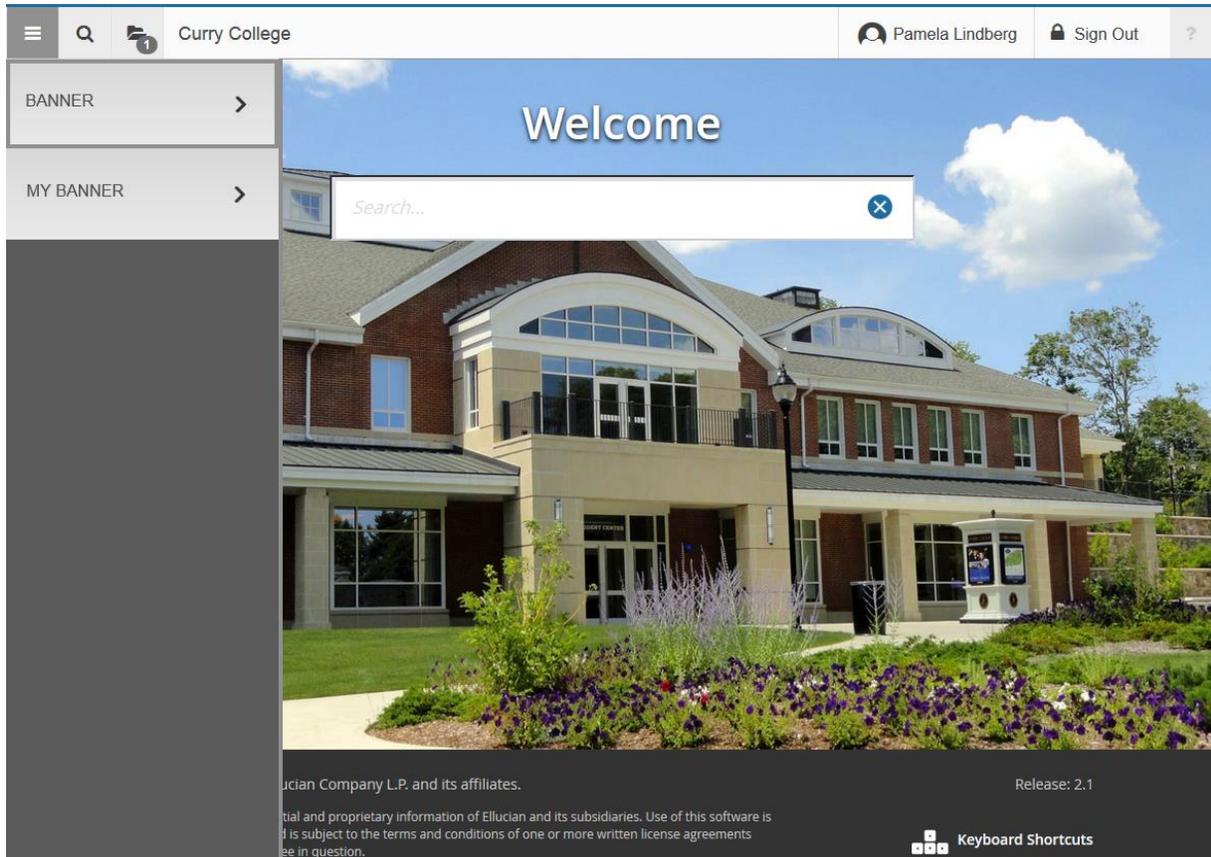


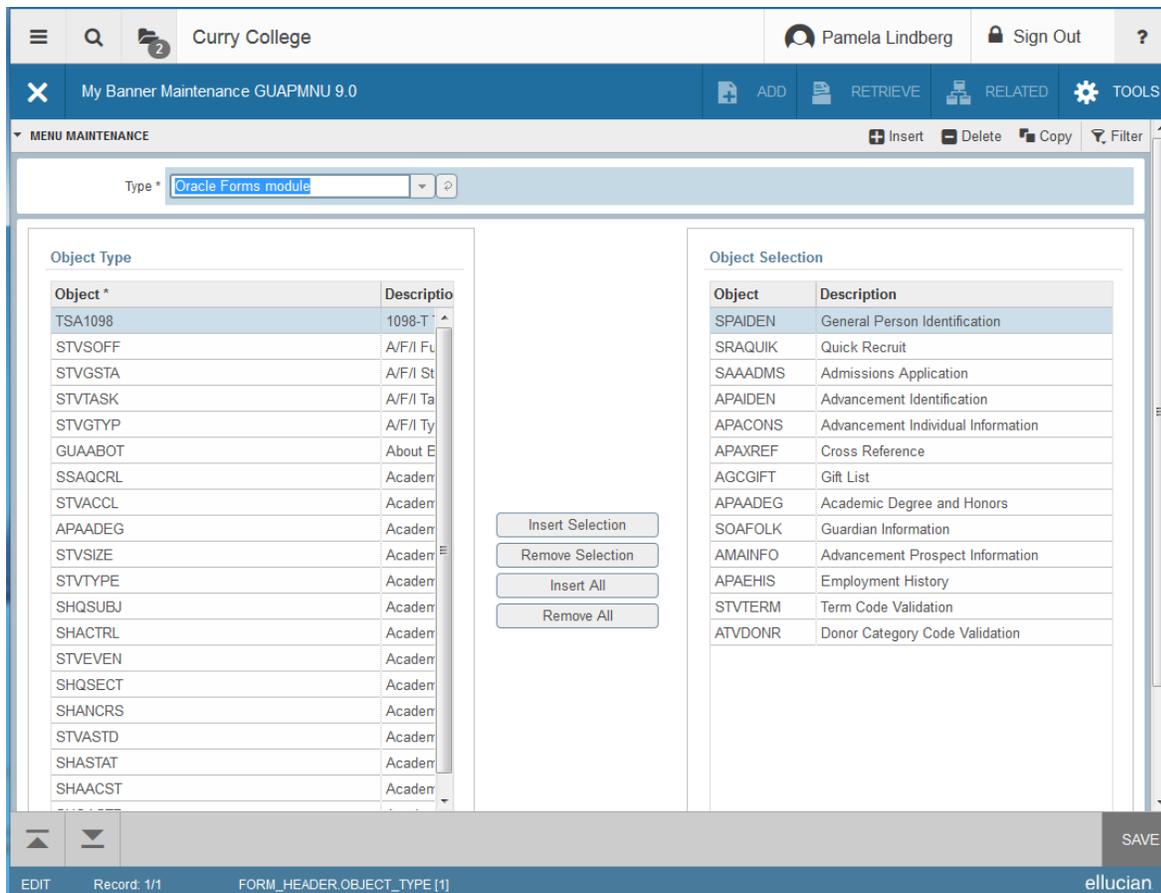
Setting up myBanner Menu for Banner9

The following are instructions to follow in Banner Forms to setup a personal menu of day-to-day forms that a user visits on a regular basis.



Go to **GUAPMNU**

