

## Banner Keyboard Shortcuts

Action	Banner 9 Keystroke	Banner 8 Keystroke
Cancel Page, Close Current Page, or Cancel Search/Query	Ctrl + Q	Ctrl + Q
Change MEP Context	Alt + Shift + C	
Choose/Submit	Enter	Enter
Clear All in Section	Shift + F5	Shift + F5
Clear One Record	Shift + F4	Shift + F4
Clear Page or Start Over	F5	Shift + F7
Count Query	Shift + F2	Shift + F2
Delete Record	Shift + F6	Shift + F6
Down/ Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	Ctrl + E	Ctrl + E
Execute Filter Query	F8	F8
Exit	Ctrl + Q	Ctrl + Q
Expand/ Collapse Drop Down Field	Alt + Down Arrow	Click Field
Export	Shift + F1	Extract Data with Key or Extract Data no Key
First Page	Ctrl + Home	
Insert/ Create Record	F6	F6
Last Page	Ctrl + End	
List of Values	F9	F9
More Information	Ctrl + Shift + U	Alt + H
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	Alt + Page Down	Ctrl + Page Down
Open Menu Directly	Ctrl + M	F5
Open Related Menu	Alt + Shift + R	
Open Tools Menu	Alt + Shift + T	
Page Tab 1 Page Tab 2, etc.	Ctrl + Shift + 1 Ctrl + Shift + 2	
Previous Field or Item	Shift + Tab	Shift + Tab
Previous Page Up	Page Up	Page Up
Previous Section	Alt + Page Up	Ctrl + Page Up
Print	Ctrl + P	Shift + F8
Refresh or Rollback	F5	Shift + F7
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	Alt + S	Shift + F3
Toggle Multi/ Single Records View	Ctrl + G	
Up/Previous Record	Up Arrow	Up Arrow

Action	Banner 9 Keystroke	Banner 8 Keystroke
<b>Workflow</b>		
Release Workflow	Alt + Q	Icon or Menu
Submit Workflow	Alt + W	Icon or Menu

Action	Banner 9 Keystroke	Banner 8 Keystroke
<b>Banner Document Management</b>		
Add BDM Documents	Alt + A	Icon or Menu
Retrieve BDM Documents	Alt + R	Icon or Menu

<b>Application Navigator</b>	
App Nav - Access Help	Ctrl + M
App Nav - Access Menu	Ctrl + Y
App Nav - Display Recently Opened Items	Ctrl + Shift + L
App Nav - Search	Ctrl + Shift + Y
App Nav - Sign Out	Ctrl + Shift + F
App Nav - Access Help	Ctrl + M
App Nav - Access Menu	Ctrl + Y