














Navigating Forms

There are a variety of navigation methods in Banner. Brief descriptions of these methods follow.

1. Toolbar Buttons

-  (Next Block) moves to the next informational block on your form.
-  (Previous Block) moves to the previous informational block on your form.
-  (Rollback) returns to the Key Block of the current form.
-  (Exit) exits the current form.

2. Keyboard Shortcuts

-  +  moves to the next block on your form (like ).
-  +  moves to the previous block on your form (like ).
-  moves your cursor to the next field.
-  calls up the **Go To** field and allows you to type in a form name. It also provides a link to the Middlebury site that opens in its own window.
-  calls up a list of the tabs on the current form.

3. Tabs

- Click tabs to move to other groups of information on the current form. Each tab may have more than one block within the screen.

4. Menus

- **File** menu – provides quick access to recently used forms that appear in a numbered list at the bottom of the menu. You can also select **Return to Menu** on the **File** menu which closes all open forms and returns to the **General Menu GUAGMNU** or choose **Exit Banner** from the **File** menu to close all forms and end your Banner session.
- **Options** menu – allows access to various blocks of the current form, and access to other related forms.

5. Mouse

- Right-click a blank area on your form. The pop-up list gives access to blocks of current forms and to related forms.