Functional Overview

Friend, do you find yourself often searching for the same Banner forms day after day. Are you getting sick of typing a 7-character form name every time you want to use a Banner form? Well then step right up, because we’ve got a trick that’s guaranteed to make your life easier.

Ladies and gentleman, I hereby introduce you to the term "My Banner." My Banner is a personal menu that gives you easy access to the forms, jobs, reports, menus and QuickFlows you need to use. To set-up your "My Banner", you must use the Personal Menu Maintenance Form (GUAPMNU).

The Personal Menu Maintenance Form (GUAPMNU) allows creation and modification of personal menus. It is easily accessed from the main menu - expand My Banner.

Before you proceed?

You must have the following information:

- The names of the forms you wish to add to your personal menu would be helpful.

Adding Items to Your Menu

Using the object list to add an object to a personal menu

1. Access the Personal Menu Maintenance Form (GUAPMNU).

2. 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.

   **Note:** You can query to reduce the object list. See the instructions under "To Query Objects to Add to Personal Menu" in this document.
3. In the left pane, double-click on each object you want to add to the menu. When you select an object, the text of the object’s description is highlighted.

   **Note:** You can right-click a menu name or QuickFlow name to list the items associated with that object.

4. (Optional) Repeat steps 2 and 3 for each object type you want to add to the menu.

   **Note:** You can select objects from multiple object types and insert them together.

5. Click in the right pane where you want to place the new menu items.

6. Click the Insert Selection button in the middle of the form. The selected objects are added to the right pane below the place you clicked.

7. Select the Save function.

Screenshots demonstrating how to add objects to a personal menu
Creating Personal Menu in Banner 7.x:
GUAPMNU (Personal Menu Maintenance Form)

To query objects and add to a personal menu

Use these steps to reduce the list of object names in the left pane. You can add any of the matches to your personal menu.

1. Access the Personal Menu Maintenance Form (GUAPMNU).

2. Use the pull-down list above the left pane to select the object type you want to query. The left pane lists the objects of the selected type.

3. Place the cursor in the left pane.
   - To query on form name - place cursor in left most column within the right pane.
   - To query on form title/description - tab cursor into the second column within the right pane

4. Select the Enter Query function. The object list disappears.

5. Enter the search criteria. You can use the Oracle wildcards % and _. Capitalization matters.
   Data is matched against the search criteria exactly as you enter them.

6. Select the Execute Query function. The left pane lists the matching objects.
Creating Personal Menu in Banner 7.x:  
GUAPMNU (Personal Menu Maintenance Form)

7. To add all matches to the menu (if there are 20 matches or less), click in the right pane where you want to place the new menu items. Then click the Insert All button in the middle of the form.

OR

To add selected matches to the menu, select the objects in the left pane. Click in the right pane where you want to place the new menu items. Then click the Insert Selection button in the middle of the form.

8. Select the Save function.

Screenshots demonstrating how to query objects to add to a personal menu

Select the object type you want to query

Place the cursor in the left pane. Note: To query on the form name, leave cursor in first column. To query on the form description, tab cursor into the second column (as shown).

Enter the search criteria

Select Execute Query
Creating Personal Menu in Banner 7.x: GUAPMNU (Personal Menu Maintenance Form)

The form displays all matching objects with the criteria of 'Letter' in the form title.

**To select individual objects:**
Select the objects, click in the right pane (to highlight each object) on the line you want the object to appear and click this button.

**To Select all objects:**
(20 or less)
Click in the right pane (to highlight the objects), and click this button.

Deleting 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 the Remove Selection button in the middle of the form.** The selected objects are deleted. **To delete all objects, click the Remove All button in the middle of the form.**
4. **Select the Save function.**