

Personalize Banner My Menu & My Links

Personal Menus

A personal menu includes the forms, jobs, menus, and QuickFlows that are most important in your daily work. You can access your personal menu from the Banner Main Menu. The personal menu is unique to you.

- The Personal Menu Maintenance Form (GUAPMNU) lets you create and change your personal menu. The section above the left pane shows the Oracle User ID associated with the person logged on to the system.



The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'My Banner Maintenance GUAPMNU 7.0 (Ban7 DB)' application. The main window is titled 'ALETGEN1's Personal Menu'. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into two panes. The left pane is titled 'ALETGEN1's Personal Menu' and contains a table with columns 'Object' and 'Description'. The right pane is titled 'Object' and 'Description' and contains a grid of empty rows. A search bar at the bottom of the left pane contains the text 'Enter Object Name; List to Search.' and a record indicator shows 'Record: 1/1'. An arrow points from the text in the document to the search bar.

Object	Description
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099-MISC Magnetic Tape Transmitter D.
PXA1099	1099-R
PTV1099	1099-R Distribution Code Validation
RNAOV01	2000-2001 Applicant Override
RNRGL01	2000-2001 INAS Global Policy Options Ru
RNIMS01	2000-2001 Miscellaneous Results Inquiry
RNANA01	2000-2001 Need Analysis
RNAVR01	2000-2001 Need Analysis Document Veri
RNAPR01	2000-2001 Need Analysis Processing
RNASL01	2000-2001 Student Loan Data
RNASU01	2000-2001 Supplemental Need Analysis
RNAOV02	2001-2002 Applicant Override
RNRGL02	2001-2002 INAS Global Policy Options Ru
RNIMS02	2001-2002 Miscellaneous Results Inquiry
RNANA02	2001-2002 Need Analysis
RNAVR02	2001-2002 Need Analysis Document Veri
RNAPR02	2001-2002 Need Analysis Processing
READI02	2001-2002 Pell Disbursement/Acknowled

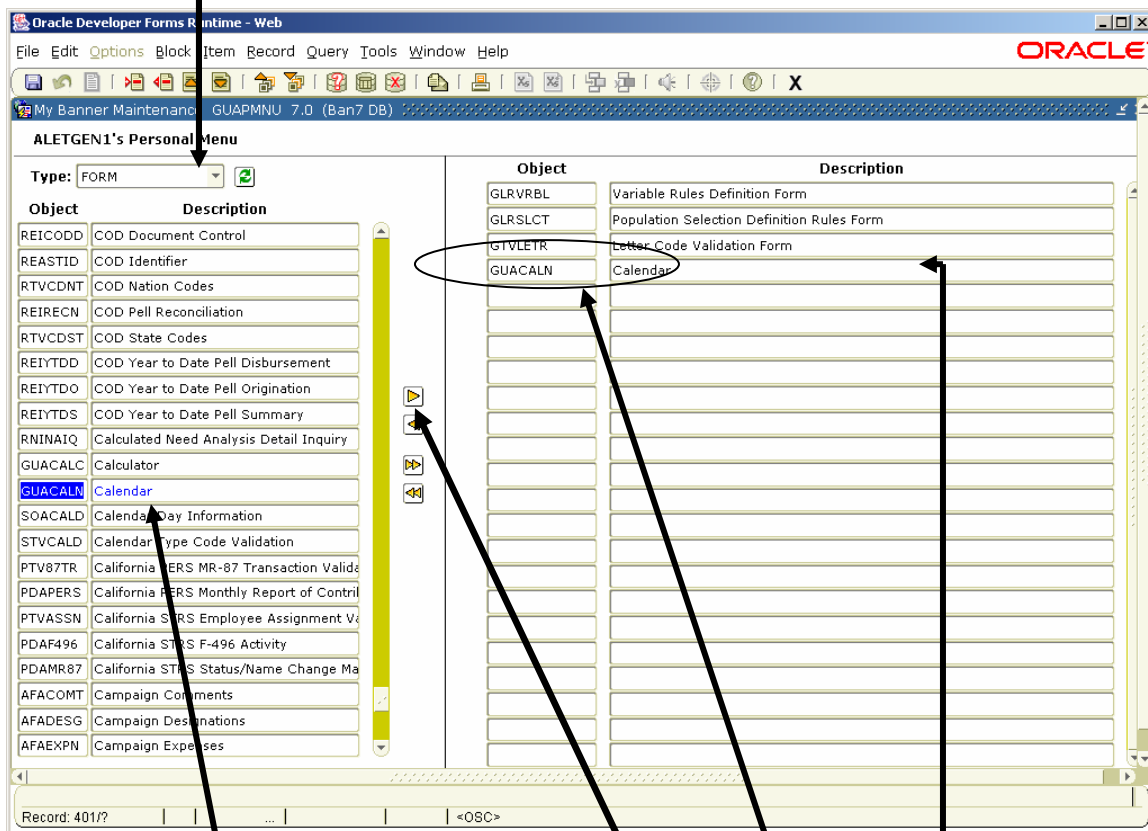
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Creating My Menu:

To add an object to a personal menu by object title:

1. Use the pull-down list above the left pane to select the object type you want to display. The left pane lists the objects of the selected type.
2. In the left pane, select each object you want to add to the menu. When you select an object, the name is highlighted.
3. Click in the right pane where you want to place the new menu item.
4. Click the Insert Selection button in the middle of the form  (right arrow button). The selected objects are added to the right pane below the place you clicked.
5. Select the Save Function. 

Select the object type. This will display the list of objects with the type requested. The example below has FORM as the type.





In this example Calendar Form was selected by double clicking on GUACALN



After selecting Calendar form in the left pane (double click on GUACALN); Then click on the right arrow button; The form was then added to the personal menu.


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To delete selected objects from a personal menu:

1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. In the right pane, select each object you want to delete. When you select an object, the name is highlighted.
3. Click on the Remove Selection button in the middle of the form  (left arrow button). Then the object is deleted from your Personal Menu.
4. Select the Save function. 

To delete all objects from a personal menu:

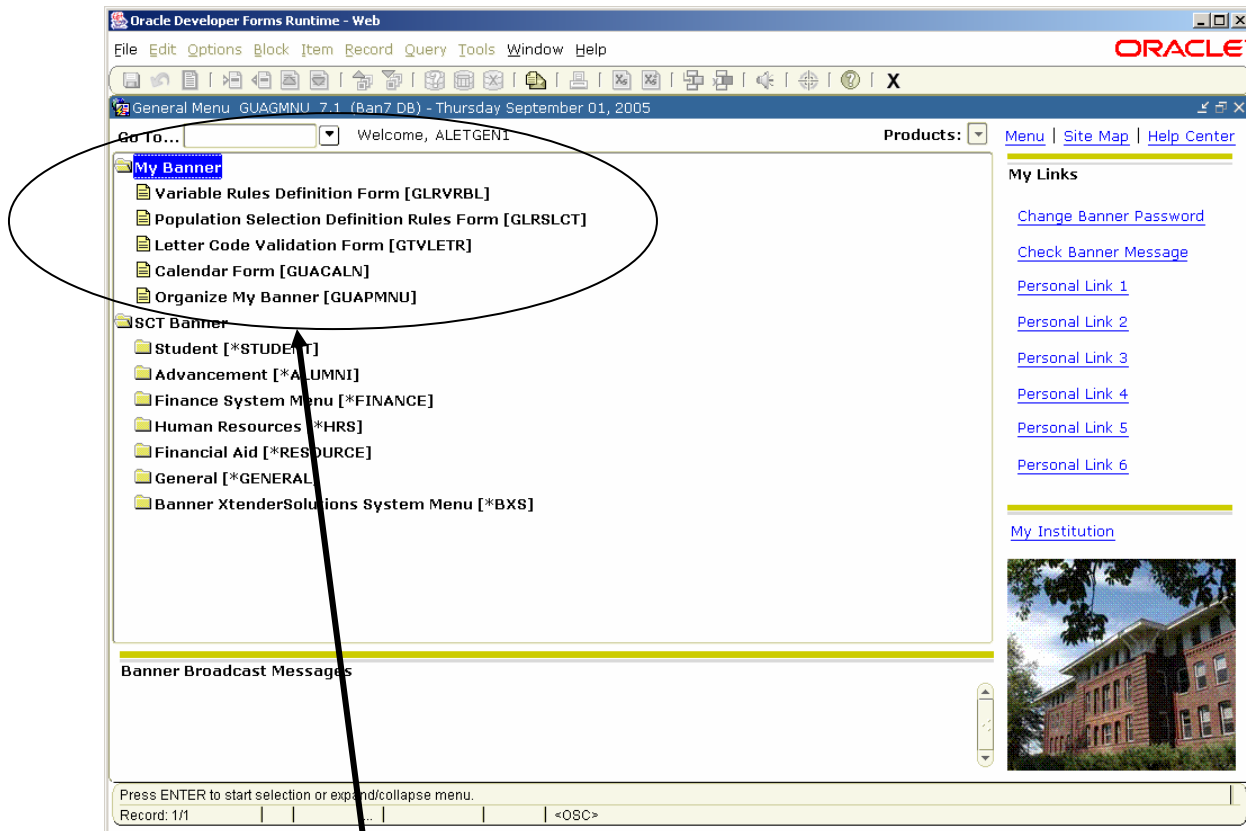
1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Click on the Remove All button in the middle of the form  (double left arrow button).
3. Select the Save function. 

