

BANNER TOOLBAR ICON GLOSSARY



STANDARD ICONS ON THE TOOLBAR FROM LEFT TO RIGHT

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| 1. SAVE | Saves all changes entered since the last save (F10). |
| 2. ROLLBACK | Clears all information (except key information) and takes you to the first enterable field in the key information area (Shift + F7). |
| 3. SELECT | Choose an item by highlighting it or clicking it with the mouse (Shift+F3) |
| 4. INSERT RECORD | Inserts a new blank record into the list of existing records. (F6) |
| 5. DELETE RECORD | Removes all information for a record (Shift + F4). |
| 6. PREVIOUS RECORD | Moves the cursor to the first enterable field in the previous record (UP ARROW). |
| 7. NEXT RECORD | Moves the cursor to the first enterable field in the next record (DOWN ARROW). If the cursor is in the last record, a new record is created. If no more lines are available for input, the message "Error; cannot create any new records" appears. |
| 8. PREVIOUS BLOCK | Moves the cursor to the previous information area (block) that has at least one enterable field (Ctrl + Page Up). |
| 9. NEXT BLOCK | Moves the cursor to the next information area (block) that has at least one enterable field (Ctrl + Page Down). |
| 10. ENTER QUERY | Takes the form into query mode; lets you enter search data (F7). |
| 11. EXECUTE QUERY | Submits the search; displays records matching search data (F8). |
| 12. CANCEL QUERY | Takes the form out of query mode and cancels the query (Ctrl + q). |
| 13. MESSAGES | Not in use at this time. |
| 14. PRINT | Prints the form displayed. (Shift + F8) |
| 15. BDMS -BANNER DOCUMENT MANAGEMENT SUITE | Two icons to view and add imaged documents. |
| 16. WORKFLOW ICONS | Two icon to submit and release WORKFLOWS. |
| 17. BROADCAST MESSAGE | Not in use at this time. |
| 18. FINE-GRAINED ACCESS | When highlighted denotes specialized access to data. |
| 19. MULTI-INSTITUTION | Not in use at this time. |
| 20. ONLINE HELP | Access to SCTs Online Help Database. |
| 21. SUPPLEMENTAL DATA* | Not in use at this time. When active allows more data to be entered and stored. |
| 22. EXIT | Exits you out of the form, window or menu. From query mode, cancels the query and takes the form out of query mode. |