

Admin Banner - Keyboard Shortcut Quick Reference

The following table lists the keyboard shortcuts that you can use to navigate through Banner versions 8 and 9. **Bold entries** indicate actions with keyboard combinations that are new or updated in Banner 9.

You may download a PDF version of this page: [KB-AdminBannerKeyboardShorcutQuickReference](#)

Related articles:

[Page:Admin Banner - Keyboard Shortcut Quick Reference](#)

[Page:How to Use BDM with Admin Banner](#)

[Page:Admin Banner - Frequently Asked Questions](#)

[Page:How to Create a Banner Quickflow](#)

[Page:Data Standards Manual and Shared Data Tables](#)

Function	INB Banner 8	Admin Banner Banner 9
Cancel Page, Close Current Page, or Cancel Search /Query (in Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not applicable	ALT+SHIFT+C
Choose/Submit/Action	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 or Extract Data no Key	SHIFT+F1
First Page	Not applicable	Ctrl + Home
Insert/Create Record	F6	F6
Last Page	Not applicable	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
Open Menu Directly	F5	CTRL+M

Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
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	SHIFT+F3
Toggle Multi/Single Records View	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
Toggle Accessibility mode ON/OFF for current session	Not applicable	CTRL+B
Workflow		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W
Banner Document Management (BDM)		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Application Navigator		
App Nav - Access Help	Not applicable	CTRL+SHIFT+L
App Nav - Application Menu	Not applicable	CTRL+M
App Nav - Dashboard/Home	Not applicable	CTRL+SHIFT+X
App Nav - Display Recently Opened Items	Not applicable	CTRL+Y
App Nav - Side Search	Not applicable	CTRL+SHIFT+Y
App Nav - Sign Out	Not applicable	CTRL+SHIFT+F

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891