



B9Admin Keyboard Shortcuts

Updated: 12/5/2018

Below are the keyboard shortcuts for the Banner 9 Administrative Pages¹ (B9Admin) application.

Function	Key Stroke
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 Record	Ctrl + Home
Last Record	Ctrl + End
Search list of values	F9
Cancel page	Ctrl + Q
Close current page	Ctrl + Q
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/Start Over	F7
Execute Filter Query	F8
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U

Function	Key Stroke
Application Navigator Display	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel Action	Esc
Select on a Called Page	Alt + S

On some Macintosh keyboards:

Page Up	fn + ↑
Page Down	fn + ↓

¹ B9Admin is the direct successor to the INB application.