

Banner 9 Keyboard Shortcuts

Action	Shortcut
Application Navigator	
Access Help	CTRL+M
Access Menu	CTRL+Y
Display recently opened items	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign out	CTRL+SHIFT+F
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Change MEP Context	ALT+SHIFT+C
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1

Action	Shortcut
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT+Tab
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records View	CTRL+G
Up/Previous record	Up Arrow
Workflow	
Release Workflow	ALT+Q
Submit Workflow	ALT+W