

The following table lists the keyboard shortcuts that you can use to navigate through New iBanner. Actions with new or updated keyboard combinations in New iBanner are indicated by blue entries.

Action	New iBanner
Application Navigator	
Access Help	CTRL+M
Access Menu	CTRL+Y
Display recently opened items	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign out	CTRL+SHIFT+F
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home

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Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1 Page Tab 2 and so on	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records View	CTRL+G
Up/Previous record	Up Arrow
Workflow	
Release Workflow	ALT+Q
Submit Workflow	ALT+W