Banner Navigation

Icons and Keyboard Shortcuts

The Banner toolbar (pictured below) contains many icons that are used for navigation purposes. While working in Banner, users can hover over an icon with the mouse to display the name of the icon.

The toolbar is one way to navigate throughout Banner, but many people prefer to use menus or keyboard shortcuts. The following table shows the name and function for each icon, as well as the keyboard shortcut. (Toolbar options not listed below are not currently in use by PCC.)

Name	Icon	Keyboard Shortcut	Function
Save		F10	Saves all changes
Rollback		Shift-F7	Clears the form and returns to the first field at the top of the form (Key Block)
Select		Shift-F3	Returns to the previous form with the selected value
Insert Record		F6	Inserts a new blank record
Remove Record		Shift-F6	Removes all information for the current record; press Save to permanently delete the record (previously known as Delete Record)
Previous Record		Up Arrow or Scroll Bar	Moves cursor to the previous record
Next Record		Down Arrow or Scroll Bar	Moves cursor to the next record
Previous Block		Ctrl-Page Up	Moves cursor to the previous block that has an enterable field
Next Block		Ctrl-Page Down	Moves cursor to the next block that has an enterable field
Enter Query		F7	Clears all information in preparation for the next query (when pressed twice, returns the original query criteria)
Execute Query		F8	Searches the database and displays all records matching the search criteria
Cancel Query		Ctrl-Q	Cancels a query and takes the form out of query mode
View/Send Message		-	Allows user to view system messages; used primarily in Finance module
Print		Shift-F8	Prints the current window
Online Help		-	Displays online information from SCT Banner; option may be disabled if Online Help is not available for the form
Exit	X	Ctrl-Q	Depending on where it is selected, exits a form, cancels a query, or exits from Banner

- Introductions/Overview
- Logging into Banner -- 2 ways
- Change Banner Password
- Main Menu screen
- How Banner is Organized and Form-Naming Conventions
- Bookmarking (Activity)
- Icons and Keystrokes--handout callouts.
- Ways to Look up a G Number (4)

Student Forms and Reports:

SPAIDEN View, or query person phone number, address and more.

GUISRCH Look up G Number, Name, DOB based on email address or phone

SWRUNOF Printable Student unofficial transcript.

SHACRSE Student's grades (transcript) and list of classes taken at PCC.

SOATEST Placement test scores (ASSET, COMPASS, etc.).

SFAREGQ Classes registered for term w/ days & times.

SOAHOLD Holds on student account.

SFASLST Class Roster Screen

SWRSLST (Printable class roster w/ addl info; address G#, phone).

Test (5 questions) Treasure Hunt

Conclusion - Thank you, How to get more information in the future:

Banner Training Team
training-group@pcc.edu
Help Desk x4400
Banner Resources Page