Note: It is recommended not to use the  (double right arrow button) to add all objects to your personal menu. The Personal menu should contain objects that you routinely access.

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Viewing your Personal Menu

To view your personal menu, return to the Banner Main Menu. If you are in the GUAPMNU, you can exit to return to the Banner Main Menu. Your Personal Menu link will appear in the right pane as displayed below. When selected, the objects you have assigned will display in the right pane.



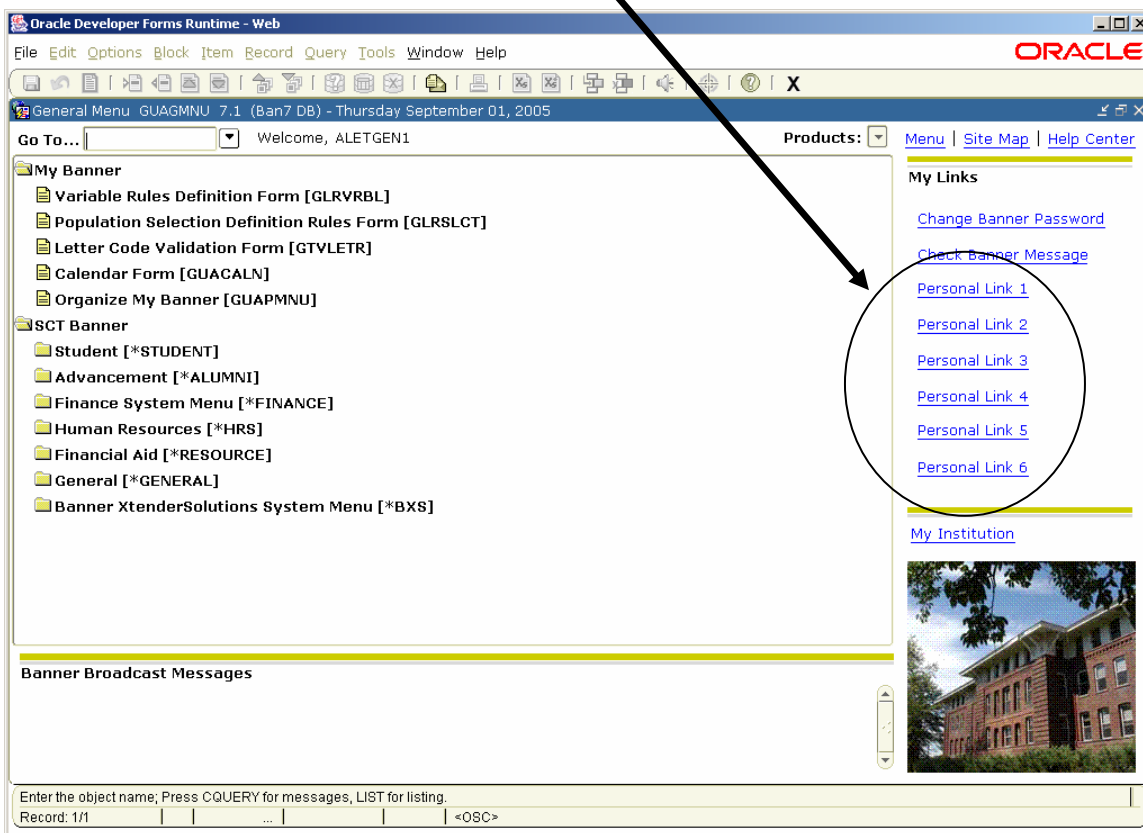
My Menu will now contain your selections
made on GUAPMNU

