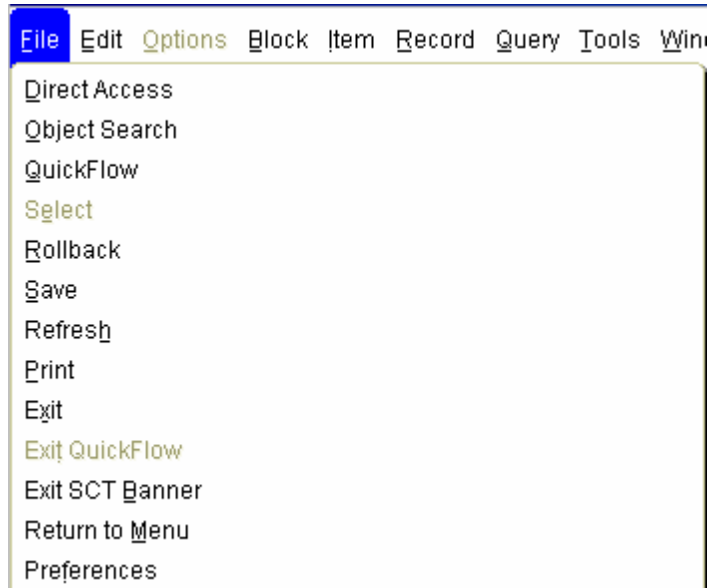


# SCT Banner Common Functions

## File menu

Many of the common functions you can perform in SCT Banner can be accessed via the **File** menu.



## Toolbar

The SCT Banner toolbar contains icons representing shortcuts to various navigation options.

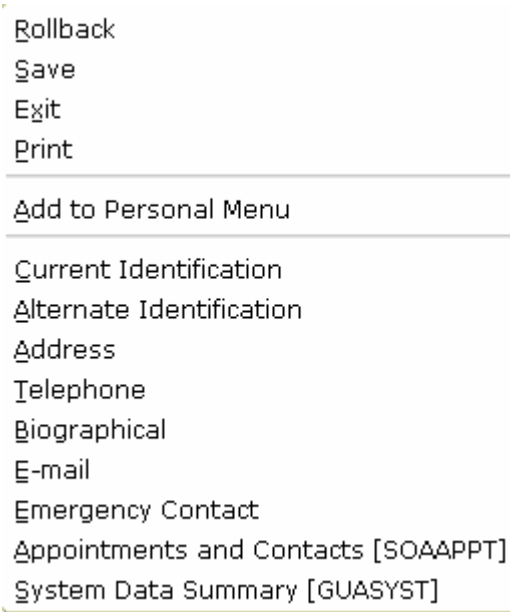


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## SCT Banner Common Functions, Continued

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**Options shortcut menu** The Options shortcut menu contains form-specific options as well as *Rollback*, *Save*, *Exit*, *Print*, and *Add to Personal Menu*. You can access this menu by right-clicking in a form (not in a field).









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## SCT Banner Common Functions, Continued

### Navigation equivalents

Use the table as a guide to the navigation equivalents for the **File** menu options.

File Menu Option	Keyboard	Icon	Description
Direct Access			Displays the Direct Access Form (GUAPARM), which is used to access a form by its name.
Object Search			Displays the Object Search Form (GUIOBS), which is used to search for a menu, form, job, or QuickFlow with part of the name, description, or type.
QuickFlow			Displays the QuickFlow Form (GUAQFLW), which is used to access a QuickFlow.
Select			Returns you to the calling form and enters the selected value into the field that called the form.
Rollback	Shift + F7		<u>Application and inquiry forms</u> : Clears all information (except key information) and returns you to the first enterable field in the key block. <u>Validation forms</u> : Returns you to the first enterable field on the form. <u>Query forms</u> : Returns you to the first enterable field on the calling form.
Save	F10		Saves all changes entered since the last time you saved.
Refresh			Clears the status line.
Print			Prints the current window with the date and time in the title bar.
Exit	Ctrl + Q		<u>Forms and windows</u> : Exits you from the form or window. <u>Query mode</u> : Cancels the query and takes the form out of query mode.
Exit SCT Banner	Ctrl + Q		Exits SCT Banner (web browser). If you are in a form, you will press Ctrl + Q twice to exit SCT Banner. You can also use the browser's exit icon.
Exit QuickFlow			Exits you from a QuickFlow.
Preferences			Accesses the General User Preferences Maintenance Form (GUAUPRF).