "@00650443", and a "Go" button. A tooltip below the input field reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

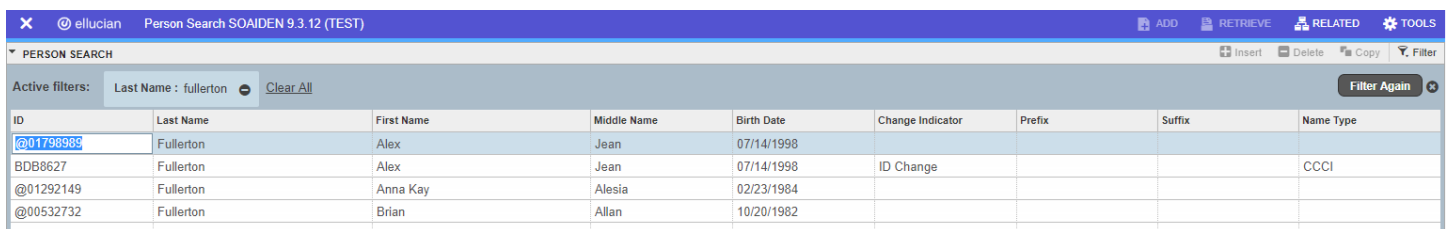
Click the *Go* button to confirm and display the associated information on the page. The requested information will appear. Note the search section is replaced at the top with brief information on the information retrieved. In this case, the student record requested.



The screenshot shows the "General Person Identification SPAIDEN 9.3.14 BAN9-32 (TEST)" page. The ID field is populated with "@00650443" and the Name Type is set to "Person". The form is divided into sections: "IDENTIFICATION", "PERSON", and "NON-PERSON". The "PERSON" section contains the following fields:

Field	Value
ID	@00650443
Name Type	Person
Last Name	Fullerton
First Name	Fred
Middle Name	
Prefix	
Suffix	
Preferred First Name	Freddy
Full Legal Name	Fred Fullerton

If the required information is unavailable, click the ellipses (3 dots) button to the right of an entry field (if available) to bring up a filter search or lookup table, both function in a similar manner.



The screenshot shows the "Person Search SOAIDEN 9.3.12 (TEST)" page. The "Active filters" section shows "Last Name : fullerton" and a "Clear All" button. Below the filters is a table with the following columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, and Name Type.

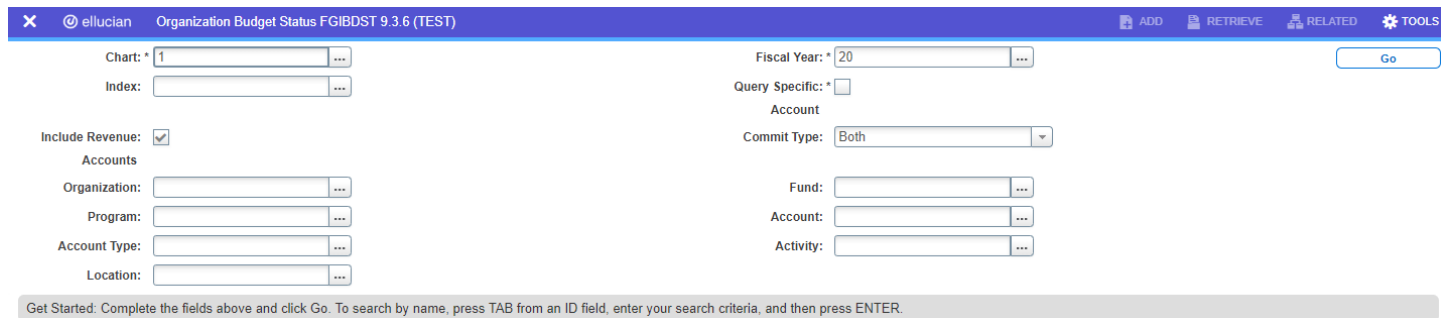
ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
@01798989	Fullerton	Alex	Jean	07/14/1998				
BDB8627	Fullerton	Alex	Jean	07/14/1998	ID Change			CCCI
@01292149	Fullerton	Anna Kay	Alesia	02/23/1984				
@00532732	Fullerton	Brian	Allan	10/20/1982				

Note: Refer to the *Filter* section in the user guide for more assistance in using this feature.

Sorting options are also available. Click on any of the headers to enable ascending or descending sort on the data column. Once the desired information is found, double click on the corresponding data displayed in the leftmost column to import back into the entry field in the previous form.

A lookup table appears similar, but generally appears in a dialog box and does not have a filter option. Choose among the listed choices and double-click or click the *OK* button.

