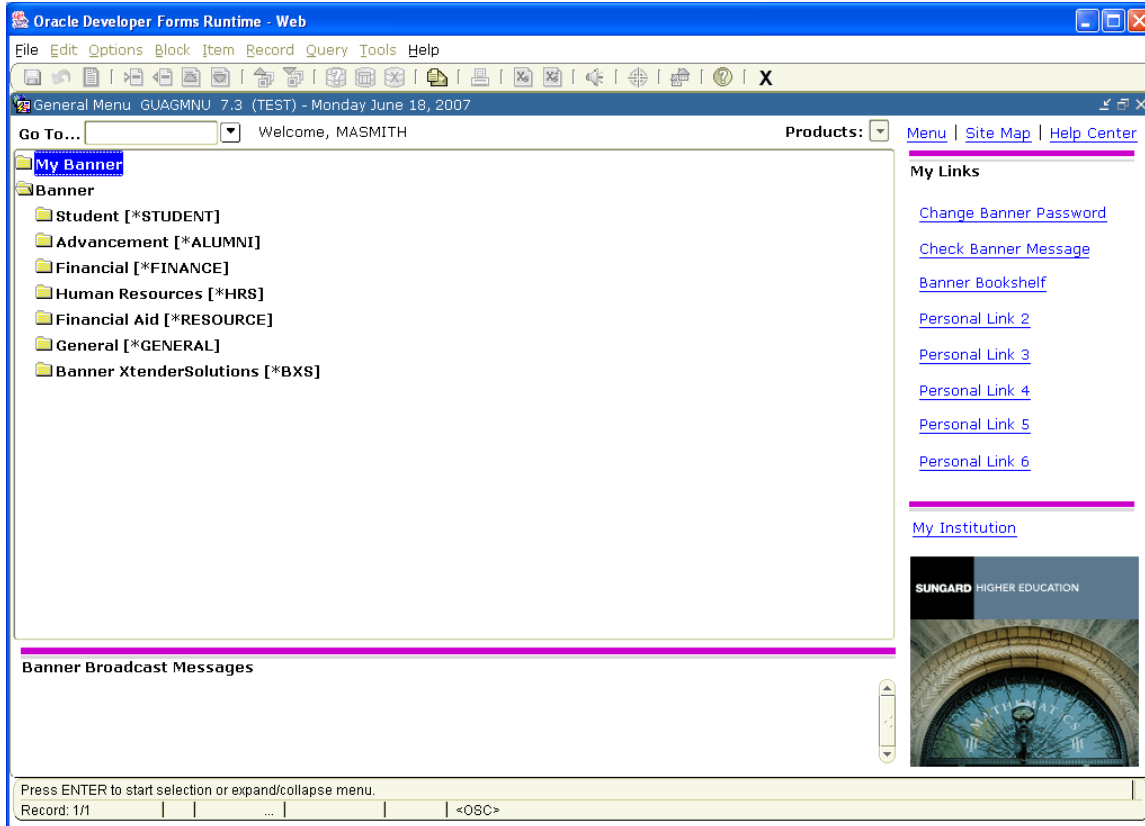


How to Customize the My Banner Menu

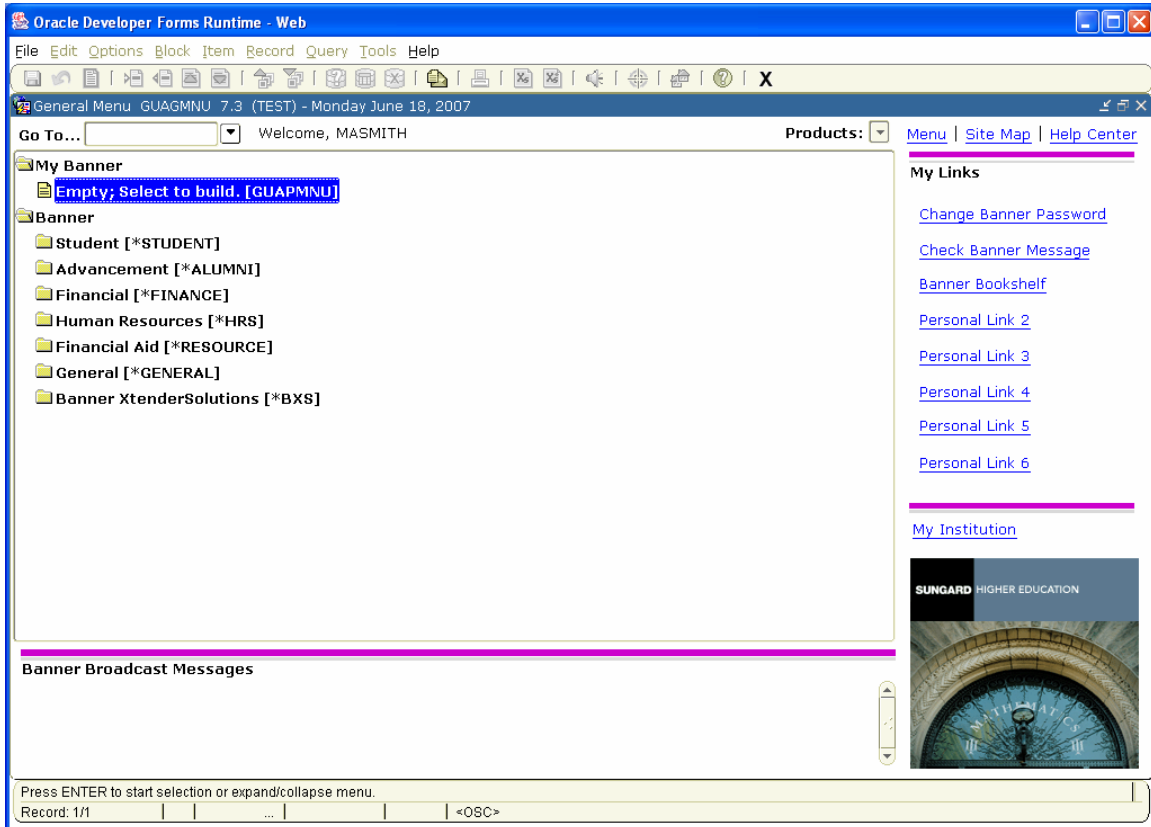


Accessing the “My Banner” Menu



Step	Action
1	Login to Banner using your assigned Username and Password
2	Double click the “ My Banner ” folder at the top left of the Banner menu system. Note: The My Banner menu is highlighted blue on the screenshot provided.

Navigating to GUAPMNU

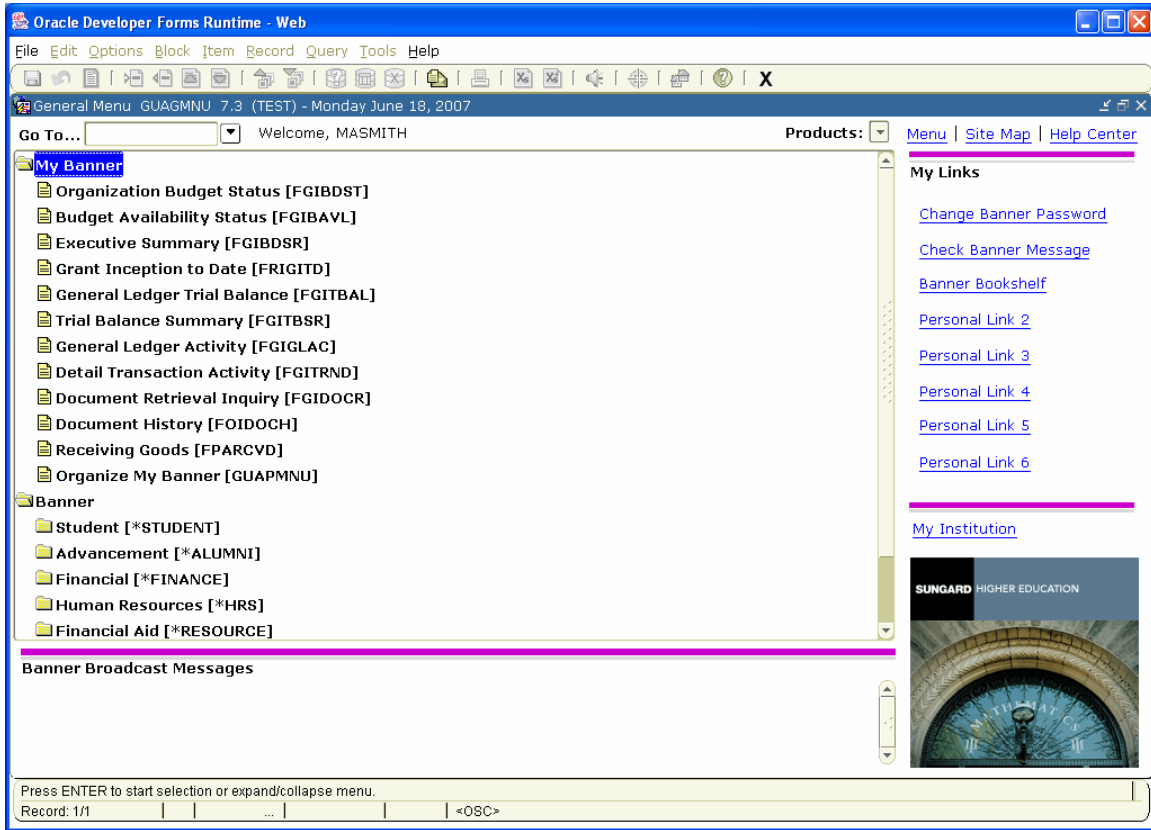


Step	Action
1	<p>Double click “Empty; Select to build [GUAPMNU]” or type GUAPMNU on the “Go To...” field to open the My Banner Setup Form.</p> <p>Note: If you previously added forms to the My Banner Setup Form they will be viewable from the “My Banner” menu system.</p> <p>The GUAPMNU is highlighted blue on the screenshot provided.</p>

- To add objects to a personal menu, select names in the left pane by double-clicking them, and then use the Insert or Insert All button.
- To remove objects from a personal menu, select names in the right pane by double-clicking them, and then use the Delete or Delete All button.

Step	Action
1	<p>Type the name of the form you wish to add to you “My Banner” Menu in the “Object” field located on the right side of the screen.</p> <p><i>Or</i></p> <p>Find the form you wish to add to your “My Banner” Menu from the listing on the right side of the screen and use the arrow key selectors to select/deselect one item at a time or use the select all/deselect all selectors to make your form selections.</p>
2	<p>Once you have selected all the forms you wish to add to the “My Banner” menu system click the save icon or press “F10” to save your selections.</p> <p>Note: The status bar should indicate that your save command was successful.</p>
3	<p>Log completely out of banner.</p> <p>Note: Any settings made on GUAPMNU will take affect the next time you login to banner.</p>

Your Personalized “My Banner” Menu



Step	Action
1	Once you're logged back into banner you can select the “My Banner” menu and review you new personalized menu. You can make changes to your “My Banner” menu at anytime by accessing GUAPMNU and selecting additional or deselecting existing forms.