New or updated keyboard combinations in Banner 9 are indicated in bold. Last Updated: March 11, 2019.

| Action | Banner 9 | Icon/Button |
| --- | --- | --- |
| APPLICATION NAVIGATOR |
| Return to Dashboard | **Ctrl +Shift +X** |  |
| Access Applications (Banner, Banner Self-Service, My Banner menus) | **Ctrl +M** |  |
| Search | **Ctrl +Shift +Y** |  |
| Display Recently Opened items | **Ctrl +Y** |  |
| Access Help (within pages) | **Ctrl +Shift +L** |  |
| Sign out | **Ctrl +Shift +F** |  |
| GENERAL NAVIGATION |
| Cancel Called Page, Close Current Page orCancel Search/Query (in Query mode) | Ctrl +Q**(no longer logs out)** |  |
| Choose/Submit | Enter |  |
| Clear All in Section | Shift +F5 | Under  |
| Clear One Record | Shift +F4 | Under  |
| Clear Page or Start Over | **F5** |  |
| Count Query | Shift +F2 |  |
| Delete Record | Shift +F6 |  |
| Down/Next Record | Down Arrow **(in list)** |  |
| Duplicate Item (copy field from prev record) | F3 |  |
| Duplicate Selected Record | **F4 on record to be copied** |  |
| Edit | Ctrl +E |  |
| Execute Filter/Query | F8 |  |
| Exit | Ctrl +Q**(no longer logs out)** |  |
| Expand/Collapse Drop-down Field | **Alt + Down Arrow** |  |
| Export | **Shift +F1** | Under  |
| First Page | **Ctrl + Home** |  |
| Insert/Create Record | F6 |  |
| Last Page | **Ctrl + End** |  |
| List of Values | F9 |  |
| More Information | **Ctrl +Shift +U** |  |
| Next Field or Item | Tab |  |
| Next Page | PgDn |  |
| Next Section (Block) | **Alt +PgDn** |  |
| Quick Access | **Not applicable** |  |
| Open Related Menu | **Alt +Shift +R** |  |
| Open Tools Menu | **Alt +Shift +T** |  |
| Page Tab 1Page Tab 2and so on | **Ctrl +Shift +1****Ctrl +Shift +2****and so on** |  |
| Previous Field or Item | Shift +Tab |  |
| Previous Page | PgUp |  |
| Previous Section (Block) | **Alt +PgUp** |  |
| Print Screenshot | **Ctrl +Alt +P** | Under  |
| Refresh or Rollback | **F5** |  |
| Save | F10 |  |
| Search or Open Filter Query | F7 |  |
| Select on a Called Page(call PEIJHIS from NBAJOBS) | **Alt +S****(Shift +F7**  **for PEIJHIS only)** |  |
| Supplemental Data Engine fields | **Ctrl +Shift +U** |  |
| Toggle Multi/Single Records View | **Ctrl +G** |  |
| Toggle Accessibility mode ON/OFF for current session | **Ctrl +B** |  |
| Up/Previous Record | Up Arrow |  |
| WORKFLOW |
| Release Workflow | **Alt +Q** |  |
| Submit Workflow | **Alt +W** |  |
| BANNER DOCUMENT MANAGEMENT (BDM) |
| Add BDM Documents | **Alt +A** |  |
| Retrieve BDM Documents | **Alt +R** |  |