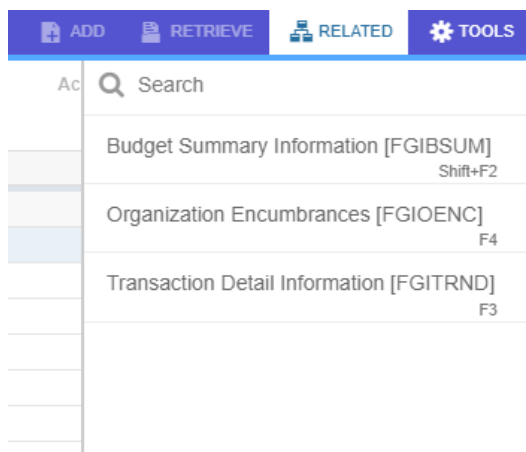
The example below requires setting multiple parameters in order for a search (or targeted search) is performed.



In some cases, setting one parameter may result in others being automatically set as well. Once all necessary parameters are set, click the *Go* button to search for the record and display.

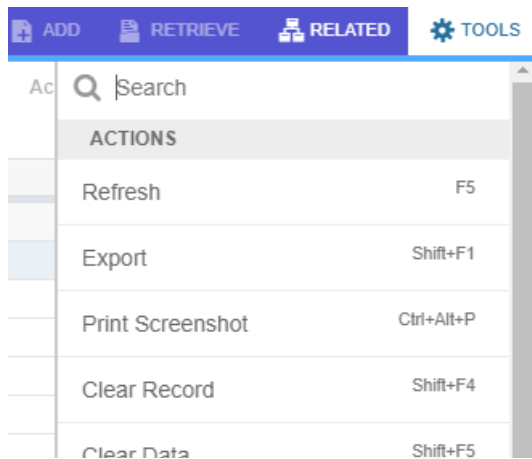
Related Pages

Related pages are those that are associated with the page currently being viewed. The pages are often those that are part of a process workflow. For example, a process workflow that involves entering data on three different Banner pages involves: enter/save data on the first page, open *Related*, find and click on the next page in the process, enter/save data, and repeat.



Tools

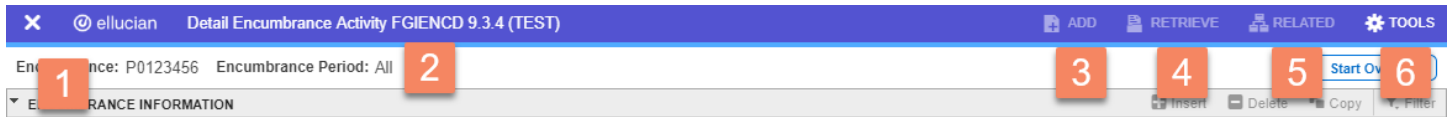
Click the *Tools* button to display the search bar, export, print, or other available actions and options listed.



Sections

Each Banner page will contain the requested information organized into sections and section headers. Controls are available to access pages containing multiple records and tabs for multiple sections.

Below is an example of an active section header with descriptions. Section headers appear below the key block. Areas 3, 4, and 5 are applicable only in sections that allow data entry.



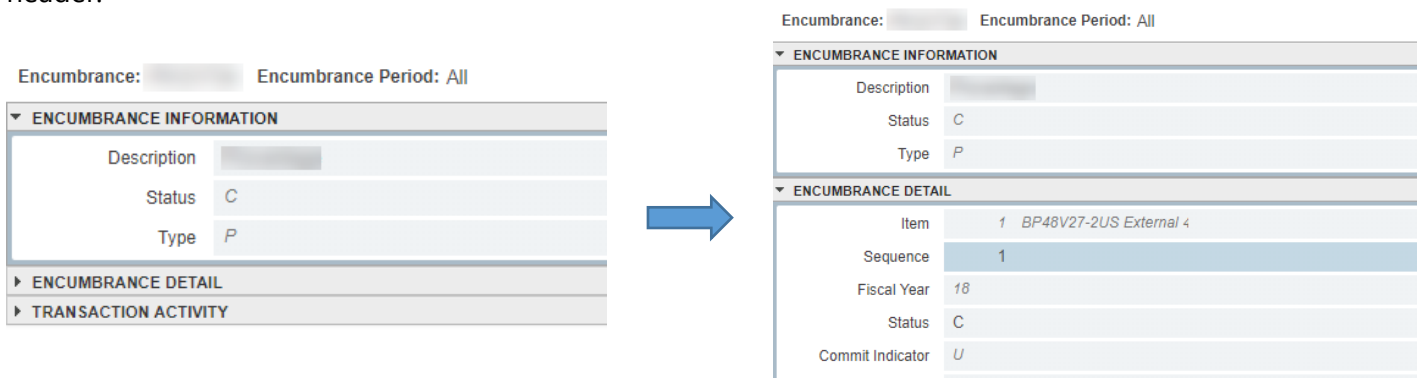
Area	Description
1	Carat icon that expands or collapses a section of information
2	Description of records contained in this section of information
3	Insert a new record below a selected existing record in this section
4	Delete an existing record below a selected existing record in this section
5	Copy a record and insert below the original record in this section
6	Filter records in this section. Important: Save any changes before using this function.

