

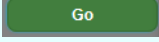











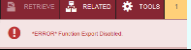


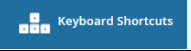






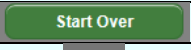



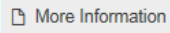



















Banner Keyboard Shortcuts 8.x/9.x

	Banner 8.x				Banner 9.x			
	Function	Button	Keys	Menu	Function	Button	Keys	Menu
Banner 9 Only					Dashboard/Home		Ctrl + Shift + X	
Banner 9 Only					First Page		Ctrl + Home	
Banner 9 Only					Last Page		Ctrl + End	
Banner 9 Only					Exit Quikflow			Tools→Exit Quickflow
Banner 9 Only					Open Tools Menu		Alt + Shift + T	
Banner 9 Only					Page Tab 1 Page Tab 2 and so on		Ctrl + Shift + 1 Ctrl + Shift + 2 ...	
Banner 9 Only					Toggle Accessibility mode ON/OFF for current session		Ctrl + B	
Banner 9 Only					Toggle Multi/Single Records View		Ctrl + G	
Block/Section	Clear Block/Section		Shift + F5	Block→Clear	Clear Section		Shift + F5	Tools→Clear Data
Block/Section	Next Block		Ctrl + Page Down	Block→Next	Next Section	 or 	Alt + Page Down	
Block/Section	Previous Block		Ctrl + Page Up	Block→ Previous	Previous Section		Alt + Page Up	
Block/Section	Rollback		Shift + F7	File→Rollback	Refresh Section		F5	Tools→Refresh
Forms/Pages	Scroll Down		Page Down		Next Page		Page Down	
Forms/Pages	Scroll Up		Page Up		Previous Page		Page Up	
Forms/Pages	Exit Form		Ctrl + F4 Ctrl + Q	File→Exit	Close		Ctrl + Q	
Forms/Pages	List of Values		F9	Help→List	Search		F9	
Forms/Pages	List Tab Pages		F2					
Forms/Pages	Related Forms		Alt + O	Options	Open Related Menu	 RELATED	Alt + Shift + R	Related

	Banner 8.x				Banner 9.x			
	Function	Button	Keys	Menu	Function	Button	Keys	Menu
Forms/ Pages	View/Access Recently Opened Forms		Alt + F <u>or</u> With Cursor in Go To... box, click Up <u>or</u> Down Arrow	File	View/Access Recently Opened Forms		Ctrl + Y	
Help	Display Error		Shift + F1	Help→Display Error	Display Error			
Help	Extract Data			Help→Extract Data with Key Help→Extract Data with Key	Export Data		Shift F1	Tools→Export
Help	Help			Help→Online Help	Help		Ctrl + Shift + L	
Help	Help – Item Properties		Ctrl + H	Help→Help (Item Properties)	Help – Item Properties			Tools→Item Properties
Help	Keyboard Shortcuts		Ctrl + F1	Help→Show Keys	Keyboard Shortcuts			
Item	Clear Field		Ctrl + U	Item→Clear				
Item	Duplicate Item		F3	Item→ Duplicate	Duplicate Item		F3	
Item	Edit Item		Ctrl + E	Edit→Edit	Edit Item		Ctrl + E	
Item	Next Field/Item		Tab	Item→Next	Next Field/Item		Tab	
Item	Previous Field/Item		Shift + Tab	Item→Previous	Previous Field/Item		Shift + Tab	
Item	Expand/Collapse Drop-down				Expand/Collapse Drop-down		Alt + Down Arrow	
Main	Exit Banner (When on main menu page)		Ctrl + F4 <u>or</u> Alt + F4 <u>or</u> Ctrl + Q	File→Exit	Sign Out		Ctrl + Shift + F	
Main	Object Search		F9	File→Object Search	Object Search		Ctrl + Shift + Y	
Other	Direct Access	F5		File→Direct Access	Display Navigation Window		Ctrl + M	
Other	Display ID Image			Help→Display ID Image	Display ID Image			Tools→Display ID Image
Other	Display VPD Code		CTRL + Shift + F10					
Other	Preferences		File→ Preferences					
Other	Print		Shift + F8	File→Print	Print		Ctrl + P	Tools→Print
Other	Refresh		Shift + F7	File→Refresh	Refresh		F5	Tools→Refresh
Other	Save/Commit		F10	File→Save	Save		F10	
Other	Select on a Called Page		Shift + F3		Select on a Called Page		Alt + S	

	Banner 8.x				Banner 9.x			
	Function	Button	Keys	Menu	Function	Button	Keys	Menu
Other	View Supplemental Data			Block→View Supplemental Data	More Information		Ctrl + Shift + U	
Query	Cancel Query		Ctrl + Q	Query→Cancel	Cancel Query		Ctrl + Q	
Query	Count Query		Shift + F2	Query→Count Hits	Number of Records		Shift + F2	Shown on the bottom of every list. Record 1 of 43
Query	Enter Query		F7	Query→Enter	Enter Query		F7	
Query	Execute Query		F8	Query→ Execute	Execute Query		F8	
Record	Update Record		Ctrl + U					
Record	Clear Record		Shift + F4	Record→ Clear	Clear Record		Shift + F4	Tools→Clear Record
Record	Duplicate Record		F4	Record→ Duplicate	Copy Record		F4	
Record	Insert Record		F6		Insert Record		F6	
Record	Next Record		Down Arrow or Ctrl+L	Record→ Next	Next Record		Down Arrow	
Record	Previous Record		Up Arrow or CTRL + P	Record→ Previous	Previous Record		Up Arrow	
Record	Remove Record		Shift + F6	Record→ Remove	Remove Record		Shift + F6	
Workflow	Release Workflow			Tools→Workflow→Release	Release Workflow		Alt + Q	
Workflow	Submit Workflow			Tools→Workflow→Submit	Submit Workflow		Alt + W	