

Banner Keyboard Shortcuts

Action	Banner 8	Banner 9
Access Menu		CTRL+ M
Add BDM Documents	Icon or Menu	ALT + A
Cancel Action		Esc
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 Form		SHIFT F7
Clear One Record	SHIFT F4	SHIFT F4
Clear Page/Start Over	SHIFT F7	F5
Copy		CTRL + C
Count Query	SHIFT F2	SHIFT F2
Cut		CTRL + X
Delete Record	SHIFT F6	SHIFT F6
Display Recently Opened Items		CTRL + Y
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 w or w/o Key	SHIFT F1
First Page		CTRL Home
Help		CTRL+ SHIFT L
Insert/Create Record	F6	F6
Last page		CTRL + End
List of Values	F9	F9
More Information	ALT + H	CTRL + SHIFT + U
Next Section	CTRL + Page Down	ALT Page Down
Open Menu Directly	F5	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; etc
Paste		CTRL + V
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Section	CTRL + PAGE UP	ALT + PAGE UP
Print	SHIFT + F8	CTRL + P
ReDo		CTRL + SHIFT + Z
Refresh or Rollback	SHIFT + F7	F5
Release Workflow	Icon or Menu	ALT + Q
Retrieve BDM Documents	Icon or Menu	ALT+ R
Save	F10	F10
Open Filter Query	F7	F7
Search		CTRL+ SHIFT + Y
Select on a Called Page	SHIFT + F3	ALT + S
Submit Workflow	Icon or Menu	ALT + W
Toggle Multi/Single Records View		CTRL + G
Undo		CTRL + Z