Only one section header can be active at any time, with all other headers grayed out. To make another section header active, simply click on a data field in that section to activate.

Note: Depending on the Banner page accessed, additional options may be available in the section header. Consult the corresponding help page for more information.

Expand/Collapse Section

Sections can be expanded/collapsed by clicking on the carat symbol located at the bottom left of a section header.



Data Table Customization

When working with data tables, several features are available to customize the look.

Resize Columns

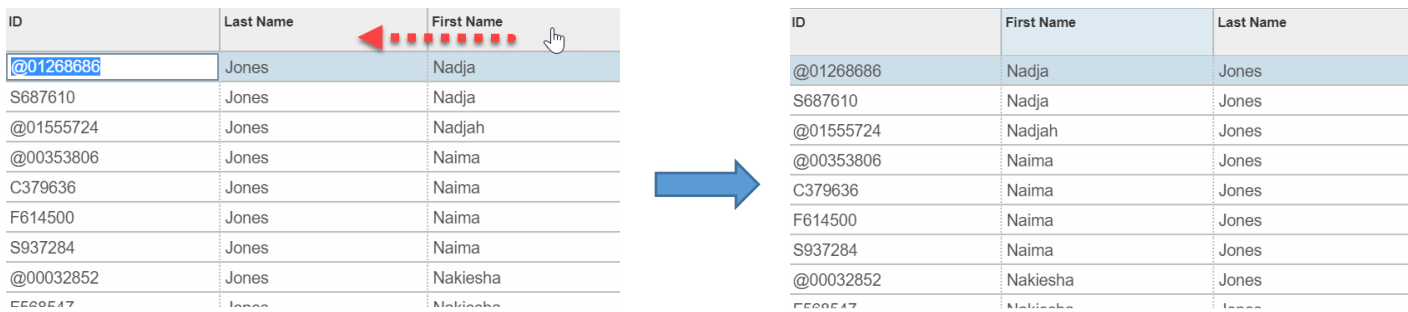
Data columns can be resized in a table. Point the cursor in between two columns and drag to adjust the width.



Last Name	Middle Name	Bir
Jones	Ann	06
Jones	Ann	06
Jones	Z	05
Jones		05
Jones		05
Jones		05
Jones		05
Jones		05
Jones	Lynn	01
Jones	Lynn	01

Reorder Columns

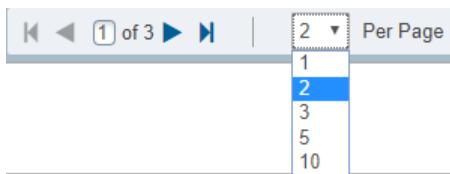
Data columns can be rearranged (reordered) in a data table. Simply drag a column header to the desired location. A preview will be shown as the drag is done to show the order if set.



ID	Last Name	First Name
@01268686	Jones	Nadja
S687610	Jones	Nadja
@01555724	Jones	Nadjah
@00353806	Jones	Naima
C379636	Jones	Naima
F614500	Jones	Naima
S937284	Jones	Naima
@00032852	Jones	Nakiesha
F688E17	Jones	Nakiesha

Pagination Controls

Pagination controls are also available to adjust the number of records to display per page beneath the section header. The pagination controls appear at the bottom of the displayed section.



Note: Customizations applied to data tables can be preserved for future sessions. See the *Banner Page User Preferences* section appearing later in the reference guide.

Section Navigation Controls

Controls are available to navigate sections, perform other functions, and display additional information.

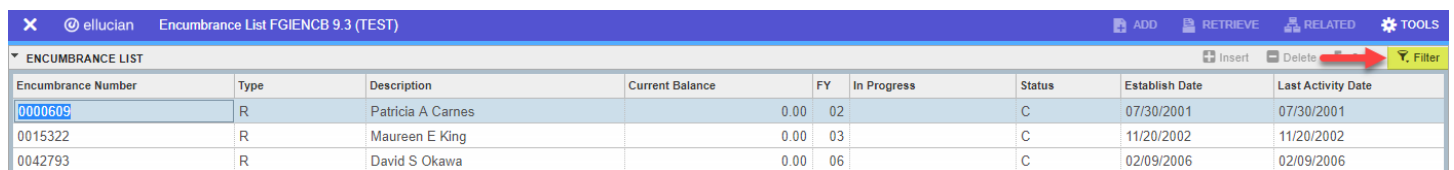


Area	Description
1	View previous (up arrow) and next (down arrow) sections of the page
2	If applicable, details on latest activity and user who created/modified the displayed information
3	Cancel/Select/Save buttons pertaining to a selection list (depicted above) or displayed record
4	Associated record and table information appears at the bottom of this area

