











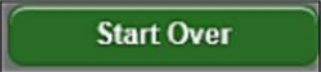











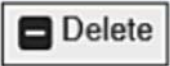







Basic Navigation: Button Functions Crosswalk

Banner 8	Button	Banner 9	Button
Next Block (initial)		Go	
Next Block (continue)		Next Section	
Previous Block		Previous Section	
Search Button		Open Lookup Window	
List of Values/List		Open Lookup Window	
Commit or Save		Save	
Rollback		Start Over	
Options Menu (related forms)		Related (related pages)	
Enter Query		Filter	

Basic Navigation: Button Functions Crosswalk

Banner 8	Button	Banner 9	Button
Executive Query		Filter Records > Go	
BDM View Document		Retrieve	
BDM Add Document		Add	
Previous Record		Shift + tab or mouse	
Next Record		Enter or tab or mouse	
Clear/Remove Record		Delete	
Insert Record		Insert	
Duplicate Record		Copy	
Previous Item		Shift + tab or mouse	

Basic Navigation: Button Functions Crosswalk

Banner 8	Button	Banner 9	Button
Next Item		Enter or Tab or mouse	
Clear Item		Backspace	
Duplicate Item		Copy	
Exit		Exit	
Help (Item Properties)		Tools > Item Properties	
Show Keys		Mouse-over tool tips	
Data Extract		Export	

Basic Navigation: Keystroke Functions Crosswalk

Keyboard Shortcuts			
Banner 9 Function	Banner 9 Keystroke	Banner 8 Function	Banner 8 Keystroke
Display Open Items	Ctrl + Y		
Search	Ctrl+ Shift + Y		
Help	Ctrl + Shift + L	Help	Ctrl + H
Sign Out	Ctrl + Shift + F		
Display the Menu	Ctrl + M		
Open Main Menu	Ctrl + Alt + M		
Open Related Menu	Alt + Shift + R		
Open Tools Menu	Alt + Shift + T		
Choose/Submit/Action	Return/Enter	Direct Access Box	Return/Enter
Next Section	Alt + Page Down	Next Block	Ctrl + Page Down
Previous Section	Alt + Page Up	Previous Block	Ctrl + Page Up
Cancel form, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q	Exit, Cancel Query, Close Form	Ctrl + Q
Cancel Action	Esc		
Next Field/Item	Tab	Next Field	Tab
Page Tab 1, Page Tab 2, Page Tab 3, etc.	Ctrl + Shift + 1, Ctrl + Shift + 2		
Previous Field/Item	Shift + Tab	Previous Field	Shift + Tab
Export	Shift + F1		

Basic Navigation: Keystroke Functions Crosswalk

Keyboard Shortcuts			
Banner 9 Function	Banner 9 Keystroke	Banner 8 Function	Banner 8 Keystroke
Duplicate Item	F3	Duplicate Item	F7
Duplicate Selected Record	F4	Duplicate Record	F4
Clear One Record	Shift + F4	Clear Record	Shift + F4
Clear Page/Start Over/Refresh/Rollback	F5	Rollback	F7
Clear All in Section	Shift + F5		
Insert/Create Record	F6	Insert Record	F6
Delete Record	Shift + F6	Delete Record	Shift + F6
Search/Open Filter Query	F7	Enter Query	F7
Execute Filter Query	F8	Execute Query	F8
List of Values	F9	List of Values	F9
Save	F10	Save	F10
Print	Ctrl + P	Print	Shift + F8
Up	Up Arrow	Previous line/row	Up Arrow
Down	Down Arrow	Next line/row	Down Arrow
Next Page Down	Page Down	Scroll Down	Page Down
First Page	Ctrl + Home		
Last Page	Ctrl + End		

Basic Navigation: Keystroke Functions Crosswalk

Keyboard Shortcuts			
Banner 9 Function	Banner 9 Keystroke	Banner 8 Function	Banner 8 Keystroke
Edit	Ctrl + E	Edit	Ctrl + E
Copy	Ctrl + C	Copy	Ctrl + C
Cut	Ctrl + X	Cut	Ctrl + X
Paste	Ctrl + V	Paste	Ctrl + V
Undo	Ctrl + Z		
Redo	Ctrl + Shift + Z		
Select on a Called Page	Alt + S		
More Information	Ctrl + Shift + U		
Retrieve BDM Documents (imaging)	Alt + R		
Add BDM Documents (imaging)	Alt + A		
Submit Work Flow	Alt + W		
Release Work Flow	Alt + Q		
Checkbox Autofill	Space Bar	Checkbox Autofill	Space Bar
Today's Date Autofill	Any letter key, Enter, "T"	Today's Date Autofill	Any letter key, Enter, "T"