

## USING SOME MAJOR ICONS IN BANNER

### GENERAL INFORMATION

You can use icons (and some buttons) to respond to the system, perform functions, and access other windows, forms, and jobs. Icons can appear on the toolbar or in a form. Buttons can appear in a window of a form or in a pop-up box (dialog or alert),

Response Buttons	Appear in dialog boxes and alert boxes. You must respond to the system before continuing. An example would be a "Do You wish to Save your changes?"
▼ Down arrow next to a Field Name	Clicking on the down arrow ▼ next to a field takes you to an application form, query form, inquiry form, List of Values (LOV), or Option List and allows you to look up information.
Maintenance Icon	Maintenance icons tell the system to perform a specific function and can appear in various places, usually when you can use a particular icon to perform a common activity (i.e. Generate ID).

### STANDARD ICONS – you can find them on the toolbar

IF YOU USE THIS ICON:	On this type form	In a window on a form	On a menu	THIS IS WHAT HAPPENS
EXIT	Forms in a QuickFlow process			You move to the next form in the QuickFlow process. The QuickFlow box appears briefly. No action required.
EXIT	Final form in the QuickFlow process			You return to the QuickFlow window. You may start another process, select AExit QuickFlow@ from the AFile@ pull down menu, or click on the exit icon.
EXIT	Query Mode			Cancels the query.
EXIT	Any			You return to a main menu.
EXIT		Any		You exit from the window and return to the main menu.
EXIT			Main	Exits Banner – you should exit from Banner when you are not at your computer.
ROLLBACK	Application			Clears all information (except key-block info) and returns you to the first enterable field in the key-block area.
ROLLBACK	Inquiry			Clears all information (except key-block info) and returns you to the first enterable field in the key-block area. You can then begin a new inquiry.
ROLLBACK	Query			Returns you to the first enterable field on the form. You can then begin a new query or change your query criteria.
ROLLBACK	Validation			Returns you to the first enterable field on the form.
SELECT	All			Enters the highlighted value into the field which required you to make a selection.
SAVE	All	All		Saves all changes entered since the last time you saved.