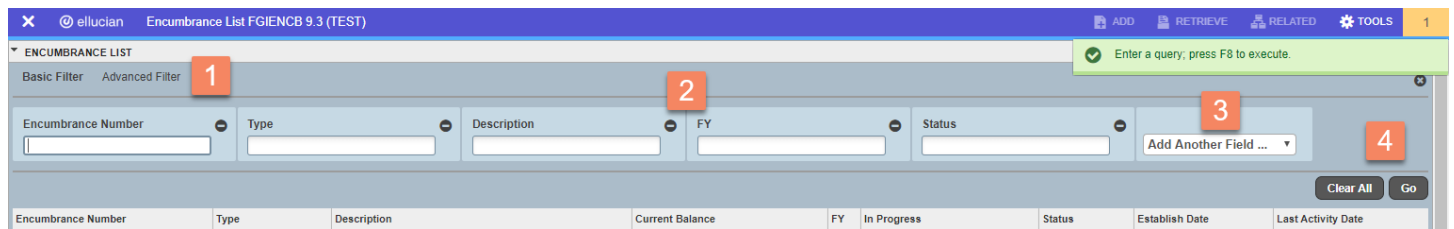
Data Filters

If available, a filter feature is available to conduct a search or show a subset of displayed data in a page section.

1. Click the *Filter* button on the far right of a page section displaying a set of data.



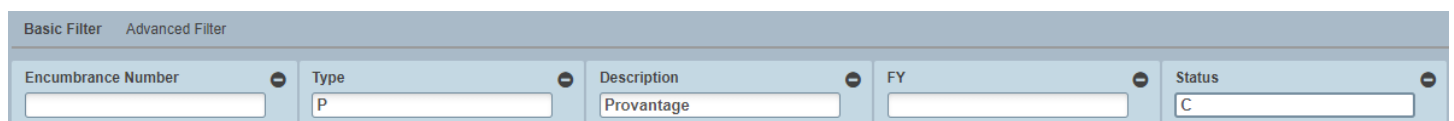
2. The filter feature appears with a set of default data fields and other options.



Area	Description
1	Switch between Basic and Advanced Filters. Default is set to Basic Filter.
2	Current data fields active for the filter
3	Add another data field to the filter
4	Buttons to clear all data fields from the filter and to execute the filter on the data entered

Basic Filter

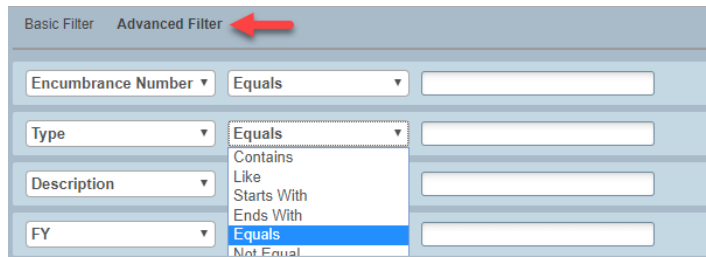
The basic filter will search on the exact information you provide in the active data fields.



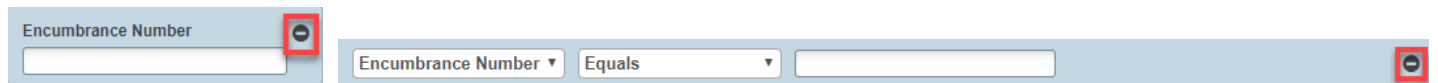
In the above example, this search displays records that satisfy all of the search conditions. For searches that have complex conditions, use the Advanced Filter. Note: The wild card (%) is supported in searches.

Advanced Filter

Clicking the *Advanced Filter* option will display the active data fields, along with a selectable logic operator and a field to enter a value to filter. Be sure to enter a value type consistent with the data field for accurate results.



- To remove a data field from the filter, click the minus icon at the top right of the data field box (Basic) or the far right of the data field row (Advanced)



Basic Filter

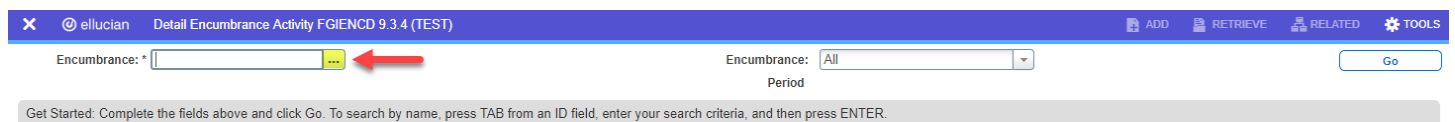
Advanced Filter

- To add a data field, click the *Add Another Field* drop-down box and select the desired data field.



