

# BANNER 9 KEYBOARD SHORTCUTS

## Application Navigator

|                       |      |           |
|-----------------------|------|-----------|
| Access Menu           | Ctrl | M         |
| Display Dashboard     | Ctrl | ↑ Shift X |
| Search for Pages      | Ctrl | ↑ Shift Y |
| Recently Opened Items | Ctrl | Y         |
| Access Help           | Ctrl | ↑ Shift L |
| Sign Out              | Ctrl | ↑ Shift F |

## Action

|                         |         |
|-------------------------|---------|
| Save                    | F10     |
| Start Over/Rollback     | F5      |
| List of Values          | F9      |
| Select on a Called Page | Alt S   |
| Close/Cancel/Exit       | Ctrl Q  |
| Choose/Submit           | ← Enter |

## Section

|                      |         |           |
|----------------------|---------|-----------|
| Next Section         | Alt     | Page Down |
| Previous Section     | Alt     | Page Up   |
| Clear All in Section | ↑ Shift | F5        |

## Global

|                    |         |         |     |
|--------------------|---------|---------|-----|
| Open Related Menu  | Alt     | ↑ Shift | R   |
| Open Tools Menu    | Alt     | ↑ Shift | T   |
| Data Export        | ↑ Shift | F1      |     |
| Change MEP Context | Alt     | ↑ Shift | C   |
| Accessibility Mode | Ctrl    | B       |     |
| Page Tab 1         | Ctrl    | ↑ Shift | ! 1 |
| Page Tab 2         | Ctrl    | ↑ Shift | @ 2 |
| Print              | Ctrl    | P       |     |
| More Information   | Ctrl    | ↑ Shift | U   |

## Multiple Records

|                        |            |      |
|------------------------|------------|------|
| Next Record            | ↓          |      |
| Previous Record        | ↑          |      |
| Insert Record          | F6         |      |
| Delete Record          | ↑ Shift F6 |      |
| Clear Record           | ↑ Shift F4 |      |
| Duplicate Record       | F4         |      |
| First Page             | Ctrl       | Home |
| Last Page              | Ctrl       | End  |
| Next Page              | Page Down  |      |
| Previous Page          | Page Up    |      |
| Multiple/Single Record | Ctrl       | G    |

## Field

|                        |         |     |   |
|------------------------|---------|-----|---|
| Next Field or Item     | Tab     | ↔   |   |
| Previous Field or Item | ↑ Shift | Tab | ↔ |
| Duplicate Item         | F3      |     |   |
| Edit                   | Ctrl    | E   |   |
| Open/Close Drop Down   | Alt     | ↓   |   |

## Query

|                      |         |    |
|----------------------|---------|----|
| Search/Open Filter   | F7      |    |
| Execute Filter Query | F8      |    |
| Count Query          | ↑ Shift | F2 |