Customizing My Banner

The My Banner feature on the Banner Main Menu is used to “bookmark” frequently used Banner forms. Adding forms and/or queries to My Banner eliminates the need to navigate through menu paths to access frequently used forms. It also eliminates the need to memorize form names or keep a separate written list of frequently accessed forms.

Bookmarking Forms in My Banner

The following provides instructions on adding Banner forms/queries to My Banner.

1. Log into Banner INB.

2. From the Banner Main Menu, click the My Banner folder.

3. Click the Organize My Banner (GUAPMNU) form icon.
NOTE: The first time My Banner is selected, the icon displays Empty; Select to Build (GUAPMNU). Click the Empty; Select to Build (GUAPMNU) icon.

- The My Banner Maintenance (GUAPMNU) form displays.

4. To search for the desired form enter the following:
• **Type** field: This field defaults to **Oracle Forms module**. Do not change the type.

• **Object** field: Place the cursor in the **Object** field and click the **Enter Query** icon in the tool bar.

![Image of Banner Basic Navigation interface]

5. Enter the entire desired 7-character form name (for example **SPAIDEN** or **FGITRND**), or enter a partial form name and the applicable wildcard search character ("%" or ") in the **Object** field.

6. Click the **Execute Query** icon in the tool bar to search for the form.
Depending on the query criteria entered, the desired form displays or a list of forms matching the search criteria displays.

7. Double-click the desired form to select it. The 7-character form name and the Description displays light blue when selected. Click the right-pointing arrow in the middle of the page to move the selected form from the left column to the right column.
The forms added to the My Banner folder display on the right.
8. Repeat steps 5 through 8 to add additional desired forms to the list.

9. Click the **Save** icon in the Toolbar to save all selected forms, before exiting the **My Banner Maintenance (GUAPMNU)** form.

10. Once all desired forms have been added and saved, you must exit Banner and log back in before the selected forms display in the **My Banner** folder, or click the Menu Link on the General Menu to refresh the menu.