- Repeat Step 3 and 4 to set up or remove data fields to the filter, as needed.
- Click the *Go* button at the bottom right of the filter box to activate the filter and view results. To clear all filters and start over, click the *Clear All* button.

To conduct a search from the key Block, click on the available ellipses button to the right of a key field.



When the data list displays, click the *Filter* button at the top right and follow the directions above to set up the basic or advanced search filter. In some cases, the filter will automatically display.

Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish Date	Last Activity Date
0000609	R	Patricia A Carnes	0.00	02		C	07/30/2001	07/30/2001
0015322	R	Maureen E King	0.00	03		C	11/20/2002	11/20/2002
0042793	R	David S Okawa	0.00	06		C	02/09/2006	02/09/2006

Note: Searches can also be preserved for future sessions, see next section for more information.

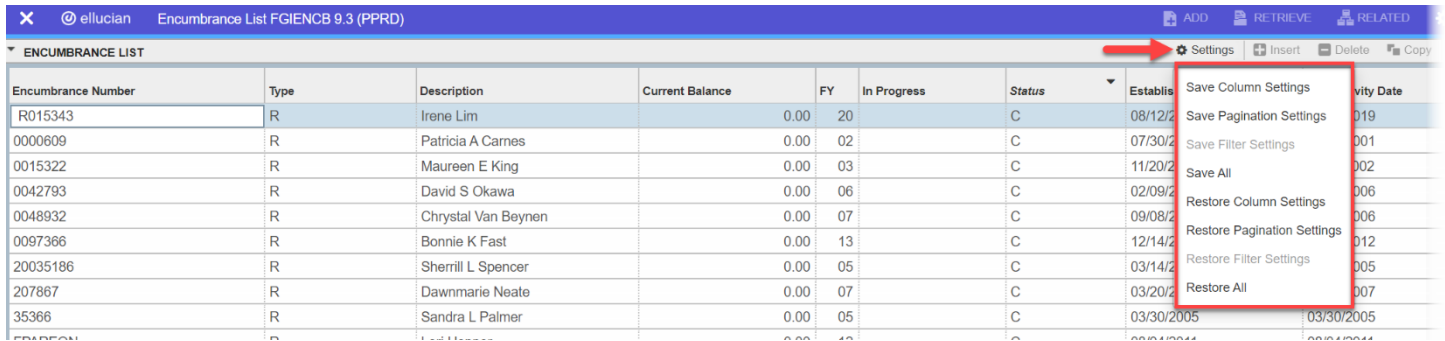
Banner Page User Preferences

Many Banner pages allow the user to save certain settings and preferences that persists over many sessions. The settings and preferences can be set, adjusted, or restored at any time.

Examples of settings and preferences that can be saved:

- Adjust columns (resize, reorder)
- Customized data filters and searches
- Section Pagination

To save or restore settings and preferences on a page, click the *Settings* button (if available) located on the right side of the section header.

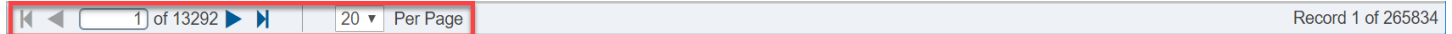


The screenshot shows a web browser window with the URL 'ellucian Encumbrance List FGIENCB 9.3 (PPRD)'. The page title is 'ENCUMBRANCE LIST'. A red arrow points to the 'Settings' button in the top right corner. A dropdown menu is open, showing options: 'Save Column Settings', 'Save Pagination Settings', 'Save Filter Settings', 'Save All', 'Restore Column Settings', 'Restore Pagination Settings', 'Restore Filter Settings', and 'Restore All'. The table below has columns: Encumbrance Number, Type, Description, Current Balance, FY, In Progress, Status, and Establish. The first row is R015343, Irene Lim, 0.00, 20, C, 08/12/2019.

Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish	Activity Date
R015343	R	Irene Lim	0.00	20		C	08/12/2019	
0000609	R	Patricia A Carnes	0.00	02		C	07/30/2002	
0015322	R	Maureen E King	0.00	03		C	11/20/2002	
0042793	R	David S Okawa	0.00	06		C	02/09/2006	
0048932	R	Chrystal Van Beynen	0.00	07		C	09/08/2006	
0097366	R	Bonnie K Fast	0.00	13		C	12/14/2012	
20035186	R	Sherrill L Spencer	0.00	05		C	03/14/2005	
207867	R	Dawnmarie Neate	0.00	07		C	03/20/2007	
35366	R	Sandra L Palmer	0.00	05		C	03/30/2005	03/30/2005

