

# 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-AdminBannerKeyboardShortcutQuickReference](#)

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Function	INB Banner 8	Admin Banner Banner 9
Cancel Page, Close Current Page, or Cancel Search /Query (in Query mode)	CTRL+Q	CTRL+Q
<b>Change MEP Context</b>	<b>Not applicable</b>	<b>ALT+SHIFT+C</b>
Choose/Submit/Action	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
<b>Clear Page or Start Over</b>	<b>SHIFT+F7</b>	<b>F5</b>
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
<b>Expand/Collapse Drop-down Field</b>	<b>Click field</b>	<b>ALT+Down Arrow</b>
<b>Export</b>	<b>Extract Data with Key or Extract Data no Key</b>	<b>SHIFT+F1</b>
<b>First Page</b>	<b>Not applicable</b>	<b>Ctrl + Home</b>
Insert/Create Record	F6	F6
<b>Last Page</b>	<b>Not applicable</b>	<b>Ctrl + End</b>
List of Values	F9	F9
<b>More Information</b>	<b>ALT+H</b>	<b>CTRL+SHIFT+U</b>
Next Field or Item	TAB	TAB
Next Page Down	Page Down	Page Down
<b>Next Section</b>	<b>CTRL+Page Down</b>	<b>ALT+Page Down</b>
<b>Open Menu Directly</b>	<b>F5</b>	<b>CTRL+M</b>

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
<b>Workflow</b>		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W
<b>Banner Document Management (BDM)</b>		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
<b>Application Navigator</b>		
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

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