

# Banner 9 Navigation

## Keyboard Shortcuts Quick Reference Guide



### Banner 9 Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner 9.

Action	Banner 9
<b>Banner Landing Page</b>	
Access Help	Ctrl + M
Access Menu	Ctrl + Y
Display recently opened items	Ctrl + Shift + L
Display Dashboard	Ctrl + Shift
Search	Ctrl + Shift + Y
Sign out	Ctrl + Shift + F
<b>Banner Document Management (BDM)</b>	
Add BDM documents	Alt + A
Retrieve BDM documents	Alt + R
<b>General Page Commands</b>	
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

Action	Banner 9
<b>General Page Commands (continued)</b>	
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
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

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The following table lists the keyboard shortcuts that you can use to navigate through Banner 9.

Action	Banner 9
<b>General Page Commands (continued)</b>	
Open Menu 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
Print	Ctrl + P
Refresh or Rollback	F5
Save	F10
Search / Open Filter Query	F7
Select on a Called Page	Alt + S
Toggle Multi/Single Record View	Ctrl + G
Up/Previous record	Up arrow
<b>Workflow</b>	
Release Workflow	Alt + Q
Submit Workflow	Alt + W