

Application Navigator Access Menu <b>CTRL + M</b> Recent Open Items <b>CTRL + Y</b> Search <b>CTRL+SHIFT+Y</b> Sign Out <b>CTRL+SHIFT+F</b>	Banner Document Management (BDM) Add Doc <b>ALT + A</b> Retrieve Doc <b>ALT + R</b>	General Navigation Exit <b>CTRL + Q</b> Go/Next Sec <b>ALT + Page Down</b> Prev Section <b>ALT+PageUp</b> Toggle Multi/Single Record <b>CTRL +G</b> Expand/Collapse Drop-down field <b>ALT+Down Arrow</b>		Page Tab 1 <b>CTRL+SHIFT+1</b> Page Tab 2 <b>CTRL+SHIFT+2</b> Related Menu <b>ALT+SHIFT+R</b> Tools Menu <b>ALT+SHIFT+T</b>
	Workflow Release Workflow <b>ALT + Q</b> Submit Workflow <b>ALT + W</b>			

**Escape**

shift

**F1**  
Export

**F2**  
Count Query

**F3**  
Dup Item

**F4**  
Dup Record  
Clear Record

**F5**  
Start Over  
Clear All

**F6**  
Ins Record  
Delete Rec

**F7**  
Search

**F8**  
Execute Query

**F9**  
List of Values

**F10**  
Save

<b>Banner XE Function</b>	<b>Key stroke</b>
Next Field/Item	Tab
Previous Field/Item	Shift + Tab
Up	Up arrow
Down	Down arrow
Previous page up	Page up
Next page down	Page down
First page	Ctrl + Home
Last page	Ctrl + End
Page tab 1, Page tab 2,...	Ctrl + Shift + 1, Ctrl + Shift + 2, ...
Edit	Ctrl + E
Choose/Submit/Action	Return/Enter
List of values	F9
Cancel form, Exit, Close Current page, Cancel search or query	Ctrl + Q
Save	F10
Clear One Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Page down
Previous Section	Alt + Page up
Duplicate Item	F3
Clear Page	F5
Search/Open Filter Query	F7
Execute Filter Query	F8
Export	Shift + F1
Print	Ctrl + P
Refresh/RollBack	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display Open items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel action	Esc
Select on a Called Form	Alt + S
Retrieve BDM Document	Alt + R
ADD BDM Document	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q