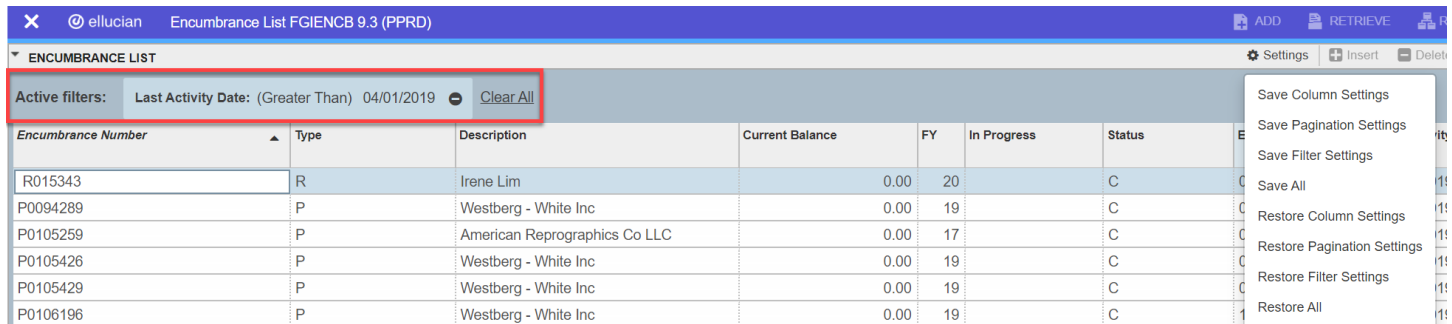
Save Column Settings will preserve column width and ordering, but not sorts.

Save Pagination Settings will preserve settings on the pagination bar at the bottom of the data table



The screenshot shows a pagination bar with a red box around the '1 of 13292' and '20 Per Page' fields. The text 'Record 1 of 265834' is visible on the right.

Save Filter Settings will preserve filter actions. Note that this setting is only enabled after a filter is set.



The screenshot shows the same web browser window. The 'Active filters:' bar is highlighted with a red box, showing 'Last Activity Date: (Greater Than) 04/01/2019' and a 'Clear All' button. The 'Settings' dropdown menu is open, showing the same options as in the previous screenshot. The table below has columns: Encumbrance Number, Type, Description, Current Balance, FY, In Progress, Status, and Establish. The first row is R015343, Irene Lim, 0.00, 20, C, 08/12/2019.

Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish	Activity Date
R015343	R	Irene Lim	0.00	20		C	08/12/2019	
P0094289	P	Westberg - White Inc	0.00	19		C		
P0105259	P	American Reprographics Co LLC	0.00	17		C		
P0105426	P	Westberg - White Inc	0.00	19		C		
P0105429	P	Westberg - White Inc	0.00	19		C		
P0106196	P	Westberg - White Inc	0.00	19		C		

Save All will save all column and pagination settings

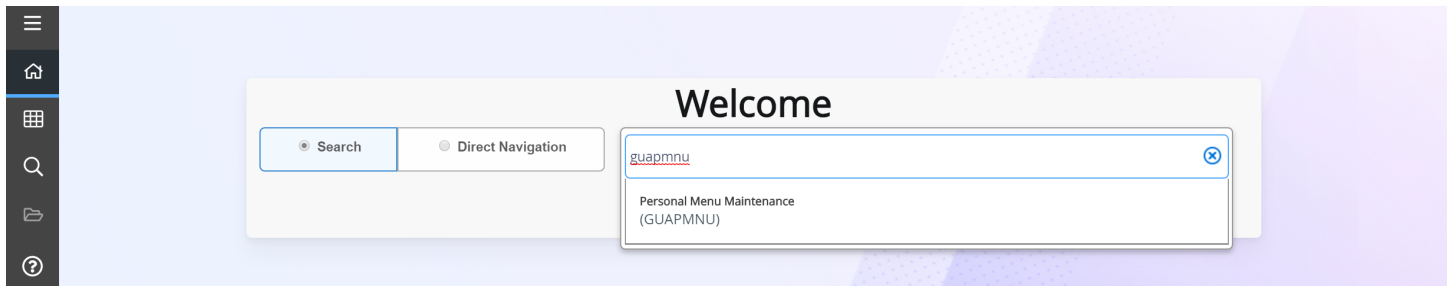
Restore Column/Pagination/All will restore the respective default settings

My Banner Personal Menu

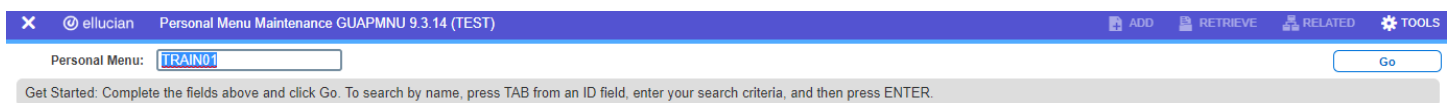
The Global Navigation Menu can be customized by adding a personal menu entry (called My Banner) that contains links to pages, jobs, and menus that are accessed regularly by the user.

