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Banner Transformed
Getting Started With Your Administrative Applications

Release 9.x
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Notices and Privacy

Contents

Application Navigator

Application Navigator uses single sign on to provide access to Banner administrative applications and Banner Self-Service applications.

Sign in using the URL to access the page and use the credentials provided by your institution to access Application Navigator. You can then use any of the following to navigate within Application Navigator:

- The **Menu** icon is a group of three horizontal lines at the top left of the page. It indicates the main menu. Click this icon to display or hide the names of the Application Navigator icons. Click the **Menu** icon or the **Back to Main Menu** link to display the main menu on any screen.

- The **Dashboard** icon indicated by a home image, returns you to the landing page from any screen.

- The **Applications** icon indicated by 9 small boxes in a grid of 3 by 3 displays the **Banner**, **My Banner**, and **Banner Self-Service** menus, in addition to menus for any other integrated applications such as Banner 9 Registration.

- The **Search** icon, indicated by a magnifying glass, can be used to find pages or forms using key words or the seven letter object identifier for the form or page. This search is performed on the menu data, therefore if the form or page is not included on the menu, it is not included in the search results.

- The **Recently Opened** icon is indicated by an open file folder. When you open a new page, the number attached to the folder increases by one. When selected, the recently opened icon displays a list of the recently opened forms and pages.

- The **Help** icon, indicated by a question mark, displays the online help for Banner 9 administrative applications. Online help is also available for Banner 8.x Self-Service.

- The **Sign Out** icon, indicated by a lock, logs you out of Application Navigator.

- The landing page contains a search field which can be used to search for forms, pages, jobs, menus, and quickflows. If a form or page is selected, that form or page will open. If a menu item is selected from the landing page search results, the menu panel will open and the selected menu will be displayed. When an item is selected from the search results, the search results list is cleared.

- The **Favorites** icon, indicated by a star image, opens the Favorites folder that displays your saved favorite pages and applications. From the Applications menu, select the star icon next to the application or page that you want to save to the Favorites folder. Select the star icon again to remove the page or application from the Favorites folder.

Application Navigator has a set of keyboard shortcuts, which you can review by clicking on **Keyboard Shortcuts** in the bottom right corner of the page. See Banner keyboard shortcuts on page 24 for more information about the Application Navigator keyboard shortcuts.

It is important to use the **Sign Out** link when closing the application instead of just closing your browser to make sure you are logged out of the application.

Basic Navigation

The basic navigation of each page includes the page header, notification center, key block, sections, and buttons.

Page header

The page header is part of the basic navigation.

The page header contains the following items:

- Page close icon ☒

- Page title, which is formatted according to the preferences established on the User Preference (GUAUPRF) page.

- **Release** and **Submit** buttons, which are used only with a workflow.

- **Add** and **Retrieve** icons, which are used with Banner Document Management.

- Related Menu, which displays a list of pages that can be accessed from this page. These are defined on the Options Maintenance Menu (GUAOPTM) page.

- Tools Menu, which includes refresh, export, print, clear record, clear data, item properties, display ID image, page layout, and other options controlled by the page.

- Notification Center.

The Notification Center is located to the right of the **Tools** menu and displays the following types of information as needed:

- Successful save of data

- Warning messages

- Error messages

- Informational messages

- Number of messages to be corrected to continue in the page

You can click in the box with the number in the page header to open or close the Notification Center.

Page footer

The page footer displays information at the bottom of the page about each component in the key block and section as you navigate the page.

The screenshots below show examples of some of the information that displays as you navigate through each component on the page. See the highlighted text in each screenshot and the description that follows.

- EDIT   Record: 2/4   GOREMAL.GOREMAL_EMAIL_ADDRESS [2]

  Values include, but are not limited to, EDIT, READ and QUERY.

  – EDIT: Indicates that you can edit the field.

  – READ: Indicates that you can not edit the field. This value displays on query pages.

  – QUERY: This value displays when you search for key block values using the LOV and execute a filter.

