

| Action | Banner 8 | Banner 9 |
|---|------------------------|------------------|
| | Form | Page |
| | Direct Access | Go To |
| MAIN PAGE | | |
| Main Page | General Menu (GUAGMNU) | Main Menu Page |
| Access Help | | CTRL + M |
| Access Menu | | CTRL + M |
| Display recently opened items | | CTRL + Y |
| Search | | CTRL + SHIFT + Y |
| Sign Out | | CTRL + SHIFT + F |
| BASIC NAVIGATION | | |
| Cancel Page, Close Current Page, Or Cancel Search/Query | CTRL + Q | CTRL + Q |
| Choose/Submit | ENTER | ENTER |
| Clear All In Section | SHIFT + F5 | SHIFT + F5 |
| Clear One Record | SHIFT + F4 | SHIFT + F4 |
| Clear Page or Start Over | SHIFT + F7 | F5 |
| Count Query | SHIFT + F2 | SHIFT + F2 |
| Delete Record | SHIFT + F6 | SHIFT + F6 |
| Down/Next Record | Down Arrow | Down Arrow |
| Duplicate Item | F3 | F3 |
| Duplicate Selected Record | F4 | F4 |
| Edit | CTRL + E | CTRL + E |
| Execute Filter Query | F8 | F8 |

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| Exit | CTRL + Q | CTRL + Q |
| Expand/collapse Drop-Down Field | Click Field | ALT + Down Arrow |
| Export | Extract Data with Key | SHIFT + F1 |
| First Page | N/A | CTRL + Home |
| Insert/Create Record | F6 | F6 |
| Last Page | N/A | CTRL + End |
| List of Values | F9 | F9 |
| More Information | ALT + H | CTRL + SHIFT + U |
| Next Field or Item | Tab | Tab |
| Next Page Down | Page Down | Page Down |
| Next Section | CTRL + Page Down | ALT + Page Down |
| Online Help | | CTRL + SHIFT + L |
| Open Menu Directly | F5 | CTRL + M |
| Open Related Menu | N/A | ALT + SHIFT + R |
| Open Tools Menu | N/A | ALT + SHIFT + T |
| Page Tab 1, Page Tab 2, Page Tab 3, etc. | N/A | CTRL + SHIFT + 1 CTRL + SHIFT + 2 CTRL + SHIFT + 3 |
| Previous Field or Item | SHIFT Tab | SHIFT Tab |
| Previous Page Up | Page Up | Page Up |
| Previous Section | CTRL + Page Up | ALT + Page Up |
| Print | Shift + F8 | CTRL + P |
| Refresh or Rollback | SHIFT + F7 | F5 |
| Save | F10 | F10 |
| Search or Open Filter Query | F7 | F7 |
| Select on a Called Page | SHIFT + F3 | ALT + S |
| Toggle Multi/Single Records Views | N/A | CTRL + G |
| Up/Previous Record | Up Arrow | Up Arrow |

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|---|-----------|----------|
| WORKFLOW | | |
| Release Workflow | Icon/Menu | ALT + Q |
| Submit Workflow | Icon/Menu | ALT + W |
| BANNER DOCUMENT MANAGEMENT (BDM) | | |
| Add BDM Documents | Icon/Menu | ALT + A |
| Retrieve BDM Documents | Icon/Menu | ALT + R |