Last Updated: November 13, 2019.

| Action | Keystroke(s) | Icon/Button |
| --- | --- | --- |
| APPLICATION NAVIGATOR |
| Toggle Menu |  |  |
| Dashboard | Ctrl +Shift +X |  |
| Applications (Banner, My Banner, My Links, Banner Self-Service menus) | Ctrl +M |  |
| Search | Ctrl +Shift +Y |  |
| Recently Opened | Ctrl +Y |  |
| Help (Page Help, Application Navigator Keyboard Shortcuts) | Ctrl +Shift +L |  |
| Favorites | Ctrl +D |  |
| Sign out | Ctrl +Shift +F |  |
| User Profile (Check Banner Messages, My Preferences, Personal Settings) |  |  |
| GENERAL NAVIGATION |
| Cancel Called Page, Close Current Page orCancel Search/Query (in Query mode) | Ctrl +Q |  |
| 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 |  |
| 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 +1Ctrl +Shift +2and 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 |  |