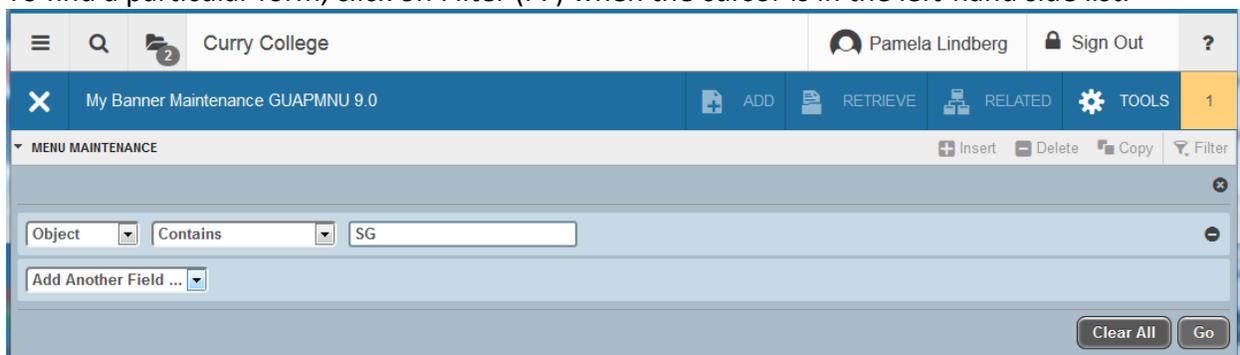
Setting up myBanner Menu for Banner9



Along the left-hand side are available forms – the user can filter (via F7/F8) to find specific objects(forms/processes/menus). Along the right-hand side are objects that are already in a user’s myBanner menu.