Personalize Banner My Menu & My Links

Creating My Links:


My links allows you to insert web sites in the banner client that are most important in your daily work. You can access your My Links from the Banner Main Menu. My Links are unique to you.

- The General User Preference Maintenance Form (GUAUPRF) lets your My Links. You can maintain up to 6 Personal Links.

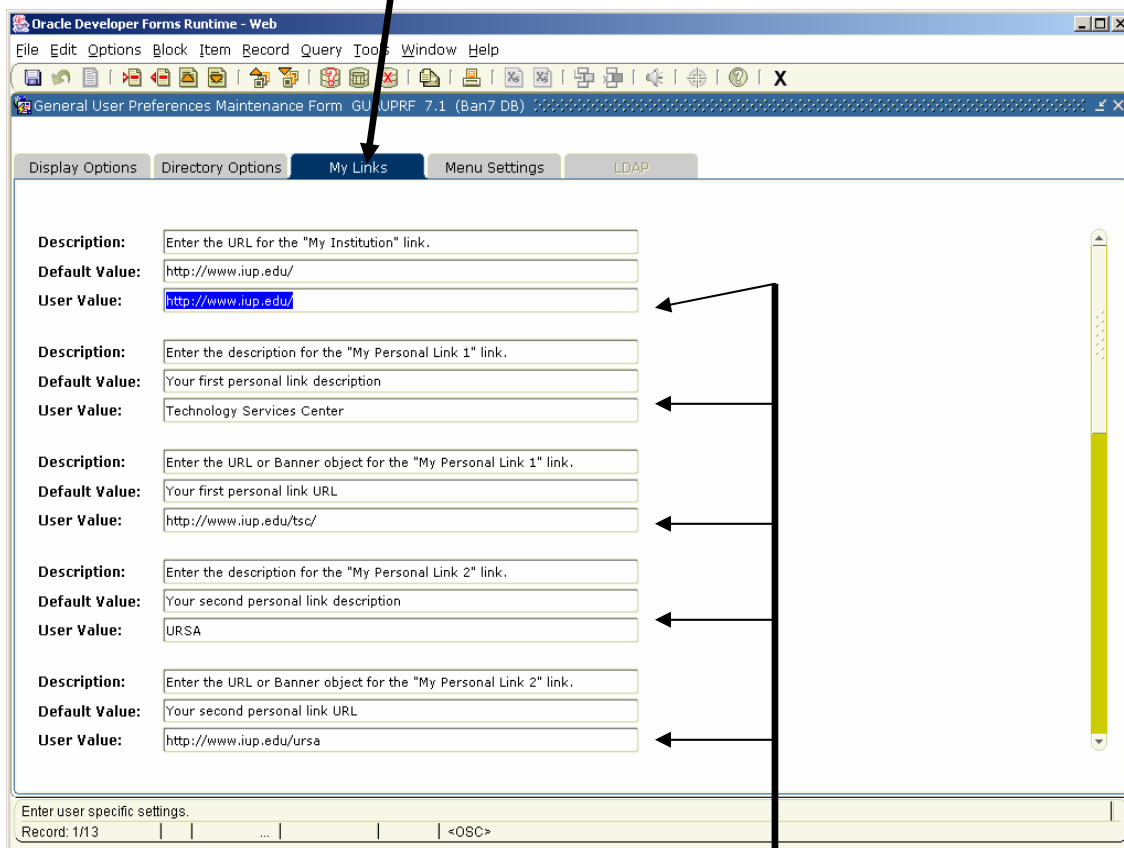


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To update My Links in Banner:

1. Access the General User Preference Maintenance Form (GUAUPRF).
2. Click on the My Links tab at the top of the form
3. Enter your own User Links in the User Value: fields for the “Enter the description for the ‘My Personal Link 1’ link” entries.
4. Select the Save function. 