- EDIT   Record: 2/4   GOREMAL.GOREMAL_EMAIL_ADDRESS [2]

  Displays the record that you are on and the total number of records available. The example above indicates that you are on record 2 of 4.

- EDIT   Record: 2/4   GOREMAL.GOREMAL_EMAIL_ADDRESS [2]

  Displays the name of the data block.

- EDIT   Record: 2/4   GOREMAL.GOREMAL_EMAIL_ADDRESS [2]

  Indicates the physical name of the field that you are on.

Key block

The first block on most pages contains key information.

The key block determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, the fields that can be entered in the key block are enabled. When you leave the key block, the fields in the key block are disabled.

When the cursor is in the key block, the information is displayed in a column format. When you leave the key block by clicking the **Go** button, the data is rearranged into a linear format.

To access the body of the page, populate the key block data and then click **Go**.

You can return to the key block if you are in the body of a page by clicking **Start Over**.

Sections

Pages are divided into sections that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on.
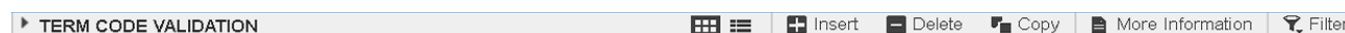
Each section contains related information.

Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed by clicking on the arrow on the far left side of the section header. Some sections are accessed by using tabs that group information in a meaningful way.

If available, the sections can have a header that includes icons for the following actions:

- **Multiple Records** / **Single Record**. Use this to switch between multiple record and single record view.

    The **Multiple Records** and **Single Record** icons only appear on pages that start out with a grid view.

- **Insert**. Use this to insert records in the section.

- **Delete**. Use this to delete records in the section.

- **Copy**. Use this to copy records in the section.

- **Filter**. Use this to filter records in the section.

- **Settings**. Use this to save Grid, Filter, and Pagination preferences.
- **Master**. When selected, a Master user can save Grid, Filter, and Pagination preferences and have them apply to all users across the institution. This option is visible only to a user granted Master user access.
- **More Information**. Use this if supplemental data can be entered for a section.

  The **More Information** icon displays as a blank page if supplemental data can be entered for the record. The icon displays as a page with lines if supplemental data already exists for the record.

  If supplemental data cannot be entered for a section, the icon is not displayed. Refer to *Supplemental Data Engine* for more details.

Buttons

Banner transformation includes several buttons.

Button	Description
Add and Retrieve	Use the Add and Retrieve buttons to interact with Banner Document Management to properly store and review documents. Additional document management functions can be found by opening the **Tools** menu and scrolling down the menu to the Banner Document Management section.
Go	Use the Go button to advance to the body of the page after populating the key block.
Release and Submit	Use the Release and Submit buttons to interact with Banner workflow to submit a page or to release a page from the work flow. These buttons only appear when you have accessed the workflow application, and selected a work flow to begin.
Save	Use the Save button to save changes on the page. The Save button is located on the bottom right side of the page.
Section Navigation	Use the Next Section button to navigate to the next section of data. Use the Previous Section button to navigate to the previous section of data. The Next Section and Previous Section buttons are located at the bottom left of each page.

Button	Description
Select and Cancel	Use the Select button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. When you need to go to a secondary or called page to retrieve data, the Select and Cancel are presented at the bottom of the page.
Start Over	Use the Start Over button to return to the key block of the page.

Required fields

An asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page.

The system uses the definition of the field as it is used in the application to determine if it is required. For fields that have conditional logic that determines whether they are required, the asterisk (*) is not displayed.

If you to leave a section or a page without entering information in a required field, the page notifies the individual in the Notification Center, requiring the user to perform some additional action.

Sort order

In a grid layout, values for a field can be sorted, and if you have chosen to sort the data, an up or down arrow next to the field name indicates the current sort order for the field. You can click the field label to reverse the sort order.