Double-click on a row/form to select/highlight it, then click on **‘Insert Selection’** to add the highlighted form to your menu.

To find a particular form, click on Filter (F7) when the cursor is in the left-hand side list.



Select **‘Object’** from the drop-down list, then specify a type of filter/match (ie. “contains”) to see all object that have an SG (like SGASTDN), then click on **‘GO’**.

Setting up myBanner Menu for Banner9

The list of forms that match that filter/criteria will be displayed.

The screenshot displays the Banner9 My Banner Maintenance GUAPMNU 9.0 interface. At the top, the user is logged in as Pamela Lindberg. The main area is titled 'MENU MAINTENANCE' and shows a search filter for 'Oracle Forms module'. Below the filter, there are two tables: 'Object Type' and 'Object Selection'. The 'Object Type' table lists various object types, with 'SGASADD' highlighted. The 'Object Selection' table lists objects, with 'SPAIDEN' highlighted. There are buttons for 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All'. The interface also shows a 'Filter Again' button and a 'SAVE' button at the bottom right. The status bar at the bottom indicates 'READ Record: 1/39 GUBOBS.GUBOBS_NAME [1]' and the user 'ellucian'.

Object *	Description
SGASADD	Addition
SGAASST	Assista
SGAASSTQ	Assista
SGAAPRG	Athletic
SGASPRT	Athletic
SGISPRT	Athletic
SLASGNQ	Availabl
GURMESG	Banner
SGACoop	Coopera
ADADESG	Design
ADCDESG	Design
AGCDESG	Design
SGAEOPS	Educati
SFAMESG	Enrollm
SIAASGN	Faculty
SIAASGQ	Faculty
GUAMESG	General
SGASTDN	General

Object	Description
SPAIDEN	General Person Identification
SRAQUIK	Quick Recruit
SAAADMS	Admissions Application
APAIDEN	Advancement Identification
APACONS	Advancement Individual Information
APAXREF	Cross Reference
AGCGIFT	Gift List
APAADEG	Academic Degree and Honors
SOAFOLK	Guardian Information
AMAINFO	Advancement Prospect Information
APAEHIS	Employment History
STVTERM	Term Code Validation
ATVDONR	Donor Category Code Validation

Then again, double-click on a row/form to select it, then click on 'Insert Selection' to add the highlighted form to your menu.

Setting up myBanner Menu for Banner9

The screenshot shows the Banner9 My Banner Maintenance GUAPMNU 9.0 interface. The user is logged in as Pamela Lindberg. The interface is titled 'MENU MAINTENANCE' and shows a 'Type' dropdown set to 'Oracle Forms module'. There are two main tables: 'Object Type' and 'Object Selection'. The 'Object Type' table lists various object types, with 'SGASPRT' (Athletic) selected. The 'Object Selection' table lists various objects, with 'SPAIDEN' (General Person Identification) selected. There are buttons for 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All'. A 'SAVE' button is visible in the bottom right corner. The status bar at the bottom shows 'EDIT', 'Record: 1/14', 'GURMENU.GURMENU_OBJ_NAME [1]', and 'ellucian'.

Object *	Description
SGASADD	Addition
SGAASST	Assista
SGAASTQ	Assista
SGAAPRG	Athletic
SGASPRT	Athletic
SGISPRT	Athletic
SLASGNQ	Availabl
GURMESG	Banner
SGACoop	Coopera
ADADESG	Designa
ADCDESG	Designa
AGCDESG	Designa
SGAEOPS	Educati
SFAMESG	Enrollm
SIAASGN	Faculty
SIAASGQ	Faculty
GUAMESG	General
SGASTDN	General
SGAMSTU	General

Object	Description
SPAIDEN	General Person Identification
SGASPRT	Athletic Compliance
SRAQUIK	Quick Recruit
SAAADMS	Admissions Application
APAIDEN	Advancement Identification
APACONS	Advancement Individual Information
APAXREF	Cross Reference
AGCGIFT	Gift List
APAADeg	Academic Degree and Honors
SOAFOLK	Guardian Information
AMAINFO	Advancement Prospect Information
APAEHIS	Employment History
STVTERM	Term Code Validation
ATVDONR	Donor Category Code Validation

Conversely, to remove an item from the list, double-click on the row in the right-hand side, then click on 'Remove Selection'.

Be sure to click on 'SAVE' to finalize the selections.