

## Banner Keyboard Shortcuts

ACTION	BANNER 8	BANNER 9
	Form	Page
	Direct Access	Go To
<b>MAIN PAGE</b>		
Main Page	General Menu (GUAGMNU)	Main Menu Page
Access Help		CTRL + M
Access Menu		CTRL + M
Display recently opened items		CTRL + Y
Search		CTRL + SHIFT + Y
Sign Out		CTRL + SHIFT + F
<b>BASIC NAVIGATION</b>		
Cancel Page, Close Current Page, Or Cancel Search/Query	CTRL + Q	CTRL + Q
Choose/Submit	ENTER	ENTER
Clear All In Section	SHIFT + F5	SHIFT + F5
Clear One Record	SHIFT + F4	SHIFT + F4
Clear Page or Start Over	SHIFT + F7	F5
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	Click Field	ALT + Down Arrow
Export	Extract Data with Key	SHIFT + F1

## Banner Keyboard Shortcuts

ACTION	BANNER 8	BANNER 9
<b>BASIC NAVIGATION CONTINUED</b>		
First Page	N/A	CTRL + Home
Insert/Create Record	F6	F6
Last Page	N/A	CTRL + End
List of Values	F9	F9
More Information	ALT + H	CTRL + SHIFT + U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL + Page Down	ALT + Page Down
Online Help		CTRL + SHIFT + L
Open Menu Directly	F5	CTRL + M
Open Related Menu	N/A	ALT + SHIFT + R
Open Tools Menu	N/A	ALT + SHIFT + T
Page Tab 1, Page Tab 2, Page Tab 3, etc.	N/A	CTRL + SHIFT + 1 CTRL + SHIFT + 2 CTRL + SHIFT + 3
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL + Page Up	ALT + Page Up
Print	Shift + F8	CTRL + P
Refresh or Rollback	SHIFT + F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	SHIFT + F3	ALT + S
Toggle Multi/Single Records Views	N/A	CTRL + G
Up/Previous Record	Up Arrow	Up Arrow

## ***Banner Keyboard Shortcuts***

Action	Banner 8	Banner 9
<b>WORKFLOW</b>		
Release Workflow	Icon/Menu	ALT + Q
Submit Workflow	Icon/Menu	ALT + W
<b>BANNER DOCUMENT MANAGEMENT (BDM)</b>		
Add BDM Documents	Icon/Menu	ALT + A
Retrieve BDM Documents	Icon/Menu	ALT + R