Dates
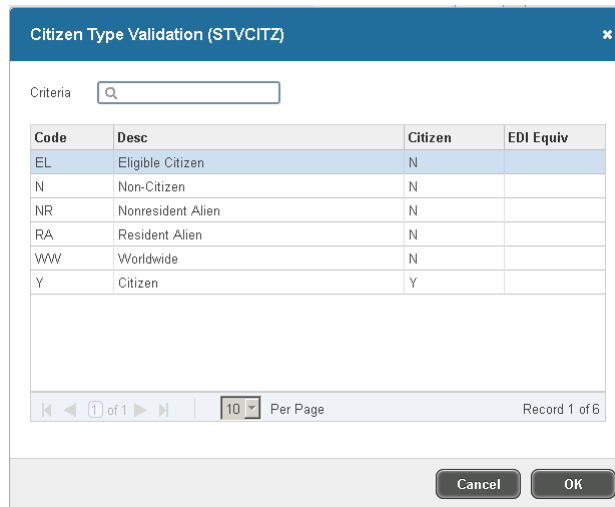
The transformed Banner application has settings to determine how dates are entered and displayed.

You can enter either enter the date directly or use the calendar icon for date selection.

Lookup

The Lookup feature allows you to quickly look up a value for a field.

The **Lookup** button [···] next to a field indicates that the field has the Lookup feature. Click the **Lookup** button, enter a filter value, and press **Enter** to display results that match the filter criteria. Select a value and click **OK**, or double-click a value to return the value to the calling page.

Filtering data

You can filter data in a section if there is an active **Filter** icon in the section header.

You can filter data using the Basic and Advanced filter options. You can switch between the two filter options at anytime and the search fields will maintain the field values and filter criteria that you specify.

Advanced filter

Use **Advanced Filter** to specify filter data using SQL type operators.

Procedure

1. Click the active **Filter** icon for the section.
   The Basic Filter panel displays. This is the default filter panel that opens.
2. Select **Advanced Filter** to switch to advanced filter mode.

By default, the filter panel displays the first five fields in the key block.

3. **Optional:** Add and remove fields from the filter criteria.

   a) To add a field, select the field from the **Add Another Field** drop-down list.

   b) To remove a field, select ⊖ on the right side of the filter panel or select **Clear All** to remove all fields.

4. Choose an operator from the **Equals** drop-down list.

   The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).

   The Equals and Contains operators are available for alphanumeric and other fields only. The Between operator includes the values entered. For example, for codes "between" 1 and 5, the values 1, 2, 3, 4, and 5 are considered. Required fields do not use the Is Null and Is Not Null operators.

5. Enter a value for each field of the filter criteria that you select.

Where applicable, you can click the LOV button to select a value from the list that appears.

6. **Optional:** Switch to Basic Filter by clicking **Basic Filter**.

   This switches the filter panel to Basic mode and retains the filter criteria that you previously specified.

   The operator that you select in Advanced Filter mode converts to the appropriate Basic operator as shown in the table below.

Advanced Operator	Basic Operator
Contains	%A%
Starts With	A%
Ends With	%A

Advanced Operator	Basic Operator
Not Equal	<> A
Not Equal or IS NULL	#IS NULL #OR <>
IS NULL	#IS NULL
IS NOT NULL	#IS NOT NULL
Identical to Contains, Start With and Ends With	#Like

7. After you enter all filter criteria, click **Go** to display the filter results.

   The number of records retrieved displays at the bottom of the section. You can sort the results for a field in ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

8. **Optional:** If you want to perform another filter, click **Filter Again**.

9. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase ✖ in the upper right corner of the filter window to close the filter.

Basic filter

Use **Basic Filter** to specify filter data using a customized list of search fields that provides a quick and simple way to enter a value into a field.

Procedure

1. Click the active **Filter** icon for the section.

   The Basic Filter panel is the default filter and it displays the first five fields in the key block.

