

Banner 9 Navigation Short Cut Keys

If you mouse hover over any button or icon, if a shortcut is available, hover text will display.

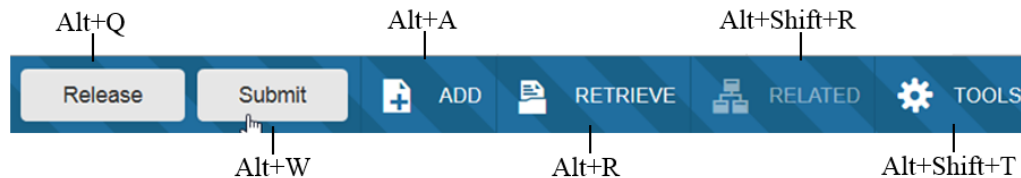
Web Browser Zoom: Web Browser shortcuts for adjusting the page zoom display

Reset Zoom to 100% [Ctrl 0] Decrease Zoom [Ctrl-] Increase Zoom [Ctrl=] (think +)

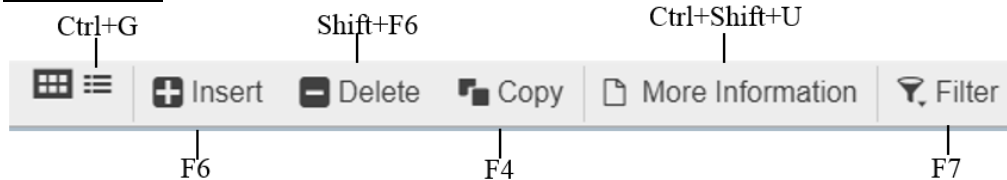
Application Navigator:

Search Icon (Go To)	Ctrl+Shift+Y	Navigator Help	Ctrl+Shift+L
Recently Opened	Ctrl+Y	Navigator Sign Out	Ctrl+Shift+F
Menu Tree	Ctrl+M		

Title Bar:



Section Bar:



Tips for Date fields:

Enter any alpha character (ie “T”) for today’s date: Enter MMDDYY to default the full date

Banner Shortcut Keys			
Function	Shortcut Key	Function	Shortcut Key
Save	F10	Expand/collapse DD	ALT+Down Arrow
Rollback/Start Over	F5	Multi/Single Record View	Ctrl+G
Exit	Ctrl+Q	Record Next	Arrow Down
List of Values	F9	Record Previous	Arrow Up
Section Next*	Alt+Page Dwn	Record Insert	F6
Section Previous*	Alt+Page Up	Record Remove	Shift+F6
Section Clear	Shift+F5	Record Duplicate	F4
Query Enter	F7	Record Clear	Shift+F4
Query Execute	F8	Record Next Page	Page Down
Query Cancel	Ctrl+Q	Record Prev Page	Page Up
Query Count Hits	Shift+F2	Record First Page	Ctrl+Home
Select Record	Alt+S	Record Last Page	Ctrl+End
Open Related	Alt+Shift+R	Field Next	Tab
Open Tools	Alt+Shift+T	Field Previous	Shift+Tab
Direct Access Tab 4	Ctrl+Shift+4 (2, etc)	Duplicate Item	F3
Go To: Search	Ctrl+Shift+Y	Check/uncheck box	Spacebar
Go To: Recent	Ctrl+Y	Select Radio values	← or →
Help	Ctrl+Shift+L	Cut	Ctrl+X
Menu Panel (Help)	Ctrl-M	Copy	Ctrl+C
BDM: Add	Alt+A	Paste	Ctrl+V
BDM: Retrieve	Alt+R	Edit	Ctrl+E
Workflow Submit	Alt+W	Choose/Submit	Enter
Workflow Release	Alt+Q	Change MEP Client	Alt+Shift+C
Print Screen	Ctrl+P	Supplemental Data	Ctrl+Shift+U
		Data Extract	Shift+F1

*This is also a shortcut in Remote Desktop that closes the Remote Desktop window. Use the navigations buttons instead.