

Elucian

Banner Solutions

Get Started

October 7, 2025

Notices and Privacy

© 2025 Ellucian.

Contains confidential and proprietary information of Ellucian and its subsidiaries. Use of these materials is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

In preparing and providing this publication, Ellucian is not rendering legal, accounting, or other similar professional services. Ellucian makes no claims that an institution's use of this publication or the software for which it is provided will guarantee compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting, and other similar professional services from competent providers of the organization's own choosing.

Ellucian's Privacy Statement is available at: www.ellucian.com/privacy.

Ellucian shall have the right to (a) use, store, process, modify, reproduce, distribute and display customer data, and to grant sublicenses to third parties, for the sole purposes of providing the software, performing Ellucian's obligations under its agreements with customers and complying with applicable law or legal requirements; (b) use, store, process, modify and reproduce customer data for Ellucian's internal business purposes, including development, diagnostic, forecasting, planning, analysis and corrective purposes in connection with the software, and for otherwise improving and enhancing the software; and (c) use, store, process, modify, reproduce, display, perform, distribute, disclose and otherwise exploit in any manner Aggregated Data for Ellucian's business purposes, including disclosure within its public statements and marketing materials describing or promoting Ellucian or the software. "Aggregated Data" means any data obtained or generated by Ellucian, including data pertaining to the software, Ellucian's systems and software, and the use of any of the foregoing, and includes data derived from customer data, which in all instances (i) does not identify any individual and (ii) is not attributed or attributable to a specific customer. Aggregated Data includes data that has been combined into databases which include third party data.

Ellucian
2003 Edmund Halley Drive
Reston, VA 20191
United States of America

Table Of Contents

Banner keyboard shortcuts 4

Banner keyboard shortcuts

Updated: August 27, 2020

The following table lists the keyboard shortcuts that you can use to navigate through Banner administrative pages.

Action	Shortcut
Accessibility	
Toggle Accessibility mode ON/OFF for current session	CTRL+B
Toggle keyboard page navigation ON/OFF for current session	ALT+SHIFT+U
Page Functions	
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Change MEP Context	CTRL+SHIFT+C
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	F7
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home

Action	Shortcut
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	CTRL+SHIFT+1
Page Tab 2	CTRL+SHIFT+2
and so on	and so on
Previous Field or Item	SHIFT + TAB
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print Screenshot	CTRL+Alt+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
Banner Access Management (BAM)	
Sign Out	SHIFT+ALT+Z

Action	Shortcut
Banner Document Management (BDM)	
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Application Navigator	
App Nav - Access Help	CTRL+SHIFT+L
App Nav - Add/Remove page from Favorites folder	CTRL+SHIFT+O
App Nav - Display Applications Menu	CTRL+M
App Nav - Display Dashboard/Home	CTRL+SHIFT+X
App Nav - Display Favorites Menu	CTRL+D
App Nav - Display Recently Opened Items	CTRL+Y
App Nav - Side Search	CTRL+SHIFT+Y
App Nav - Sign Out	CTRL+SHIFT+F
User preferences	
Save Column Settings	ALT+1
Save Pagination Settings	ALT+2
Save Filter Settings	ALT+3
Save All	ALT+4
Restore Column Settings	ALT+5
Restore Pagination Settings	ALT+6
Restore Filter Settings	ALT+7
Restore All	ALT+8
Disable Page Settings	SHIFT+ALT+Z
Restore Default Settings	CTRL+SHIFT+Z
Select/Clear Master Check box	CTRL+SHIFT+M

Related concepts

- [Application Navigator](#)