2. **Optional:** Add and remove fields from the filter criteria.

   a) To add a field, select the field from the **Add Another Field** drop-down list.

   b) To remove a field, select ➖ on the top right side of the filter panel or select **Clear All** to remove all fields.

3. Enter a value for each field of the filter criteria that you select.

Where applicable, you can click the LOV button to select a value from the list that appears.

You can use the following Basic operators when entering values into text fields.

Basic Operator	Advanced Operator
%A%	Contains
A%	Starts With
%A	Ends With
<> A	Not Equal
#IS NULL #OR <>	Not Equal or IS NULL
#IS NULL	IS NULL
#IS NOT NULL	IS NOT NULL
#Like	Identical to Contains, Start With and Ends With

4. **Optional:** Switch to Advanced Filter by clicking **Advanced Filter**.

   This switches the filter panel to Advanced mode and retains the filter criteria that you previously specified.

   The operator that you select in Basic Filter mode converts to the appropriate Advanced operator as shown in the table above.

5. After you enter all filter criteria, click **Go** to display the filter results.

   The number of records retrieved displays at the bottom of the section. You can sort the results for a field in ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

6. **Optional:** If you want to perform another filter, click **Filter Again**.

7. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase in the upper right corner of the filter window to close the filter.

Help

Application Navigator provides online help for pages.

Click on the question mark in the Application Navigator header to open the help for the page in context. You can perform various actions in the help suite For example, you can search for topics or print the information.

Help is translated into Spanish. If you set your browser locale language to be Spanish and open the help file, it will be presented to you in Spanish.

Multiple records

Data can exist in multiple records of the same type in the database, for example addresses, are displayed in multiple ways.

You can view records two different ways:

- **One record at a time.** In this instance, the details of the data are not displayed in a table grid, but rather in a more easily readable manner. You can move from record to record using pagination controls.

- **In a grid.** In this instance the data is presented in column and row format. You may need to scroll to view all the data. You can page through the records using the pagination controls (first, last, next, previous, or specific page number), decide how many records you want to review in the grid, and sort the data in ascending or descending order.

Page Layout

You can toggle between Compact page layout (default) or Expanded page layout by selecting the page layout option on the Tools menu

There are two different page layout options to choose from.

- Compact (default)

  This layout reduces the amount of excessive white space on pages and increases the amount of information visibile on a page, limiting the need to scroll vertically.

- Expanded

  This layout displays pages with increased white space and reduces the amount of information visible on a page. This may result in the need to scroll to see all of the information.

You can switch between Compact page layout and Expanded page layout by clicking **Tools** > **Page Layout** and selecting either **Expanded** or **Compact**. The page layout that you select remains active for your browser session. When you close your browser, the page layout reverts to the default **Compact** the next time you open a new browser session and log in to Application Navigator.

Print Screenshot

Print Screenshot is a printing feature available on the **Tools** menu or by using the Ctrl+Alt+P shortcut.

Use the **Print Screenshot** option to render a screenshot preview and print the visible screen area within the browser.

Compact Page layout provides for the best fixed width printing ratio. You can reorder columns to move the most important data to appear first and ensure that these columns are visible on the printed page.

Advanced features

There are several advanced features that can be used with Banner Transformation.

Supplemental Data Engine

The Supplemental Data Engine (SDE) allows you to store data that is not part of the Banner data model. The data is displayed in the More Information window.

If supplemental data exists for a section of a page, the **More Information** button is displayed in the section header. The **More Information** window is where information can be viewed, edited, or added. When information is added or changed, you are prompted to save the changes. You can continue to work on the primary page.

Multi-Entity Processing

You can use Multi-Entity Processing (MEP) to select which institution you want to view.

For example, you can set up Banner with two institution codes: South Campus and North Campus.

Set Institution Code

Code	Description
SOUTH	South Campus
NORTH	North Campus

Select

User is assigned to both institution codes.

When the user signs into Application Navigator and enters a page name or description in the **Search for** box, the Multi-Entity Processing window shows both institution codes.

