

Banner Navigation Terms

Alert Box

A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form

Form used to enter, update, or query information. (An application form will have the letter "A" in the third position of the form name.)

Block

An information area on a form separated by a solid line.

Calling form

Form from which you accessed another form.

Cancel

Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form

Clears all information and returns you to the first enterable field in the key information area.

Commit

Saves all changes entered since the last time you saved.

Count Hits

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

Count Query Hits

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieve records, select the Execute Query Function.

Dialog Box

A box containing information. Requires you to respond to it before you can continue.

Down

Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List

Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit

Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Enter Query

Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query

In query mode, searches the database and displays data that matched the search criteria.

Exit

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Exit with Value

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field

Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Form

Screen allowing the display/update of information.

Help

Displays the Oracle help window for the current field.

Inquiry Form

Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter "I" in the third position of the form name.)

Key Block

Many Banner forms are divided into blocks, and typically the first block in a form is a **key block**. The key block is the place to tell Banner what information to retrieve to fill in the rest of the form.

List of Values (LOV)

Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu

A list of options you can access with the mouse or keyboard.

More...

The More... indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block

To move the cursor to the next information area (block) that has at least one enterable field.

Next Field

The next enterable field in the current information area.

Next Item

The next enterable field in the current information area.

Next Primary Key

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record

To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object

An object can be a form, job, menu or QuickFlow used in Banner.

Option List

Dialog box displaying two or more items to choose from.

Pop-Up Window

Dialog box, alert box, or list of values that appear in a separate window.

Previous Block

The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field

To move the cursor to the previous enterable field in the current information area.

Previous Item

To move the cursor to the previous enterable field in the current information area.

Previous Record

To move the cursor to the first enterable field in the previous record.

Query Form

Form used to look up existing information on the database. (A query form has the letter “Q” in the third position of the form name.)

Quick Flow

A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record

All information displayed in the window for an item.

Rollback

From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling

Show Keys

Display the list of keyboard options.

Up

Use the key. To move the cursor the first enterable field in the previous record, moves you upward on a List of Values or drop-down list.

Validation Form

Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter “V” in the third position of the form name.

Window

An information area being displayed.

Short Cut Keys

Function	Menu Option	Keystroke Option	Toolbar Button
Next Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6	
Insert Record	Record/Insert	F6	
Duplicate Record	Record/Duplicate	F4	None
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Enter Query	Query/Enter	F7	
Execute Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + q	
Rollback	File/Rollback	Shift + F7	
Save or Commit	File/Save	F10	
Exit	File/Exit	Ctrl + q	
Select	File/Select	Shift + F3	