To create the personal menu, follow the steps listed below:

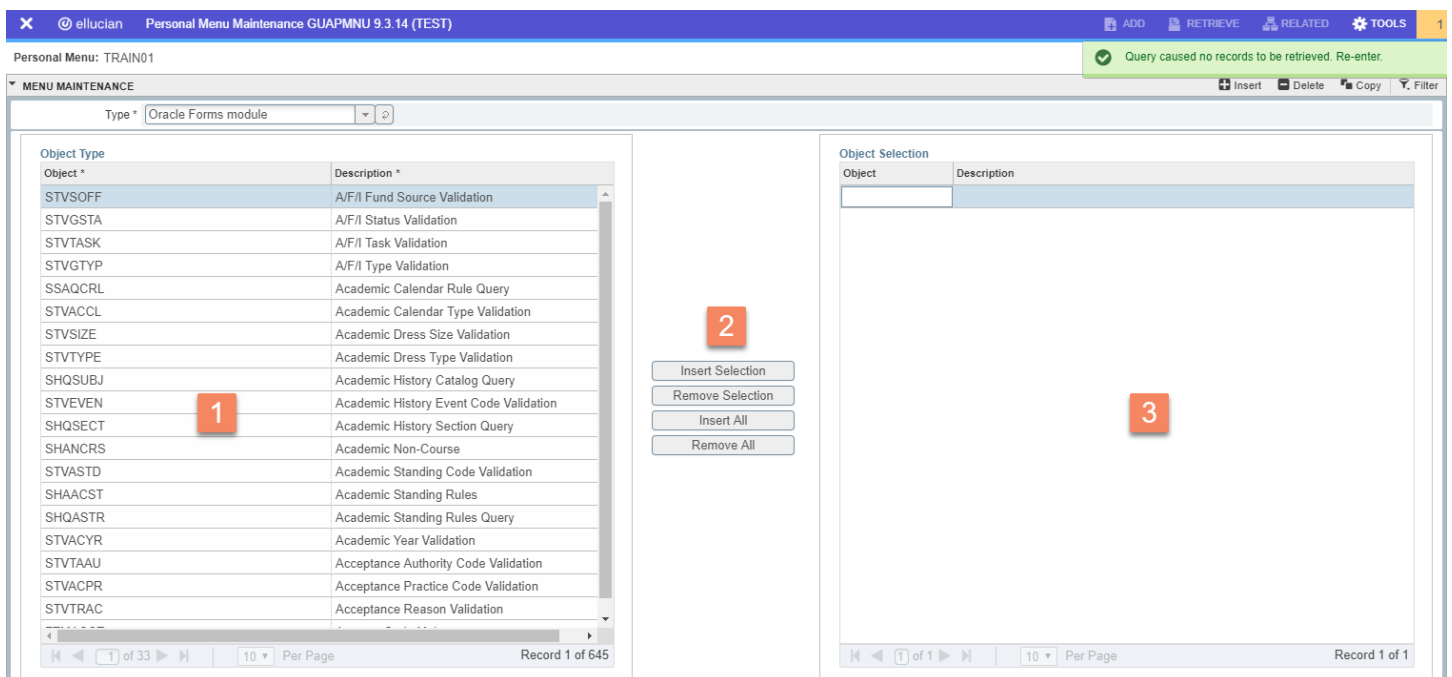
1. Type GUAPMNU into either the search field on the main Banner page or the search bar that appears next to the main menu button on the top bar. Click on the GUAPMNU entry that appears in the results list.



2. Click the Go button on the next screen that appears. Leave the username displayed in the *Personal Menu* field unchanged. The username is primarily for ARGOS and other internal Banner operations.



3. The GUAPMNU page appears with a list of available objects that can be added to your personal menu.

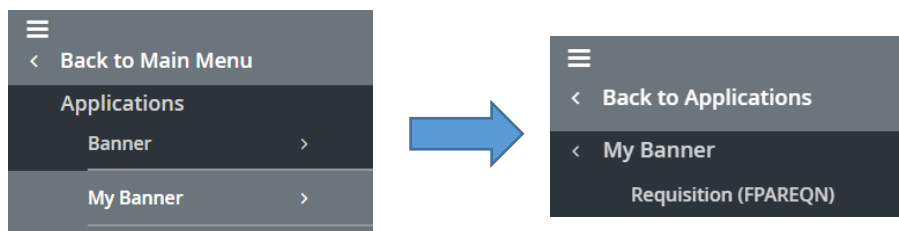


Area	Description
1	Object Type list will display objects that can be added to the personal menu
2	Selection controls to add/remove objects to the personal menu
3	Object Selection list displaying objects that will appear in the personal menu