The user can take one of the following actions:

- Select one of the institutions, click **Select**, and continue to the page. The page header displays the assigned institution.

- Not select an institution, click **Select**, be signed into the default institution, and continue to the page. The page header displays the assigned institution.

The first institution displayed is the default institution for the user. A user can only have one default institution.

User is assigned to one institution.

When the user signs in, the user is automatically signed in to the assigned institution. The page header displays the assigned institution.

User is not assigned to any institution.

When the user signs in, the user is automatically signed in to the default institution. The page header displays the assigned institution.

Institution assignments

The Oracle/Banner VPD Security Maintenance (GSAVPDI) page displays institution information.

You can view your institution information on the following tabs:

- The **Institution Codes** tab shows the institution codes that are defined for an installation. The **System Default** indicator identifies the default institution.

- The **User Assignment** tab shows all users, their institution assignments, and their default or home institution.

If your institution allows cross-institution viewing on specific pages, you can switch institutions without leaving the page. Refer to "How to Switch Between Institution Codes" in the *Multi-Entity Processing Implementation Guide* in Ellucian Support Center. In transformed Banner, the **Change** icon is located in the top right corner of the page header.

Data masking

Data masking is used to partially or completely obscure data in selected fields. Data masking is defined using the existing Banner General Oracle forms, and works in the same manner as the Oracle forms.

Data export

Data export allows you to export data from a Banner page to an Excel spreadsheet (.xlsx) by selecting **Tools** > **Export**.

To enable or disable exporting data from a page, the page must have the **Data Extract Option** field on the Object Maintenance (GUAOBJS) page set to one of the following values for a specified page:

Data Extract Option	Description
Key and Data Block or **Data Block Only**	Enables exporting Key Block data and Data Block data in the section where you place your cursor. For pages with multiple sections, you must perform the export for each section, ensuring that you place the cursor in the appropriate section.
	Key Block data always exports regardless of the **Data Extract Option** field setting unless a page does not have a Key Block.
Not Available	Export is not available for the specified page.

When exporting from Banner Administrative applications, the following interactions appear within the user interface:

Interaction	Description
Number of Records to Export Warning	`The export functionality may take some time, do you want to continue?`
	This warning displays when the minimum number of records selected by a user for export exceeds the record count, as defaulted in the Banner Admin Common product or set by your system administrator
	Note: This message appears only if your system administrator has not turned this feature off by setting the configuration value to N.

Interaction	Description
Show Export Warning Message	This setting controls whether the warning message displays if the number of records selected to export is greater than or equal to the value specified for the Number of Records to Export Warning setting.
	The default value in the Banner Admin Common product is Y. A value of N indicates that your system administrator turned this feature off.
Timer to Refresh the Export Counter	This setting specifies how often (number of seconds) the expected counter display refreshes. The counter display refreshes whenever the specified number of seconds passes from the last time the counter refreshed, or the number of records exported from the time of the last refresh is greater than or equal to the value specified for the exported records counter.
	This value is the default value in the Banner Admin Common product or set by your system administrator.
Exported Records Counter	This setting specifies how often (number of records) the exported records counter display refreshes. The counter display refreshes whenever the specified number of records have exported from the last time the counter refreshed, or the number of seconds specified for the Timer to Refresh the Export Counter has passed, whichever occurs first.
	This value is the default value in the Banner Admin Common product or set by your system administrator.

Run an export

When you run an export, the export process presents several options that you can select from depending on the default configuration settings delivered with Banner Admin Common or set by your system administrator.

About this task

The export functionality exports only the data in the section where you place the cursor focus. For pages with multiple sections that you want to export, you must run the export for each section on that page, ensuring that you place the cursor in the appropriate section.

Procedure

1. Place the cursor focus in the section that you want to export.

2. Select **Tools** > **Export** to start the export.

   If you have export configured to display the warning message and the number of records meets or exceeds the defined value set in the Number of Records to Export Warning setting, a dialogue window opens and displays the message `Exporting data from block`

`Block_Name_BLOCK may take some time. Do you want to continue?` and prompts the user with three options to choose from.

