

Navigating SCT Banner Forms

Introduction SCT Banner provides various options for navigating through forms.

Menu bar The SCT Banner menu bar contains pull-down options for navigating through forms.



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



Navigation equivalents – blocks Use the table as a guide to navigating blocks.



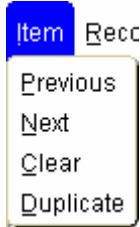
Block Menu Option	Keyboard	Icon	Description
Previous	Ctrl + Page Up		Moves the cursor to the previous block that has at least one enterable field. If the previous block is in another window, that window is opened.
Next	Ctrl + Page Down		Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
Clear			Clears all information from the current block. Information is not removed from any records or tables.

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Navigation equivalents – fields

Use the table as a guide to navigating fields.



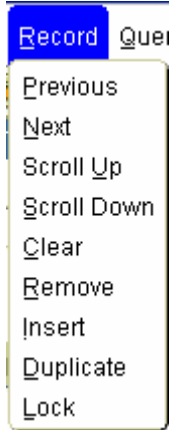
Item Menu Option	Keyboard	Description
Previous	Shift + Tab	Moves the cursor to the previous enterable field (item) in the current block.
Next	Tab or Enter	Moves the cursor to the next enterable field (item) in the current block. Occasionally, Next Item moves the cursor to the first enterable field (item) in the next block.
Clear	Ctrl + U	Clears all information from the current field (item). Information is not removed from any records or tables.
Duplicate	F3	In a blank row of a repeating record, duplicates the contents of the same field (item) in the previous record and copies it into the new record.





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Navigation equivalents - records

Use the table as a guide to navigating records.



Record Menu Option	Keyboard	Icon	Description
Previous	Up arrow		Moves the cursor to the first enterable field in the previous record and triggers previous record logic coded in the form.
Next	Down arrow		Moves the cursor to the first enterable field in the next record of the current block and triggers next record logic coded into the form. If the cursor is in the last record, a new record is created.
Scroll Up			Scrolls up the list of repeating records, putting the first displayed record near the bottom of the list.
Scroll Down			Scrolls down the list of repeating records, putting the last displayed record near the top of the list.
Clear	F7		Clears all information from the current record. (Information is not removed from any records or tables.)
Remove	Shift + F6		Removes all information for the current record. When you save, the removed information is deleted.
Insert	F6 or down arrow		Inserts a new blank record into the list of existing records.
Duplicate	F4		Duplicates the contents of all fields in the record and copies them into a new record.
Lock			Temporarily locks the contents of the record so no other SCT Banner user can update it. Save, Rollback, and Exit release the lock.