



My Banner Personal Menu

The Banner main menu appears when you first log in to Banner. You can customize this menu by specifying the default menu that appears when you log in.

Banner can be customized to meet your individual needs. For example, you can:

- Create a personalized menu with My Banner.
- Customize toolbars
- Choose what information appears in title bars.
- Specify whether form names are displayed on menus and in the navigation frame.
- Customize the appearance of the General Menu.

To specify the default expanded menu:

1. Access the General User Preference Maintenance Form (GUAUPRF).
2. Select the **Menu Settings** tab
3. Enter the name of the menu that you want to be the default in the **User Default** field. For example, if you want the Financial Aid History and Transcripts menu to open when you log in to Banner, enter RESHIST in the **User Default** field, OR
Click the search button to the right of the field to display the Object Search Form (GUIOBS).
4. Save your changes.

My Banner

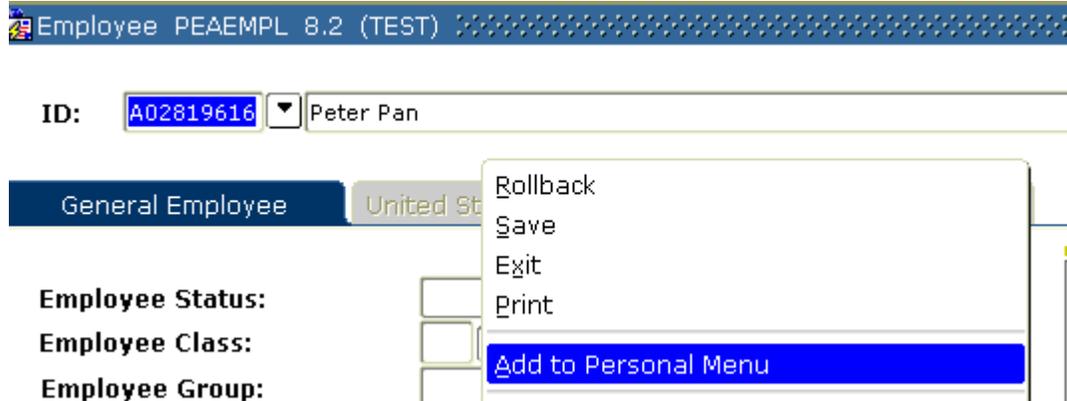
“My Banner” appears as the first entry on the main menu, and can be set up to include the forms, jobs, and menus that you use most often in your daily work. This menu is tied to your Oracle user ID (Banner login).



7. Click on the **Save** button  to save the changes made to your personal menu.

You can also add individual forms to My Banner directly from the form

1. Go to the form you want to add to My Banner.
2. While on the form, move your mouse to any white space in the body of the form, and right-click.
3. A menu will pop up.
4. From the menu, click on “Add to Personal menu.”



The screenshot shows a web browser window titled "Employee PEAEMPL 8.2 (TEST)". The form displays the user's ID as "A02819616" and name as "Peter Pan". There are tabs for "General Employee" and "United St...". Below the tabs are fields for "Employee Status:", "Employee Class:", and "Employee Group:". A right-click context menu is open over the form, listing options: "Rollback", "Save", "Exit", "Print", and "Add to Personal Menu". The "Add to Personal Menu" option is highlighted in blue.

Query Objects and Add to My Banner

You can reduce the list of object names in the **Object** selection list (left panel in menu) by using a name or partial name to search for an object. You can then add any of the items matching your query to the list of selected items in the right menu panel.

1. Access the My Banner Maintenance form (GUAPMNU).
2. Use the **Type** selection list pull-down menu to select the object type you want to query. A list of objects matching the type selected is displayed in the Object List.
3. Click in the **Object** column to place the cursor there.
4. Click on the **Enter Query** button  to clear the column.
5. Enter the search criteria, for example, PEA%. You can use the Oracle percentage sign (%) and underscore (_) wildcards.
6. Click on the **Execute Query**  button.
Items matching the search criteria exactly as you have entered them are displayed in the Object List.
7. Click on item(s) in the **Object** list that you want to add to the selected Object List.
8. Click on the **Insert Selection** button  in the middle of the form to add the item(s) to your personal menu.
9. Click on the **Save** button.

Delete Objects from My Banner:

1. Access the My Banner Maintenance form (GUAPMNU).
2. Click on each object that you want to delete in the selected **Object** list (right panel) to highlight and select it.
3. Click the **Remove Selection** button  between the two panels. The selected objects are deleted.
4. Click on the Save Button

Note: If you click on the Remove All button,  all objects in your personal menu are removed.

Change the Location of an Object in My Banner

An object will need to be deleted and then added back into the list of selected objects to change the order of items in your personal menu.

Copy Another User's Personal Menu

The My Banner Maintenance and Copy form (GUTPMNU) allows you to copy a personal menu from one user to another.

1. Access the My Banner Maintenance and Copy Form (GUTPMNU).
2. Click on the **User** field pull-down menu to select the personal menu that you want to copy, or click on the **Display Users**  button to select.
 - Objects within the menu that you have selected are displayed in the selected **Object** list.
 - You can add to, change, and delete from the menu before it is saved.

IMPORTANT NOTE: If you click on the **Save** button now, the original personal menu belonging to the person from whom you are copying the menu is changed and saved. Wait until the menu is copied before saving.

3. Click on the Copy button between the two panels. 
4. If any of the IDs already has a personal menu, a dialog box is displayed asking if you want to overwrite existing My Banners.
 - To overwrite all selected My Banners, click the **Yes** button.
 - To review each ID before deciding, click the **No** button.
 - A dialog box appears for each ID that already has a My Banner. Click **Yes** to overwrite the old menu, or click No to keep the old menu for the ID.
 - A message is displayed indicating how many menus were copied successfully.