3. Select an appropriate option when prompted.

Option/Button	Export behavior
Continue	Click **Continue** to continue with the export of the data in the section where you have placed the cursor. This opens the **Creating Export File** dialogue that allows you to monitor the progress of the export or select **Cancel** to cancel the export.
Skip Block	Selecting **Skip Block** causes the export to skip exporting the data in the section with the cursor focus and generate a file that contains only the Key Block data. If the page does not have a Key Block, the export generates an empty export file.
Cancel	Select **Cancel** to cancel the export. You can select **Cancel** at anytime during the export. Canceling an export does not generate an export report. A message appears indicating the cancellation was successful.

If you have export configured not to display the warning message, or the number of records does not meet or exceed the defined value set in the Number of Records to Export Warning setting, the data export starts and the **Creating Export File** dialogue window opens with an option to **Cancel Export**.

4. When the export completes, you have the option to **Open**, **Save**, or **Cancel** the generated export file.

User Preferences for Admin

User Preferences for Admin provides functionality for users to define and save custom page settings that persist across user sessions.

This feature enables users to apply customizations to a page at the individual user level or at the institution level (Master user) which allows sharing customizations across all institution users.

Before you can apply custom page settings the administrator must select the **User Preferences for Admin Enabled** check box on the Institution Controls (GUAINST) page. After enabling User Preferences for Admin, the institution can choose which pages to allow users to customize on the Object Maintenance (GUAOBJS) page, by selecting the **User Preferences for Admin Option** check box.

Note: Ellucian delivers all TYPE = FORM entries enabled, except for known pages that do not contain any page elements (grid, filter, pagination bar) for which to apply user preferences.

For pages with multiple sections/blocks or multiple tabs, you must apply and save your settings at the individual section/block or tab of the page.

Pages enabled to allow user preference settings have one or both of the following options available on the section/block header.

Option	Description
Settings	Visible on the section/block headers of a page. This option is available to all users to save any of their grid, filter and pagination preferences.
Master	Only users granted with Master user access have the **Master** check box visible on the section header. The Master user can save grid, filter, and pagination preferences which apply to all users across the institution that do not have their own settings applied to those same page elements of a section/block or tab. Settings applied by an individual user override settings applied by the Master user.

Features

Users can customize and save their personal preferences to column, pagination, and filter settings on pages enabled for User Preferences for Admin.

You can apply and save settings for the following page elements at the individual section/block of the page.

Feature	Description	
Grid/Column layouts	The ability to customize grids and columns is available on all administrative pages/windows (including the Supplemental Data Engine window), with the exception of List of Value (LOV) windows. When restoring grid/column settings users must exit and return to the page to see the restored default column settings.	
	Column width	Re-size column widths. This includes shrinking columns where only the column border remains visible, allowing for more visible data on the page without the need to scroll.
	Column order	Re-order columns. When you re-order columns, tab navigation follows the original page, as delivered by Ellucian.
	Column freeze/ unfreeze	Re-order columns that you want to freeze or unfreeze. You must always have at least one frozen column at all times.
Filter fields and filter data	When restoring filter settings users must exit and return to the page to see the restored default filter settings.	

Feature		Description
	Filter settings	Save Basic or Advanced filter as your default setting.
	Fields	Save filter list and field order.
	Operators	Save specific operator value settings
	Data	Save specific data value settings
Pagination	Number of records to display	Persist the number of records displayed per page/section/block based on the values available to you in the pagination bar.

User Preference settings options

The **Settings** drop-down menu option on the section/block header provides options to save new preferences or restore previously saved preferences to the default settings.

Users can save grid, filter, and pagination preferences individually or select **Save All**. They can also restore grid, filter and pagination preferences individually or select **Restore All**.

If you are a Master user and want to apply page changes for the institution, you must select the **Master** check box before you save the page settings.

