

Banner Keyboard Shortcuts

<i>Command</i>	<i>Keyboard Shortcut</i>	<i>Function</i>
Block - Clear Data	Shift + F5	Clears all the data in an entire block.
Block - Next	Ctrl + Page Down	Moves cursor to next block.
Block - Previous	Ctrl + Page Up	Moves cursor to previous block.
Direct Access (Go to... field)	F5	Opens the Direct Access or Go to... field on most forms.
Display Error	Shift + F7	Displays an error message.
Exit	Ctrl + Q	<ul style="list-style-type: none"> From any form - Closes the Form. From General Menu Form, exits Banner.
Field - Clear	Ctrl + U	Clears the data in a field
Field - Next	Tab	Moves cursor to next enterable field.
Field - Previous	Shift + Tab	Moves cursor to previous enterable field.
List of Values	F9	Displays a list of valid choices for the field.
Print	Shift + F8	Print the current form window.
Query - Cancel	Ctrl + Q	Cancels a query
Query - Display Previous Values	F7 twice	Press F7 twice to display previous query values.
Query - Enter (Clear)	F7	Establishes or clears a database search.
Query - Run (Execute)	F8	Initiates the search for information based on entered search criteria.
Record - Clear	Shift + F4	Clears all fields in a record.
Record - Delete	Shift + F6	Deletes the selected record.
Record - Insert	F6	Insert a new, blank record in a table
Record - Next	Down Arrow	Selects next record in a list of records.
Record - Previous	Up Arrow	Selects the previous record in a list of records.
Record - Remove	Shift + F6	Removes selected record.
Record - Select	Shift + F3	Selects the current record.
Record-Scroll Down	Ctrl + L or Down Arrow Key	Scrolls down through a list of records.
Record-Scroll Up	Ctrl + P or Up Arrow Key	Scrolls up through a list of records.
Rollback	Shift + F7	<ul style="list-style-type: none"> Application Forms – Clears all information except Key Block information. Validation Forms – Returns the cursor to the first enterable field in the form. Query Forms - Returns the cursor to the first enterable field in the calling form.
Save	F10	Saves all changes to a form, block, or field to the database since the last save.
Search	Shift + F2	View Search (Doesn't work on every form.
Show Keys	Ctrl + F1	Displays shortcut keys for current form.