4. Type in the short name of the page in the available text box in the *Object Selection* section (right side)
5. Press *Enter* on your keyboard. The full name of the page will appear in the *Description* column

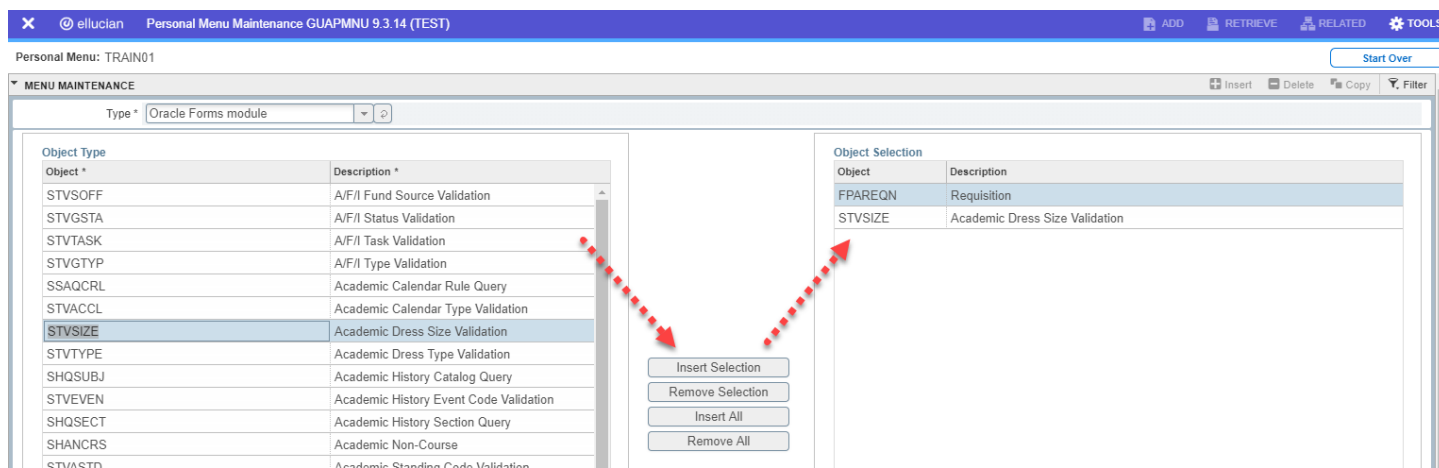


6. Click the *Insert* button in the *Menu Maintenance* bar (see above)
7. Repeat the above steps to add additional pages
8. When finished, click the *Save* button (or press F10) at the bottom right corner of the page
9. Log out and back into Banner. Click the *Applications* button in the global navigation menu.
10. The *My Banner* section will appear. Click to display and access your saved pages.



For those pages where a search is necessary to add, use the *Object Type* section on the left.

1. Use the drop-down menu to select the object type above the columns
2. Scroll through the list of pages that appear in the *Object Type* list
3. To select a page to save, double-click on the short name (description will display in a blue color) and click the *Insert Selection* button. The selected page will appear in the *Object Selection* section.



4. To remove a page, double-click on the page name in the *Object Selection* section (description will display in a blue color) and click the *Remove Selection* button.
5. Repeat Steps 1 through 4 to add additional pages
6. Click the *Save* button at the bottom of the page. The changes take effect on next login.

Note: If an inaccessible object is added to the *Object Selection* list, select that object and click *Tools | Clear Record* to remove. The error message will prevent the removal of the inaccessible object normally.

Banner Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner versions 8 and 9. Actions with new or updated keyboard combinations in Banner 9 are indicated by bold entries.

Action	Banner 8	Banner 9
Application Navigator		
Access Help	Banner 9 keyboard shortcuts will work in Banner 8 if you are running Banner 8 with Application Navigator and have applied the keyboard shortcut configuration settings.	CTRL+M
Access Menu		CTRL+Y
Display recently opened items		CTRL+SHIFT+L
Search		CTRL+SHIFT+Y
Sign out		CTRL+SHIFT+F
Banner Document Management (BDM)		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not applicable	ALT+SHIFT+C
Choose/Submit	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
Clear Page or Start Over	SHIFT+F7	F5
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F6	SHIFT+F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
Expand/Collapse Drop-down Field	Click field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1
First Page	Not applicable	CTRL+Home

Action	Banner 8	Banner 9
Insert/Create Record	F6	F6
Last Page	Not applicable	CTRL+End
List of Values	F9	F9
More Information	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL+Page Down	ALT+Page Down
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Refresh or Rollback	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	SHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
Workflow		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W