

Banner General – Banner 9 Keyboard Shortcuts Quick Reference Guide

Banner Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner.

Action	Banner
Banner Landing Page	
Display Applications	Ctrl + M
Display Recently Opened	Ctrl + Y
Display Dashboard	Ctrl + Shift + X
Favorites	Ctrl + D
Help	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
General Page Commands	
Cancel page, Close current page, Cancel Search/Query	Ctrl + Q
Change MEP Context	Alt + Shift + C
Choose/Submit	Enter
Clear All in Section	Shift + F5
Clear One Record	Shift + F4
Clear Page/Start Over	F5
Count Query	Shift + F2
Delete Record	Shift + F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4

Action	Banner
General Page Commands (Continued)	
Edit	Ctrl + E
Execute Filter Query	F8
Exit	Ctrl + Q
Expand/Collapse Drop-Down Field	Alt + Down arrow
Export	Shift + F1
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 Applications Menus Directly	Ctrl + M
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
Previous Page Up	Page Up
Previous Section	Alt + Page Up

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Action	Banner
General Page Commands (Continued)	
Print	Ctrl + P
Refresh or Rollback	F5
Save	F10
Search/Open Filter Query	F7
Select on a Called Page	Alt + 5
Toggle Multi/Single Record View	Ctrl + G
Up/Previous Record	Up arrow
Workflow	
Release Workflow	Alt + Q
Submit Workflow	Alt + W