Note: Users that have their own preferences already applied to page elements before the master user applies master page settings to those same page elements will not lose their own user preferences.

After applying user preferences, save them by selecting the appropriate option from the **Settings** drop-down menu.

Setting	Description
Save Column Settings	Save changes that you specify for column width, column position, and frozen columns.
Save Pagination Settings	Saves the number of records you specify to display for a section/block on a page.
Save Filter Settings	Save the filter settings (Basic or Advanced) that you specify. You must be in filter mode to see this setting enabled on the drop-down menu.
Save All	Saves all column, pagination, and filter settings that you changed.
Restore Column Settings	Restores previously saved columns settings to the default column settings, as defined by your institution's Master user, or as delivered by Ellucian. You must exit and return to the page to see the restored default column settings.

Setting	Description
Restore Pagination Settings	Restores the default number of records to display for a section/block, as defined by your institution's Master user, or as delivered by Ellucian.
	Restoring pagination settings takes affect immediately without needing to exit and return to the page.
Restore Filter Settings	Restores the default filter settings, as defined by your institution's Master user, or as delivered by Ellucian.
	You must exit and return to the page to see the restored default filter settings.
Restore All	Restores all previously saved preferences to the default settings, as defined by your institution's Master user, or as delivered by Ellucian.

See Banner keyboard shortcuts on page 24 Dates on page 9for the **Settings** keyboard shortcuts.

Access **TOOLS** > **PAGE SETTINGS** on the menu to select the following available options:

Option	Description
Restore Default Settings	Available to all users to clear all user preferences for a page and restore the default page settings, as defined by your institution's Master user, or as delivered by Ellucian.
Disable Page Settings	Available and visible only to the Master user.
	Selecting this option the first time turns off the ability for users to apply user preferences to a specified page, if needed. When the Master user selects this option, the **Settings** and **Master** check boxes are no longer visible on the section header. The Master user can re-enable user preferences by selecting this option again.
	Users must close and re-open the page to see the user preferences feature disabled/re-enabled.

Selecting **Disable Page Settings** does not alter the **User Preferences for Admin Option** selection on the Object Maintenance (GUAOBJS) page.

Item properties

Item Properties lists all properties for the field where the cursor is currently located.

Item properties include the field's internal database name, whether it is required, type of data (character or numeric), maximum length, and other characteristics of the field. The specific properties that are displayed depend on the type of field. To display Item Properties for a field, place the cursor in the field and select **Tools** > **Item Properties**.

Banner keyboard shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner administrative pages.

Action	Shortcut
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Change MEP Context	CTRL+SHIFT+C
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	TAB
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Men	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T

Action	Shortcut
Page Tab 1	CTRL+SHIFT+1
Page Tab 2	CTRL+SHIFT+2
and so on	and so on
Previous Field or Item	SHIFT + TAB
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print Screenshot	CTRL+Alt+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records View	CTRL+G
Up/Previous record	Up Arrow
Toggle Accessibility mode ON/OFF for current session	CTRL+B
Workflow	
Release Workflow	ALT+Q
Submit Workflow	ALT+W
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Application Navigator	
App Nav - Access Help	CTRL+SHIFT+L
App Nav - Application Menu	CTRL+M
App Nav - Dashboard/Home	CTRL+SHIFT+X
App Nav - Display Recently Opened Items	CTRL+Y
App Nav - Side Search	CTRL+SHIFT+Y
App Nav - Sign Out	CTRL+SHIFT+F
User preferences	
Save Column Settings	ALT+1
Save Pagination Settings	ALT+2
Save Filter Settings	ALT+3

Action	Shortcut
Save All	ALT+4
Restore Column Settings	ALT+5
Restore Pagination Settings	ALT+6
Restore Filter Settings	ALT+7
Restore All	ALT+8
Disable Page Settings	SHIFT+ALT+Z
Restore Default Settings	CTRL+SHIFT+Z
Select/Clear Master Check box	CTRL+SHIFT+M