Select My Links tab to
enter your My Links

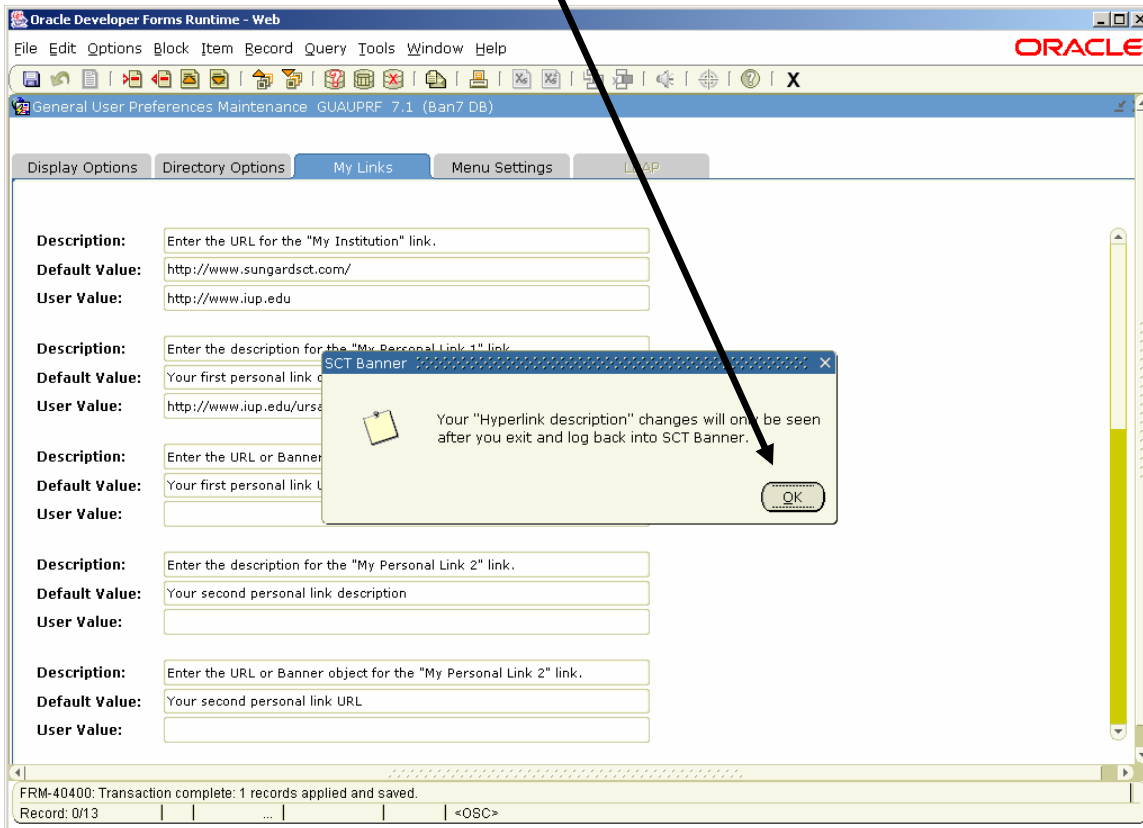


The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Window", and "Help". The toolbar contains various icons for navigation and editing. The main window title is "General User Preferences Maintenance Form: GUAUPRF 7.1 (Ban7 DB)". The form has several tabs: "Display Options", "Directory Options", "My Links", "Menu Settings", and "LDAP". The "My Links" tab is selected. The form contains several input fields for "Description", "Default Value", and "User Value". The "User Value" field for the first personal link is highlighted in blue. A callout box points to the "My Links" tab, and another callout box points to the "User Value" fields for the personal links.

Enter the User Value for your Personal Links.
Please do not change the My Institution Link.
You may enter up to 6 links.

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5. You will receive a Dialog box stating that you must exit Banner and log back in to see your new My Links. Click Ok.



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6. After exiting and logging back into Banner, you will see your new My Links options.

